

RADIO COMMUNICATIONS SYSTEMS COMMITTEE

Sheriff's Department Training Room
West Bend, WI

May 18, 2005
9:00 a.m.

Present for Radio Communications Systems Committee: John Kohl, Don Berchem, Herb Tennes, Daniel Goetz, Thomas Smith, Brian Bausch

Excused: John Stern

Present for Radio Communications Systems Advisory Committee: West Bend Police Captain Pete Lieven, West Bend Fire Chief Jim Vest, Germantown Police Chief Pete Hoell, Germantown Police Department Communications Supervisor Lynn Schmidt, Hartford Police Chief Tom Jones and Lieutenant Tom Horvath, Newburg Fire Department Chief Peter Waldkirch and Lieutenant Paul Fahey, Town of Jackson Emergency Management Ken Klumb, Richfield Emergency Management Robert Stuesser, Highway Commissioner Ken Pesch, Finance Director Sue Haag, Emergency Management Coordinator Rob Schmid

Also present: Administrative Coordinator Doug Johnson, County Board Chairperson Kenneth Miller, Sheriff Brian Rahn, Captain Dale Schmidt, Lieutenant Michael Hetzel, Purchasing Agent Bill Kurer, Dominick Arcuri, RCC Consultants, Walt Karvetski, CTA Communications, Stacey Black, TranSmart Technologies, Michael Whately, RF Systems Eng., Ralph Evans, Evans Associates, Tom Murphy, Trott Communications, Mike Milas, Elert & Associates, Rick Strauss, Comm Tech, Secretary Gail Doughty

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

APPROVAL OF THE APRIL 14, 2005 MEETING MINUTES

Moved by Mr. Goetz, seconded by Mr. Smith to approve the April 14, 2005 meeting minutes. Motion carried.

INTRODUCTION OF COMMITTEE MEMBERS AND STAFF PERSONNEL

Committee members and all others present introduced themselves.

FACILITATION OF PRE-PROPOSAL MEETING

Mr. Kurer thanked everyone for attending the meeting and asked that the representatives of firms sign their name on the sign in sheet as a record of attendance, and give him a business card before they leave. Mr. Kurer distributed the "Pre-Proposal Meeting Agenda," Exhibit A (revised) and maps of primary communications system users. Mr. Kurer continued with the Project Overview as specified on the pre-proposal meeting agenda. Mr. Kurer will document questions, answers, comments and notes, and fax this information to each firm in attendance on Monday, May 23, 2005.

COMMITTEE TO DECIDE ON PROCESS TO BE USED TO REVIEW THE RECEIVED PROPOSALS

It was decided that firms should submit 18 complete copies of their proposals for the RFP. The following people will receive copies of the proposals for review: John Kohl, Brian Bausch, Don Berchem, Dan Goetz, Tom Smith, John Stern, Herb Tennes, Ken Miller, Doug Johnson, Brian Rahn, Dale Schmidt, Mike Hetzel, Ken Pesch, Paul Mueller, Bill Kurer, Pete Lieven, Jim Vest, Ken Klumb. Sheriff Rahn will arrange for deputies to deliver the proposals.

NEXT MEETING DATE

The next meeting will take place on June 6, 2005 at 10:00 a.m. at the Sheriff's Department in closed session for proposal review. Technical proposals will be reviewed summarizing strengths and weakness of firms. The committee will reconvene on June 9, 2005 at 9:00 a.m. in closed session to short-list the top firms.

ADJOURNMENT

Moved by Mr. Goetz, seconded by Mr. Tennes to adjourn at 10:16 a.m. Motion carried.