

1 **RADIO COMMUNICATIONS SYSTEMS COMMITTEE**

2
3 Sheriff's Office
4 West Bend, Wisconsin

January 27, 2011
1:00 p.m.

5
6 Present: Herbert Tennes, John Stern, Brian Bausch, Dennis Myers,

7
8 Also present: Sheriff Schmidt, Chief Dean Schmidt, Asst. Chief Paul Fahey, Bill Kurer, Kim Nass, Mike
9 Hetzel, John Schrader, Richard Abbott, David Gelyana-RCC, Dennis Buchholz-Harris Corp. and Jon
10 Edgren.

11
12 Excused: Daniel Goetz, Rick Gundrum

13
14 Chairman Stern called the meeting to order at 1:00 p.m. and read the affidavit of posting

15
16 **MINUTES**

17 The minutes from the previous meeting were not approved nor disapproved at this meeting.

18
19 **UPDATE ON PROJECT-HARRIS CORP. AND RCC CONSULTANTS**

20 Dennis Buchholtz from Harris Corporation began by stating the terminal systems were now in place for
21 both the Highway Department and the Sheriff's Office. They are now beginning to work on the radios in
22 Slinger. The following information was in the package he distributed before the meeting. To date they
23 have put in 320 units (mobile and portable); about 700 man hours on this part of the program. They are on
24 schedule even with a couple of installation situations. He indicated a few of the departments and
25 municipalities requested advance receipt of the radios prior to installation. Advance radios were given to
26 Slinger, Newburg and Trenton PD's. They are ramping up for the distribution of the 500 fire department
27 portables. Mr. Buchholtz indicated the old schedule indicated total of 45 days to prep and program the
28 radios in order to make the mass distribution happen. With coverage testing and the system redesign
29 everything got condensed and they are just staying ahead of the supply lines and field teams to keep radios
30 in their hands. They are going to be programming the 500 portables and staging a distribution at the
31 GenComm warehouse in Menomonee Falls and working with the fire chiefs to arrange an equipment
32 pickup of all the units. They will create equipment receipts with the serial numbers of the inventory and
33 have everyone sign for them so we will know what department got what kind of equipment. This is going
34 on in parallel with keeping up with installations in the field. Also in the packet was a customer survey form
35 and quality assurance form. They need to do a 10% sampling from all of the installations to verify the
36 work is good quality. The Highway Department gave them a score of 4.5 out of 5 for quality assurance.
37 All customer surveys are reviewed in person. There were two minor mishaps during installation on truck
38 #22 with a visor for \$75 and a vehicle ding on squad #33 for about \$10; quite minor for this type of
39 installation.

40
41 The list of department order for installation was created by Mike Hetzel and John Schrader's cut-over plan.
42 A few municipalities were altered from their original listing. Jackson PD was moved to accommodate the
43 Chief who was not able to be present for the originally scheduled date. Trenton PD was only available on
44 Fridays, so their date was also moved.

45
46 It was noted the printout of projects begins with item #31 however the other page left off with number 26.
47 It was explained all items through 30 were completed and #27-30 were collapsed to allow for shorten the
48 list for printout. A full listing will be provided at the next meeting.

49
50 Supervisor Tennes asked as units are being replaced, what is being done with the old equipment?

1 Mr. Buchholtz stated they are being boxed and labeled and entered into a database to keep track of who has
2 what. In most cases, the old units are being left at the municipalities. There was some discussion and it
3 was agreed that all county radio serial numbers and model information would be sent to the County
4 Purchasing Department for possible Internet sales. If there is interest in these old radios, this information
5 will be passed along to the municipalities.
6

7 With the new law in 2013, 90% of the old radios can not be used by emergency personnel and would only
8 be used by private parties or companies overseas. As there was no regulation of the different municipalities
9 and their equipment, there are a number of different models and types of radios throughout the county. We
10 only have the capability of erasing memory from our radios. It would be the responsibility of the
11 municipalities to erase the memory of their radios if they chose to sell or give them away. It is also their
12 responsibility to dispose of them in the proper manner as they can not go into landfills. It was also stated
13 that 80% of the batteries in the old radios were old and if the county were to take the radios, we would
14 endure the cost of disposal. Attorney Nass indicated it was not in the contract to have Harris Corp.
15 dispose of the old radios for us. She stated the MOU will indicate they must erase county frequencies and
16 get rid of the old radios in a responsible manner. It was asked if we are going to sell the county radios that
17 we do it as soon as possible so we don't incur high costs if they can't be sold and we need to pay to have
18 them destroyed. It was further requested that a letter be sent to the municipalities reminding them what is
19 expected with the old radios.
20

21 RCC Update by David Gelyana indicated they have been monitoring the cut-over and they have no issues
22 at this time.
23

24 **BUDGET UPDATE**

25 Sheriff Schmidt reviewed the budget to date and pointed out the \$65,000 on line 7 for redesign under RCC
26 is recouped or backed out on line 17 through Harris Corporation's credit. He reviewed the different
27 amounts and the balance as of December 31, 2010. Things in red are differences from the previous budget
28 sheet. There were no questions or concerns.
29

30 *Aside:* It was asked of John Schrader and Mike Hetzel if the system is working well. They stated all was
31 going well. They are on the three channels and are trying to get a fourth channel added to ease the
32 capacity. All of the FD portables are being added to the system to get a fourth channel.
33

34 It was questioned if there were extra batteries for each portable and what their shelf life would be. All
35 radios were given an extra battery and the shelf life, if taken care of as specified by the manufacturer,
36 would be 10-12 years.
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38 **MOU APPROVAL FOR DISTRIBUTION**

39 Attorney Nass referred to a handout she distributed. She has set up two agreements; one is an equipment
40 agreement and the other is a user agreement. In the equipment agreement there will be definitions of the
41 type of equipment each municipality is receiving or has received. Each agreement will be customized for
42 the specific end-user/municipality. It will further state the maintenance of the equipment is the
43 responsibility of the municipality. Every end-user has a stake in the equipment and would not interfere
44 with anyone else's transmission or introduce incompatible equipment. The end-users should not be
45 reconfiguring or changing the functionality of the equipment so everything stays consistent throughout the
46 county. The Equipment agreement will also state the arrangement with Harris Corp. for a 5-year period
47 any entity can buy off the contract with the appropriate pricing that was given to the county. It will also
48 state any equipment given cannot be disposed of, given to anyone else, except for Slinger who is contracted
49 with a private entity for ambulance services. The equipment is owned by the municipality and is
50 responsible for making sure the equipment is updated, upgraded and maintained appropriately. Draft

1 copies are available from Attorney Nass if requested. The agreement will be used as an acknowledgement
2 of receipt of the equipment.

3
4 The User Agreement will give the standard guidelines for users. It sets the framework for the use of the
5 system and the need that everyone to use the system responsibly. It sets forth the need for a User
6 Committee as an advisory team to the Sheriff for issues and concerns. If any new users want to get on the
7 system, there are complaints or user difficulties they all need to first go through the User Committee, and
8 they will present these to the Sheriff. The Committee will recommend if equipment is retained. If there are
9 upgrades to the system, it will be rolled out through the User Committee. If there is a need for additional
10 training, this will also go through the Committee.

11
12 Attorney Nass distributed a draft of the agreements to municipal attorneys, police departments and fire
13 departments. She has received only minimal feedback and most of it was on the structure. She will look
14 into combining the two agreements for less redundancy. She will incorporate this feedback into the
15 agreements and will do a final agreement for each end-user/municipality. Putting together all of these
16 individual, customized agreements will take time. It is suggested that we go ahead with the installations
17 now and get the MOU's signed after the fact so as to not hold up the progress of the installation.

18
19 **RECONFIGURE RADIO DESK SETS FOR HIGHWAY DEPARTMENT-CONSIDERATION FOR**
20 **APPROVAL**

21 Inventory did not take into consideration for desk sets for the Highway Department. Jon Edgren from the
22 Highway Department explained the need, use and number of these desk sets (remotes). To continue using
23 their present remotes on their desks (eight) and have them upgraded to use with the new radio system will
24 cost approximately \$1,105.50. These remotes would be on the desks of the Supervisor, Shop Supervisor,
25 mechanic library (where drivers wait for calls during bad weather), and 4 in the front office. The
26 Supervisor and Shop Supervisor have remotes in their vehicles, but often give them out to drivers who need
27 to go to a call. If any one of the eight remotes fails, they cannot replace it. Once you replace one with the
28 new system, the entire system will need to be upgraded. At this time the eight remotes are over 10 years
29 old and they usually last only 15 years. They received a quote for upgrading their system to all new
30 remotes, which would not only work with the new system, but would allow for coverage of all channels, for
31 a cost of \$9,941.00. After some discussion a motion was made by Supervisor Tennes and second by
32 Supervisor Myers to have the Committee pay for eight new desk set remotes, not to exceed \$9,941.00. The
33 vote was taken: 3 for and 1 opposed. The Motion carried.

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35 **PURCHASE RADIO DESK SETS FOR HARTFORD POLICE DEPARTMENT-**
36 **CONSIDERATION FOR APPROVAL**

37 The Sheriff explained Hartford's desk sets in the Police Department were never considered, although it was
38 known little reception was currently available. The Hartford PD is located in the basement of their building
39 and it was hoped with the new radio system and towers that reception would be better. As this is not the
40 case, there are seven areas that need the desk set remotes. Harris Corp. has agreed to contribute 4 of these
41 remotes (\$3,900). The cost of the remaining three remote desk sets would be \$3,696 and the installation
42 costs for all 7 desk set remotes would be \$3,420 for a total cost of \$7116. There was some discussion
43 regarding a future move to a higher floor that gets reception. A Motion was made by Supervisor Myers and
44 second by Supervisor Tennes to have the Radio Committee pay for the 3 new desk set remotes and
45 installation of 7 desk set remotes for Hartford PD at a cost not to exceed \$7,116 and if in the event they are
46 not utilizing all seven, they are to return those units to the county for use by others in the county. The vote
47 was taken: 3 for and 1 opposed. The Motion carried.

48
49 **PURCHASE OF LIFESTAR AMBULANCE RADIOS-CONSIDERATION FOR APPROVAL**

50 At the last meeting when Lifestar Ambulance requested additional mobiles and portables be given to the
51 Village of Slinger to aid in ambulance calls to the Town of Polk and the Town of West Bend, it was

1 requested they obtain resolutions from these towns for these additional units. These resolutions were
2 completed by both towns and submitted to the Radio Committee. At present the Village of Slinger has
3 allocated 2 mobiles and 4 portables to their contracted ambulance service, which at this time is Lifestar
4 Ambulance. It was determined that three ambulances are based in Slinger and three are in the City of West
5 Bend. They use these ambulances interchangeably whenever the Slinger ambulances are on call. It was
6 pointed out that the Town of Polk is also getting ambulance assistance from the Villages of Richfield and
7 Slinger. There was much discussion regarding the fact that Lifestar Ambulance is a for-profit business and
8 although their contracts with the Town of Polk and the Town of West Bend are on a no-charge basis, this
9 was a business decision Lifestar made. There were questions pertaining to the need to interchange
10 ambulances between the village of Slinger and the city of West Bend. The Lifestar Ambulance
11 representative indicated they went out on 380 emergency 911 calls for the town of West Bend, town of
12 Polk and the village of Slinger in 2010. It was discussed the difference between a privately owned
13 ambulance service and a private fire department is seen differently by State Statutes and therefore are
14 handled differently. Harris Corp. offered to absorb the cost to install the mobiles (\$160 -\$200 each).
15 Supervisor Myers moved to table the discussion of the purchase of Lifestar Ambulance Radios for another
16 meeting. The Motion died for lack of a second. Discussion continued on the need for so many radios and
17 portables. Second Assistant Chief Fahey clarified they had several mutual aid contracts and they often call
18 Lifestar as part of these contracts. He stated Lifestar does more than just what they contract and it is used
19 by many municipalities even without a contract. It was also questioned why some of these costs are not
20 acquired by Lifestar as a part of running their business. Lifestar reported they already do many free
21 transports and calls throughout the county and could not absorb any more costs. A Motion was made by
22 Supervisor Tennes to provide one additional mobile and two additional portables to the Town of Polk for
23 use by their contracted ambulance service. The one mobile and two portable units will be upon the
24 acceptance of the MOU and responsibility by the Town of Polk. Second of the motion was by Supervisor
25 Bausch. A vote was taken: 3 for and 1 opposed. The Motion carried and will be implemented upon the
26 acceptance by the Town of Polk approving their MOU which will include the 1 mobile and 2 portable
27 radios.

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29 **NEXT MEETING DATE**

30 Next meeting date is March 10th at 1:00pm.

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32 **ADJOURNMENT**

33 Moved by Supervisor Tennes, second by Supervisor Bausch to adjourn at 3:12 p.m. Motion carried.

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Dale K. Schmidt