

1 **RADIO COMMUNICATIONS SYSTEMS COMMITTEE**

2  
3 Sheriff's Office  
4 West Bend, Wisconsin

January 11, 2013  
9:00 a.m.

5  
6 Present: Daniel Goetz, Rick Gundrum, Brian Krebs, Dennis Myers, Thomas Niebler, Herbert Tennes

7  
8 Also present: Sheriff Schmidt, Captain Gonwa, County Attorney, County Purchaser, County Emergency  
9 Manager, County Finance Auditor, John Schrader, Brian Blacketer – Harris Corp., Chief Groves, Chief  
10 Fahey, Chief Vest, Chief Schmidt and Lt. MacFarlan

11  
12 County Board Chair Tennes called the meeting to order at 1:03 p.m. and read the affidavit of posting

13  
14 **MINUTES**

15 Minutes for November 19, 2012 – Moved by Supervisor Goetz and second by Supervisor Myers to approve  
16 the minutes of November 19, 2012. Motion carried.

17  
18 **FINAL REPORT FROM HARRIS CORP.**

19 Brian Blacketer stated all issues have been rectified and all terminals and paperwork has been submitted  
20 according to contract specifications. It was noted by John Schrader that the municipalities have misplaced  
21 4 portables and 1 mobile radio. Once these are located John will program them and bring them into  
22 compliance with the system at no cost to the municipalities involved.

23  
24 **APPROVAL FOR FINAL PAYMENT TO HARRIS CORP.**

25 County Finance Auditor Paul Labonte reviewed all items in the project regarding costs and payments.  
26 Unallocated amounts will go to the Undesignated Sales Tax Fund. Final payment to Harris Corporation  
27 will be \$895,906.05. The maintenance contract is in full effect as all warranties on the system have  
28 expired. The county has an on-going maintenance agreement and costs for the infrastructure and county-  
29 owned radios will come from the Sheriff's budget. Any costs for maintenance on radios in municipalities  
30 are the municipality's responsibility.

31  
32 **Motion to make final payment of \$895,906.05 to Harris Corp. and close this contract was made by**  
33 **Supervisor Niebler and second by Supervisor Gundrum. The motion was voted on and motion**  
34 **passed.**

35  
36 **APPROVAL FOR FINAL PAYMENT TO RCC**

37 County Finance Auditor Paul Labonte ran through the items of costs and contracts with RCC on the Radio  
38 Project. The final bill to be paid to RCC will be \$40,417.48. **Motion to pay the final billing of**  
39 **\$40,417.48 to RCC and close out current contract was made by Supervisor Myers and second by**  
40 **Supervisor Goetz. The motion was voted on and motion passed.**

41  
42 **DISCUSSION – NEXT STEPS TO IMPROVE PERFORMANCE OF RADIO SYSTEM**

43 The Sheriff offered his suggestions to start the discussion on some of the criteria needed to require from an  
44 independent consultant. Everyone reviewed, discussed and agreed all these points should be included in  
45 request for bid from independent consulting firm. Committee Chair Herb Tennes ran through the steps  
46 needed to go through before an independent consultant can be hired. First a quote would be requested; if  
47 more than one firm was invited to bid, then a formal RFP would be created. Once the quotes were received  
48 they would go before the Executive Committee for approval of capitol funds. Once approved this would  
49 then go to the Finance Committee to verify funds were available for this project. Putting a request in at this  
50 time would actually be an amendment to the capitol funds approved in September, 2012 for the year 2013.

1 It needs to be presented to the committees that the contract with Harris Corp. and RCC has ended and this  
2 new phase would be to enhance the current system in areas having issues.  
3 It was agreed that an RFP will be requested and open it to all bidders. The County Attorney suggested the  
4 committee get authorization for a minimum amount for the RFP. The Sheriff, John Schrader and  
5 Purchasing Agent will draft an RFP to cover the duties and guidelines for the consulting firm. There was  
6 some discussion. **Motion to establish an RFP open to all bidders for independent consulting firm,  
7 familiar with Harris Corporation Systems. Second by Supervisor Gundrum. Vote taken and motion  
8 passed.**

9  
10 **Motion to proceed to Executive Committee for permission to spend capitol funds to hire an  
11 independent consulting firm to evaluate current radio system and review for enhancements to areas  
12 not receiving optimal coverage by Supervisor Gundrum. Second by Supervisor Krebs. Vote taken  
13 and motion passed.**

14  
15 It was noted the Executive Committee meets again on January 22, 2013 and it was requested that the  
16 wording on the RFP and details be submitted to that meeting. The Sheriff noted that before the RFP can be  
17 sent out, it needs to be reviewed and approved by the Radio Communications Committee.

18  
19 **NEXT MEETING DATE**

20 The next meeting date will be determined by how long it takes to write the RFP and all requirements.

21  
22 **ADJOURNMENT**

23 Moved by Supervisor Krebs, second by Supervisor Myers to adjourn at 9:56 a.m. Motion carried.

24  
25  
26 Dale K. Schmidt  
27