



FOXCMM FISCAL ADVISORY BOARD –

Meeting Date & Time: March 2, 2010 at 1:30 PM

Location: Outagamie County Administration Building
County Board Room
410 S. Walnut Street, Appleton, WI

Fiscal Advisory Board Members

Brian Leonhardt, Chair*	P
Patty Francour, Vice-Chair*	P
Calumet County	
Howard Mezera*	P
Jerry Pagel	P
Outagamie County	
Paul Hirte	P
Brad Gehring	P
Tom Pynaker*	P
Winnebago County	
Mike Brooks	P
Pat Brennand	P
Corporation Counsel	
John Bodnar	A
Recording Secretary	P
Barb Bocik	

Guests: Karen Carlson, FoxComm
Management Info. Coordinator

Tony Lodel, FoxComm Application
Technical Coordinator

Roger Price, Outagamie County Sheriff's
Department

Patrick Glynn, Calumet County Human
Resources Director

Gene Reece, Deputy Chief, UTC Chairperson

Robert "Toby" Paltzer, Outagamie County
Executive

Sherri McNamara, Outagamie County
Executive Administrator

Mark Harris, Winnebago County Executive

Jay Shambeau, Calumet County
Administrator

Cherilyn Eischen, Winnebago County
Sheriff's Department

John Matz, Winnebago County Sheriff's
Department

Dan Debonis, Calumet County Finance

MINUTES

1. Call to Order: The meeting was called to order at 1:30PM
2. Consent Agenda Items: Pagel/Pynaker moved approval of the March 2, 2010 agenda; approval of the Minutes from February 2, 2010; to receive and place on file the Staff project reports; and approval of the UTC report. Motion passed unanimously.
3. Strategic Planning Survey Summary and Update:
 - a. Review next steps and action: Chairman Leonhardt advised that the Executive Committee met with Mary Kohrell of the Calumet County Extension office and were given the results of the survey. The Executive Committee is asking the Fiscal Advisory Board to review the survey and results and to give feedback so a Mission/Vision statement can be drafted. Chairman Leonhardt stated that he sees FoxComm as more focused on general public safety and stated that in establishing a goal, we may be able to use that goal when FoxComm begins drafting the Intergovernmental Agreement. The Executive Committee will try to define the Mission and Vision statements at their next meeting. If anyone would like to provide comments, please submit them to the Executive Committee before March 23, 2010.
4. Governance Updates:
 - a. Authority for assessing fines: Karen updated the committee that she has met with John Bodner and reviewed the governance discussions. With regard to assessment of fines for non-compliance, John Bodner believes there is no way for FoxComm to accomplish and enforce that. John suggested that language be drafted into the IGA that gives the Fiscal Advisory Board the authority to enforce compliance. John further suggested that specific language be set out in a Schedule A so that if and when things change, a complete revision to the IGA would not be necessary. Included in the IGA would be an appeal process outlining rules that would provide for sit down discussions and a process to review of the degree of severity of violations. When an agency joins FoxComm, they would be agreeing to the terms of

the IGA and attached Schedule A. The committee discussed whether or not this would require a separate Resolution and it was felt that a separate Resolution would not be needed. Further discussed was the issue of whether or not every town, city, village, municipality, etc., affected by the IGA would be required to sign separate agreements and Chairman Leonhardt noted that a Hold Harmless clause would also be included in the IGA. Karen stated that maybe there needs to be a separate IGA between the Counties and FoxComm and one that is between the villages, cities, towns and FoxComm. This item will continue as an agenda item.

5. Voice and Data Radio Project – Steering Committee Update

- a. Regional Interoperability Council Coordinator Grant Update – Implementation plan review: Karen advised that the grant has been received. The grant will now proceed thru the committee and the Calumet County Board for acceptance and then on to the hiring process. Three individuals have expressed interest. The committee discussed seeking interest from adjacent regions regarding the possibility of sharing a coordinator as well as employment based on a part-time verses full-time basis. It was discussed that if this were to happen, these discussions should begin as quickly as possible. The committee also discussed transferring some of the MIC's duties going over to this position.
- b. Project discussion: The RFP for consultant closed on February 12. Eleven responses were received. Sheriff Brooks and Ms. Eischen will be the co-evaluators from Winnebago County with Howard Mezara from Calumet and Undersheriff Price or Captain Jobe for Outagamie County. Karen advised the committee that the results are in but that official costing packets have not been opened. Karen further advised that the applicants have been notified that the process has been delayed and that Howard Mezara is listed as the contact.
- c. Request for County Resolutions: Karen updated that a request was made to endorse the radio project. Applications were submitted to Congressman Kagen, Congressman Petri and Senator Kohl's offices. Congressman Petri is looking for elected official's support of the consultant's recommendations. The committee discussed that there has not been any draft of a resolution done yet and thought it would make sense to bring this issue forward after elections are completed and new board members are in place. The committee discussed wording and timing of the resolution. Chairman Leonhardt noted that there is buy-in with regard to what we are trying to accomplish but that prioritizing the cost is a big issue. He further discussed how each county could decide how far they will proceed with the project if FoxComm doesn't get the funding. He discussed positioning this resolution in a way so that that county boards can support it without feeling they are committed to a dollar amount. Sheriff Gehring suggested wording this as a vision statement or endorsement supporting the recommendation of 700/800 megahertz. Paul Hirte noted that the Outagamie County Board was not having issues with this. The issues arose from the administrative arm of Outagamie County and he is opposed to tying the resolution directly to a grant. The committee discussed that the support letters we currently have strongly identify the need. Chairman Leonhardt noted that this is a three county consortium and we should be purchasing the system that is best suited for that consortium. He stated that the less we mandate things on each department, the more

successful we will be. Chairman Leonhardt further noted that FoxComm needs assurance that all three counties will be able to support the FoxComm infrastructure. Mark Harris discussed the problems in asking for a resolution to accept a grant that has not yet been received. Sheriff Brooks noted in the interim we should be seeking support of elected officials.

- d. Grant Activity report: Sheriff Brooks advised the committee that our grant request was not received in Washington. He stated that the local offices had our request and stated that they were forwarded on to the D.C. offices, but the D.C. offices say they didn't receive them. Greg Underheim is working on this. Sherri McNamara stated that she will be in Washington D.C., on Tuesday and can hand carry the requests if necessary.
 - e. County Broadband Network Application for Mobile Data: Karen has been working with the counties to develop a broadband application. Submission of this grant will be difficult as it is due in the next week and a half. Karen advised that the fiscal impact is \$1.5 million and that broadband is more expensive to deploy. Chairman Leonhardt discussed that Calumet County sees the single biggest issue being ongoing maintenance of the system. He stated that FoxComm will have to work hard as a group to keep this moving along. Chairman Leonhardt requests that the group responsible for reviewing the RFPs move swiftly.
6. Budget process and expectations—forwarded from Executive Committee
- a. Review existing county budget processes and determine each county budget lead person: Howard Mezara outlined the Outlay Expenditure Requests form that Calumet County uses. He noted that anything with a value of \$2,000 or more and a life of more than one year is placed on this form. Items less than \$2,000 go into office supplies. The Capital Improvement Projects Budget form was also reviewed. This form is for expenditures of \$20,000 or more and five years of estimated service life. Tom Pynaker outlined Outagamie County's Department Three Year Plan Request by Project form and the Outagamie County CIP Plan form. Tom advised that the three year planning documents are due by April 1 and the countywide CIP is due May 7. Tom Pynaker advised that the MIS budget is due by the end of May. Patty Francour outlined Winnebago County's Five Year Capital Project Request Plan. Requests are due by the end of the year. Patty's budget is due in July.

Chairman Leonhardt noted that the level of detail or documentation that is needed has already been put together. Karen advised that numbers need to be refreshed and it was noted that Outagamie County bonds twice; once at year's end and once mid summer. It was discussed that the consultants are going to write the RFP for procurement not for costs. By the next fiscal advisory board meeting, we should refresh what we have done for last year's CIP budgets.

7. Consolidation of Communication Centers – Hirte/Pagel

Paul Hirte discussed the highlights of having a regional dispatch center and would like to have a study completed to review this. Sheriff Brooks noted that the time is right to complete the regional dispatch center which could be located anywhere and agrees that FoxComm will benefit from regionalizing the piece applications. Sheriff Pagel noted that he has also been asked to look into a consolidated communication center and is in support of having a consultant complete a study. Sheriff Gehring would also like to see this issue studied and noted that he felt that Winnebago County would be the logical choice for housing the facility. Sheriff Brooks stated that a few vendors have expressed an interest in studying radio needs and perhaps this could be looked as well. Chairman Leonhardt noted that the barriers that would prevent regionalization must be included in the study. Karen updated the committee that having a solid written plan agreed to by all parties and followed through to completion is essential. The Fiscal Advisory Board asked the two county executive's and administrator who were present at this meeting to review their budgets to see what funding would be available to fund the study.

MOTION: Hirte/Brooks motioned to request that the two county executives and administrator present at the meeting review their budgets to see what funding would be available to fund the study and have the Fiscal Advisory Board go on in support of the study with a report from the executives and administrator at the next Fiscal Advisory Board meeting. Motion passed unanimously.

8. Interim Planning for MIC position, Recommendations from Executive Committee:
Chairman Leonhardt noted that this was discussed at the Executive Committee last week and stated that with Karen leaving, everyone will have to step up and help out and identify other people who can support the interim person. Currently, there are two individuals who are interested. Paul Hirte discussed who will take the lead and the possibility of approaching Karen Carlson for her assistance. Sheriff Brooks inquired as to the timeframe for hiring the MIC position. Patrick Glynn estimated it would take four to six months to fill this position. Chairman Leonhardt noted we would be looking for someone who would be able to act as project manager and who can meet with the individual groups as well as someone who is familiar with radios, has some rapport within the community and some knowledge of FoxComm. Winnebago County has offered to prepare the budget.

Closed Session: Brennand/Brooks moved to go into closed session pursuant to 19.85(1)9c) for the purpose of discussing the performance of an employee over which the Board exercises jurisdiction. Roll Call Vote: Leonhardt-Aye, Francour-Aye, Mezera-Aye, Pagel-Aye, Hirte-Aye, Gehring-Aye, Pynaker-Aye, Brooks-Aye, Brennand-Aye. Motion passed unanimously.

Closed Session: Brooks/Francour motion to reconvene in open session. Roll Call Vote: Leonhardt-Aye, Francour-Aye, Mezera-Aye, Pagel-Aye, Hirte-Aye, Gehring-Aye, Pynaker-Aye, Brooks-Aye, Brennand-Aye. Motion passed unanimously.

MOTION: Brennand/Brooks motion to accept FoxComm Executive Committee's interim planning recommendation to determine the duties of the interim manager. Motion passed unanimously.

9. Process for filling MIC position – Recommendation and action for Human Resources. Patrick Glynn is looking for action from the board to fill this position. He would prefer to advertise the position as salary commensurate with education/experience.

MOTION: Brooks/Pagel motion to authorize Patrick Glynn to fill the position and advertise salary commensurate with education/experience. Motion passed unanimously.

10. Next Meeting: April 6, 2010

11. Adjourn

MOTION: Brooks/Gehring moved to adjourn at 4:05 P.M. Motion passed unanimously.

Respectfully submitted,

Barb Bocik

Executive Administrative Assistant
Outagamie County Executive's Office