

1 **RADIO COMMUNICATIONS SYSTEMS COMMITTEE**

2  
3  
4 Sheriff's Office  
5 West Bend, Wisconsin

June 17, 2010  
1:00 p.m.

6  
7 Present: Rick Gundrum, John Stern, Daniel Goetz, Dennis Myers, Chief Dean Schmidt, Paul Fahey

8  
9 Also Present: Sheriff Dale Schmidt, Herb Tennes, John Schrader, Dennis Buccholtz and Helen Neal

10  
11 Present via telephone: Brian Blacketor

12  
13 Excused: Brian Bausch

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15 Chairperson Stern called the meeting to order and read the Affidavit of Posting.

16  
17 **MINUTES**

18 Supervisor Gundrum stated the motion on page 2 line 2 in closed session was made by Supervisor Bausch and not  
19 Chairman Stern. It was moved by Supervisor Goetz, second by Supervisor Myers to approve the minutes of May 13,  
20 2010 with the change made to page 2, line 2 to reflect Supervisor Bausch instead of Chairman Stern.

21  
22 **UPDATE OF COUNTYWIDE RADIO SYSTEMS PROJECT – Harris Corp., RCC**

23 Dennis Buccholtz, RCC, reviewed the highlights of the redesign to date. In the last 30 days, one of the things  
24 completed was the cut-over to the Sheriff's new Dispatch Center in which they are utilizing new counsels and paging  
25 system and the Harris Microwave system is also being utilized on this system. As far as the redesign, on the  
26 Farmington site they are working with American Tower to complete the leasing, approve the engineering and starting  
27 to acquire the parts, the shelters and generators, which have been ordered by Brian. ATC still needs Harris to close  
28 out the leasing and they also need to get ATC a statement of work. Once that is closed out we will get the NTP to get  
29 civil work out there.

30  
31 He stated Harris is adjusting the schedule and civil work is in a holding pattern until this is complete, to do some of  
32 the antenna work. The Jefferson and Slinger sites will be upgraded before the civils and the Kewaskum and  
33 Farmington sites will have the same upgrades simultaneously.

34  
35 Major work being completed is mainly receiving the inventory of everything that is coming into their Menomonee  
36 Falls warehouse. They have received enough of the antenna parts to move ahead with the Jefferson and Slinger sites.  
37 They have received all of the Department of Public Works equipment that was ordered. They continue to receive  
38 parts and continue to work at the Kewaskum site.

39  
40 Chairman Stern asked for clarification that there were changes made to the February 10, 2010 schedule. Mr.  
41 Buccholtz stated one of the changes to the schedule was the text link, which was not completed by its scheduled date.  
42 Also the crystal installation is delayed due to lack of parts. It is 90% completed and they are waiting for another  
43 cable. Harris was asked to send the new schedule to the Sheriff and the Sheriff in turn will forward the new schedule  
44 to the Committee.

45  
46 Clarification: Farmington and American Tower are co-owners of the tower and it has taken 3 weeks to get  
47 paperwork through both entities and completed.

48  
49 John Schrader explained that RCC prepared documents to send to APCO. The local Frequency Coordinator made  
50 recommendations to change some of the documents. He requested RCC show a graph of what was originally  
51 presented and what is presently being suggested and the boundaries have not changed. RCC is making changes to  
52 these graphs and these will then be submitted to APCO by early next week. We have all the LOC'S from everyone.  
53 The local Frequency Coordinated indicated there is no need to resend all the letters to APCO or the FCC. We have  
54 them if they need them.

55  
56 Supervisor Gundrum asked if Waukesha was still and issue and the response was no, we now have a letter of  
57 concurrence from Waukesha.  
58

1 Supervisor Myers wanted to clarify if anything on backorder for parts. Harris stated there was nothing on backorder.  
2 There were long lead times on the large antennas, which are expected to be delivered by July 27<sup>th</sup> and the shelters  
3 which are expected in August.  
4

5 Supervisor Tennes asked how many frequencies do we presently have. It was confirmed we have 10 pair.  
6

7 There was no further discussion or questions.  
8

9 **JEFFERSON STREET TOWER SHELTER A/C UNIT**

10 The Sheriff explained that the new equipment in this shelter has caused the A/C unit to overwork and malfunction. It  
11 was shown that the air conditioner at this location was running even in winter to accommodate all the heat from the  
12 new equipment. This is an older model and it did not bring in outside air to aid in the cooling. The Sheriff notified  
13 the County Purchasing office because initially the County Facilities told him there is a long lead time on ordering this  
14 equipment and the estimate would be \$16,000. The County put this out to bid and was able to get the new, more  
15 efficient equipment, with installation labor for \$11,855. The equipment was purchased and installed yesterday to  
16 avoid any problems with the new equipment because it was not being cooled sufficiently by the older model air  
17 conditioner. The question the Sheriff presented to the Committee was how to pay for this A/C unit. Would the  
18 Committee be willing to cover these costs? After some discussion, a Motion was made by Supervisor Myers and  
19 second by Supervisor Goetz to approve the purchase of new A/C unit at the Jefferson Street Tower Shelter for  
20 \$11,855, contingent upon approval by Corporate Counsel. Motion was carried.  
21

22 **DISCUSSION OF INTERGOVERNMENTAL MEMORANDUMS OF UNDERSTANDING**

23 The Sheriff has discussed with the County Attorney, Kim Nass, the need for MOU's between all of the government  
24 entities and municipalities participating in the Radio Communications System Project. He and Ms. Nass wanted the  
25 Committee's input as to whether to go with just one MOU or two. One would be more detailed and the two separate  
26 ones would cover separately equipment and protocol. After some discussion it was agreed that MOU's should be in  
27 place because as time goes by and different people are working on the project in the municipalities, verbal  
28 agreements get lost. Everyone wanted it to be clear that the County was purchasing the equipment for the start up  
29 and to make sure it is working when it is given to all who originally signed up to participate. After that, each  
30 municipality will be maintaining their radio equipment on their own. To protect what is already set up, protocols  
31 should also be set up. A Motion by Supervisor Gundrum and Second by Supervisor Goetz was made to set up two  
32 intergovernmental memorandums of understanding for all Radio Communications Systems municipality participants;  
33 one MOU for equipment and one MOU to address protocol.  
34

35 **RADIO COMMUNICATIONS SYSTEM BUDGET**

36 The Sheriff referred to budget sheets he had distributed earlier. He went through the major updated such as the  
37 Contract Amount in Line 16 is \$11,584,709.25. Under the column Additional Approved Items, Line 19 Licensing  
38 has increased due to receipt of more bills for the additional frequencies. It went from \$35,635 to \$45,641. He also  
39 pointed out that the Oconomowoc frequency costs were estimated at \$68,000 but came in at \$61,297.25.  
40

41 The Sheriff reviewed and highlighted many of the projects that have been completed, the extra costs incurred through  
42 additional frequencies and licensing and touched upon the grant monies received. The last budget update had been  
43 completed in January 2010. Many projects have been completed since January which is reflected in the numerous  
44 items and costs.  
45

46 Rob Schmid described the grant was offered through the state OJA office. Originally there were 9 DPW's and  
47 LifeStar applying for the grant. After the grant was applied for, the Town of Polk decided not to participate. The  
48 County matched some of the money. The total cost was \$41,625.90. The grant amount was \$23,021.24, the county  
49 paid in \$13,675.95 and the agencies paid \$4,928.70, with LifeStar paying the bulk of over \$2,000.  
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51 **NEXT MEETING DATE**

52 Next meeting will be held on Tuesday at August 3, 2010 at 1:00 p.m.  
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54 **ADJOURNMENT**

55 Moved by Supervisor Myers and Second by Supervisor Goetz to adjourn at 1:50 p.m.  
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