



FOXCOMM FISCAL ADVISORY BOARD –

Meeting Date & Time: April 6, 2010 at 1:30 PM

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

Fiscal Advisory Board Members

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| 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: Jeff Stauber, Interim Project Manager, FoxComm

Mike Jobe, Outagamie County Sheriff's Department

Cherilyn Eischen, Winnebago County Sheriff's Department

John Matz, Winnebago County Sheriff's Department

Al Koivisto, BayCom

MINUTES

1. Call to Order: The meeting was called to order at 1:30 PM
2. Consent Agenda Items: Brennand/Francour moved approval of the April 6, 2010 agenda and approval of the Minutes from March 16, 2010. Motion passed unanimously.
3. Transition of Fiscal Advisory Board: Chairman Leonhardt notes that it is now time for the new Chairman to take over and it is Winnebago County's turn.

MOTION: Gehring/Brooks moved for Patty Francour to assume the position of Chair of FoxComm Fiscal Advisory Board.
Motion passed unanimously.

MOTION: Pynaker/Brooks moved for Sheriff Gehring to assume the position of Vice-Chair of FoxComm Fiscal Advisory Board.
Motion passed unanimously.

MOTION: Hirte/Brooks moved to close the nominations for Vice-Chair. Motion passed unanimously.

4. Structure of the next FoxComm Executive Committee: Discussion was held regarding the structure of the FoxComm Executive Committee. Brian Leonhardt discussed having a broader group of representation on the board and the fact that the board is somewhat Information Technology heavy at present. The committee also discussed approaching the County Executives and Administrator to seek either reappointment or new appointees and also having the County Executives and Administrator or financial representatives from the counties on the committee. Rotation of individuals according to specialty (i.e. IT, Finance and Human Resources background) was also discussed. Sheriff Brooks cautioned against putting people on the board that may not be an appropriate fit for the committee. Paul Hirte suggested having a representative from each county's finance committee on the board. Patrick Brennand noted that it is not inappropriate to have two representatives from their county. Howard Mezera, Tom Pynaker and Patty Francour will take task of seeking their

county's appointment and also discuss the potential of adding a new board member to the committee as well.

MOTION: Leonhardt/Gehring moved to instruct the administrative representatives to go back to their county executive or county administrator to confirm or ask for new appointments on the FoxComm committees. Motion passed unanimously.

5. Structure of UTC--Possibility of dividing into Operational and Technical Groups: Patty Francour discussed dividing the UTC into two groups and Paul Hirte discussed the potential of then having two different groups going into two different directions. Quorum issues were also raised. Discussion was held regarding the original intent of the UTC. Brian Leonhardt discussed the lines of responsibility being addressed in the Intergovernmental Agreement and also noted that the UTC are working groups and open meeting requirements are not required for working groups.

MOTION: Brennand/Pagel moved to keep the UTC structure as it currently is. Motion passed unanimously.

6. Voice and Data Radio Project—Consultant RFP Recommendation – Review and take action

Closed Session: Brooks/Brennand moved to go into closed session pursuant to 19.85(1)(e) for the purpose of discussing the competitive or bargaining reasons over which the Board exercises jurisdiction. Roll Call Vote: Leonhardt-Aye, Francour-Aye, Mezera-Aye, Pagel-Aye, Pynaker-Aye, Brooks-Aye, Brennand-Aye. Motion passed unanimously.

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

MOTION: Brennand/Brooks moved to award consultant contract to GeoCom. Motion passed unanimously.

7. Update on available funds for Consolidated Communications Center Feasibility Study: Sheriff Brooks reported that Winnebago County Executive will support seeking funding to do consolidation study and that he will bring this to his committee of jurisdiction at the end of April and will try to fast track this through. Discussion was held regarding the length of time it will take to put together an RFP and the potential of "piggybacking" off the RFP. This would need to be discussed with John Bodnar and Howard will work with Jeff Stauber to approach John Bodnar. Brian Leonhardt inquired as to whether or not studies have been done in the past and if so, could we learn anything from those studies. Sheriff Brooks updated that unless these studies are done in the same state, there would be labor issues that would need to be reviewed, but he would see if he could find a couple of places that have done consolidation projects and if they did any sort of "piggybacking" on their RFP.

MOTION: Gehring/Leonhardt moved that we have staff investigate a sample RFP for the purpose of a feasibility study for consolidation of communication centers. Motion passed unanimously.

8. Interim Manager's Report: The Manager's Report was handed out. Karen's tablet PC is being worked on and workspace at the Winnebago Sheriff's office is still available. Jeff Stauber advised that all paper records were moved to Calumet County. Jeff Stauber further advised that Karen Carlson had completed and submitted the County Broadband Network Application prior to the deadline. Howard Mezera and Tony Lodel will be assisting in the 2011 Budget process. Jeff further updated the committee that requests were made to vendors for the 2011 maintenance contracts costs and all committee meetings have been calendared. Mary Kohrell will be providing assistance with the Mission and Vision Statements. Discussion was held regarding the Voice/Data Radio project and establishing a timeline.
9. FoxComm Budget Report: Jeff Stauber updated the committee that Howard Mezera has created spreadsheets into Calumet County's forms and the Capital Improvement Plan is in place. Salary expectations will be reviewed. The UTC group is aware of budget deadlines and the timeframe of adoption of the budget is okay with all counties.
10. Report of progress of the Strategic Planning Process, including discussion of the FoxComm Vision and Mission Statements: Chairperson Francour advised that Mary Kohrell had done more review of the survey results and a draft of the vision statement was submitted. The vision statement was drafted to the effect of FoxComm being a combined integrated public safety communications center. Chairperson Francour advised that a mission statement would be a broader statement and advised that the executive committee was looking for bullet points or goals that could be included. Sheriff Gehring suggested having something that recognizes efforts with the private sector and would encourage other municipalities to become partners (expansion). Brian Leonhardt wanted to be sure that FoxComm is answerable to the public and noted that we are here to support users in a safe and cost-effective manner.
11. Status report on the MIC recruitment process: Jeff Stauber advised that Patrick Glynn would like identification of persons who will be assisting with the interview process and as of this morning, 33 applications have been submitted. Jeff Stauber discussed that Patrick Glynn would make the first cut once the application process was closed on April 16. Discussion was held regarding having the Executive Committee do the interviewing of the top candidates and bring their final recommendation to the Fiscal Advisory Board. The committee discussed the key skill sets that would be looked for in the candidates.

MOTION: Leonhardt/Brooks moved to have the executive committee act as the selection committee for the candidate. Motion passed unanimously.
12. Discussion on SSMG at-large membership: Sheriff Brooks advised that a representative from Fond Du Lac was selected and noted that Fond Du Lac is a VHF County.
13. Determine date/time/location of next meeting: Tuesday, May 4 at 1:30 PM, County Board Room.
14. Adjourn

MOTION: Brooks/Brennand moved to adjourn at 3:10 P.M. Motion passed unanimously.

Respectfully submitted,

Barb Bocik

Executive Administrative Assistant
Outagamie County Executive's Office

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