



FOXCOMM FISCAL ADVISORY BOARD –

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

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

MINUTES

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	
Barb Bocik	P

*Executive Committee
P=Present A=Absent

Guests: Karen Carlson, FoxComm Management Info. Coordinator

Gene Reece, Deputy Chief, UTC Chairperson

Brian Massey, Outagamie County Controller

Ed Czaja, Outagamie County Finance Director

Steve Verwiel, Captain for Winnebago County Sheriff

1. Call to Order: The meeting was called to order at 1:30PM
2. Consent Agenda Items: Hirte/Brennand moved approval of the February 2, 2010 agenda; approval of the Minutes from January 6, 2010; to receive and place on file the Staff project reports; and approval of the UTC report. Motion passed unanimously.
3. Public Communications: Two articles from The Brillion News regarding FoxComm were distributed to members previously and discussed today. Karen, Sheriff Pagel and Gene Reece all wrote Letters to the Editor in response to the article. Sheriff Brooks discussed the fact that interoperable communications is a goal of the United States government and a result of the September 11, 2011 interoperability issues. Chairman Leonhardt advised the committee that if they have other concerns regarding the newsletters, they should be addressed to Karen.
4. System Administration and Governance
 - a. Review and place on file UTC Recommendation for governance compliance auditing and monitoring and governance: Karen updated the committee on progress that has been made since the last Fiscal Advisory Board (FAB) committee meeting. Gene Reece stated that the request regarding governance issues from the FAB were discussed at the Fire and Law User groups at their last meetings. Discussions were held at these meetings and additions were made to the document. Discussion included incorporating the document into the Intergovernmental Agreement. There was a motion at those meetings to bring these recommendations forward to the FAB and that motion passed. Chairman Leonhardt thanked the users groups for bringing the recommendations to the FAB in a timely manner. Sheriff Pagel discussed adding to Step 1, “a formal sit down meeting with the violating entity to discuss the non-compliance issue and give them an opportunity to comply. If there was still non-compliance, we would proceed with

the letter process.” Sheriff Gehring is concerned with the Termination of Communication Services clause and the issue of public taxes being used for FoxComm. He also discussed that we don’t know where we will be in 2013 in terms of the issues that we may be facing. Gene Reece noted that just because these recommendations were placed on the list to be forwarded to FAB, doesn’t make the recommendations policy. The Committee discussed that if all parties to the IGA agree to the rules prior to signing the IGA; they cannot claim that they didn’t have upfront knowledge of the rules. Sheriff Brooks doesn’t believe the Termination of Services is a workable solution. He believes Corporation Counsels should be involved and there has to be some sanctions outlined in the agreement regarding non-compliance. At the previous FAB meeting, Paul Hirte made the recommendation for an “all-inclusive” listing to show that there are many issues depending upon who is using the system and he feels Karen should administer this. Sheriff Brooks states that whatever sanctions are placed on the non-compliant party, he doesn’t believe termination of services is appropriate and that legal counsel should be involved. Gene Reece stated that there is probably not one committee that can deal with all issues. Chairman Leonhardt stated he liked having all the issues brought forward and then discussing which issues need to be policy and which do not. The Committee discussed giving FoxComm authority to provide sanctions and ensure compliance with Intergovernmental Agreement. Also discussed was the issue of who the members of the compliance committee would be. It was suggested that if we have a committee, it should be made of peers in the three counties that understand the importance of the system and compliance.

Hirte/Brooks moved to receive and place on file the recommendations made by the UTC. Motion passed unanimously.

Hirte/Brennand moved for Karen to work closely with John Bodnar and the Sheriffs to determine *the appropriate response to the discussed issues, what action is required within each county and what language is needed in the Intergovernmental Agreement and bring that back to the Fiscal Advisory Board. Under discussion, Sheriff Gehring asked the Karen and Deputy Chief Reece work with users to come to a consensus on what the non-compliance penalty should be.* Motion passed unanimously.

The Committee asked Karen to research other entities that utilize systems similar to FoxComm to determine how they have worked out their issues and discuss what they are currently doing.

5. Radio Project – Steering Committee Update:

- a. Regional Interoperability Council Coordinator Grant Update – Implementation plan review. Karen updated the committee that she has asked for a status and was told that our application was the only one submitted to be the lead agency. We will be the host on this issue. The grant award will need to be approved by Calumet County Board. No timeline has been received as to when the award should be received. There have been three individuals who have stated their interest in the position. Calumet County will have oversight of the individual hired.

- b. Operations Plan Update: Karen stated this is still in draft development, but it is her goal to have the draft ready for review later this month.
 - c. Project Discussion: Chairman Leonhardt wants to be sure we stay on task and get things done so we are not rushed at the end. The Request for Proposal (RFP) for the development consultant is due February 12. March 5 would be the consultant selection and Karen hopes to have the contract finalized in early to mid April. By late summer, we hope to post an RFP for infrastructure with the final numbers in by November. Discussion was held regarding the timeline of this process and the 95% coverage area. Paul Hirte said that he would like to see if a questionnaire can be sent to all committee chairs regarding what questions the supervisors have and see if a Special Order is necessary on the County Board's agenda.
 - d. Grant Opportunity Review: Karen updated the committee that a meeting was held with Congressman Kagen's staff recently. We will be filing an appropriations application to his office. Discussion will be held with Congressman Petri's office and we are coordinating meetings with Senator Kohl's office as well. The Broadband Network Stimulus application will open on February 15, 2010. Karen discussed that this could potentially address the data part of our project. The Fire Chiefs have started to work towards an agreement for a regional grant opportunity for subscriber units for fire agencies.
6. Broadband Network Partnership: Karen is continuing to work with Sheboygan and Fond Du Lac Counties to see if there is an opportunity to work with the education network; however The Sheboygan Technical College has already leased out their frequencies. Karen updated the committee that the FCC may be giving back the 700 MHz frequencies to government. Karen is seeking approval to submit the Waiver.

MOTION: Brooks/Pagel moved that with John Bodnar's approval, the Waiver be submitted. Motion passed unanimously.

7. Strategic Planning Update: Chairman Leonhardt advised the committee that Mary Kohrell of the Calumet County Extension office is putting together a survey which will be due on February 17, 2010. In March, the FoxComm Executive Committee will review the feedback and focus on the appropriate way to structure a planning meeting.
8. Budget process and expectations—forwarded from Executive Committee: Chairman Leonhardt noted that one thing we wanted to improve upon is the budget. The Executive Committee wanted to get an understanding of how each county's budget process works to be sure we can meet the timelines of each county. Winnebago County's operational budget begins in June. Calumet County does bonding every two years and will bond again this year. Their CIP is done in July. Winnebago County has a five year plan. Outagamie County starts their budget process in March and information is due back mid May. Chairman Leonhardt stated that in March we need to identify key priorities (including Capital Budget) for the upcoming year with the goal of having April meeting for budget review. Sheriff Gehring suggests having a meeting with the Editorial Boards of the Northwestern and Post Crescent

and providing all information and addressing questions. Gene Reece feels it is very difficult to get the message out as meetings are very poorly attended. This will be an agenda item for the next meeting. Sheriff Gehring would like to review the guidelines that FoxComm is currently following for purchasing requirements.

Next meeting is first Tuesday in March.

9. Adjourn

MOTION: Gehring/Brooks moved to adjourn at 3:15 P.M. Motion passed unanimously.

Respectfully submitted,

Barb Bocik

Executive Administrative Assistant
Outagamie County Executive's Office