



FOXCOMM FISCAL ADVISORY BOARD –

Meeting Date & Time: March 5, 2009 at 1:30 p.m.

Location: Outagamie County Administration Building
 County Board Room
 410 S. Walnut St., Appleton, WI 54911

Fiscal Advisory Board Members

Brian Leonhardt, Chair*	P
Mike Brooks, Vice-Chair*	P
Brown County	
Jim Nickel	P
Lynn VandenLangenberg	P
Vacant – Co. Board Superv.	
Calumet County	
Howard Mezera*	P
Jerry Pagel	
Outagamie County	
Paul Hirte	P
Brad Gehring	P
Tom Pynaker*	P
Winnebago County	
Patty Francour	P
Pat Brennand	P
Corporation Counsel	
John Bodnar	A
Recording Secretary	
Melissa Buman	A

*Executive Committee
 P=Present A=Absent

Guests:

Karen Carlson, FoxComm
 Management Info. Coord.

Sherry McNamara, Deputy Exec.
 Outagamie County

MINUTES

1. Call to Order: The meeting was called to order at 1:35 p.m.
2. Approve Agenda: Jim Nickel asked if Item #9 could be moved up in the agenda. Brian Leonhardt suggested discussing #9 after #4. Mike Brooks/Howard Mezera moved approval of the agenda as suggested. Motion passed unanimously.
3. Approval of Minutes from 1/8/09 Meeting: Howard Mezera/Paul Hirte moved approval of the 1/8/09 minutes. Motion passed unanimously.
4. Transfer Vice-chair Position from Sheriff Brooks to Patty Francour: Mike explained the reason for the transition to the group. Brian confirmed that Patty would also become a member of the Executive Committee. Mike Brooks/Howard Mezera moved approval of the transfer of the Vice-Chair position from Mike Brooks to Patty Francour. Motion passed unanimously.
5. Transition Planning – Executive Committee:
 - a. Inventory Review: Karen Carlson stated that a “primary site inventory” document had been distributed previously. The items on the document had been agreed to by the Executive Committee as well as the executives and administrator. Karen then discussed each item on the list in detail. Jim stated that relocation was tied to the net clock, and this was a key piece of equipment for Brown County. Brian stated that there had been much discussion on this item at the Executive Committee meeting. Jim stated

that the issue was related to the timing of the Brown County 911 move. Karen asked about a date for the move, and Jim stated that there were too many variables to know for sure, that the end of June was the target but they may not have an occupancy permit until July and things could move out as much as into September. Mike asked how this would impact FoxComm. Karen stated that if everything was moved but the net clock, FoxComm would need to find another time source for the tandem. The tandem does not have access to the internet options for time sync like the Windows servers. Karen stated that the Brown County voice logging recorder, dispatch consoles and wall clock were all connected to the FoxComm net clock. Jim added their phone system also connected to it. Karen was unaware that this Brown County device had been connected to the FoxComm net clock. The group then discussed possible options. Jim asked what was driving the group to move earlier. Karen stated that weather and the project resources had been taken into consideration. Karen felt that there could be some flexibility within the “third quarter” projected move date. She felt that there should be respectful consideration of the options as well as the optimal time for the move. Jim stated that the big issue was the 911 lines. Howard wondered whether FoxComm could sync from Winnebago County’s equipment. Jim stated that time synchronization was a legal requirement, and several members disagreed with this statement. Karen stated that the group needed to look at other options should it slide beyond the end of June; she didn’t believe that all options had been exhausted at this point. Jim stated that they would not connect the phone system to the internet due to hackers. Patty provided details about delivering time synchronization across the network once Brown County’s new net clock is installed. She asked if there was a way to feed a new clock remotely. Jim stated that the end of June was a very optimistic date, and one or two month delay would be possible.

- b. Relocation Plan Costs/Fiscal Responsibility/Brown County Termination Agreement: Karen stated that this document was also distributed previously. The estimated costs to relocate to the new primary site would be approximately \$21,455. The costs would be shared using the existing percentages from the 2002 IGA. Karen stated that she felt this was still a good number. A few items would not be needed, but there would be costs that would end up being higher. Paul Hirte brought up the IGA wording in conjunction with the Brown County Termination Agreement. Karen stated that discussion had taken place regarding this at the last Executive Committee meeting, and that this led to the agreement that the relocation costs would be reimbursed to FoxComm at the current percentages of the IGA. The definition of “delivery costs” was also discussed in detail at the Executive Committee meeting, and it was felt that the definition would be “to transport from point A to point B” only. John Bodnar felt that this would be an administrative agreement. Nothing was stated regarding setup or installation. Paul stated that he wanted to voice his concerns that this would be considered as working outside of the IGA. Howard asked if the document had been signed yet. Karen replied it had not. Jim asked where the document had come from, and Karen replied that it had come from FoxComm’s Corporation

Counsel as part of the last Executive Committee meeting. Lynn VandenLangenberg stated that a “not to exceed” amount was previously discussed and agreed upon, but this item had not been added. Karen stated that she would take this item back to John Bodnar so it could be added. Brian stated that the feeling was that this was a more equitable or reasonable approach seeing that the IGA was not comprehensive enough. It was a way of fine-tuning the original intention of the IGA. It was the Corporation Counsel’s belief that this would be okay outside of the IGA and that it would not be precedent setting. Paul stated that the other issue that he felt the document was lacking in was the in the area of fiscal responsibility, and he felt that an amendment be made to the agreement. Karen stated that a line would be added that further explained this item. At the January Board meeting, it was agreed that all grants for 2009 would be conducted by Calumet County. Paul Hirte/Howard Mezera made a motion to amend the termination agreement to include the statement “fiscal administration of all grant or funding opportunities after 1/8/09 will be conducted by Calumet County.” Motion passed unanimously. Karen stated that the IGA needed to be revised for the remaining three counties, and the wording would be strengthened in the revision. Brian suggested starting an itemized list of wording to be changed in future IGA revisions. The timeline for the revision of the IGA would be third quarter so that it could be in place by 1/1/2010. Karen will work with John Bodnar to make the recommended changes, and this will be an agenda item for the next meeting.

6. Year End and First Quarter 2009 Fiscal Review: Karen discussed the 2008 budget reconciliation which was put together by Brown County’s Finance department. This was also reviewed by the Executive Committee. Total expenditures for the year were \$356,041. Participants were billed \$377,175, which resulted in a balance of \$14,631 in the FoxComm special revenue account. At the January meeting, it had been agreed that there would not be any carryover. The first quarter amounts would be offset by the amounts still in the fund, and the counties would be credited in the first quarter billings. Paul voiced his concerns regarding agreeing to pay the transitional costs before the board finalized the agreement. Karen stated that the first quarter amounts were high due to all of the maintenance contracts coming due for renewal. Karen stated that at the January 8 Fiscal Advisory Board meeting, carryover for 2008 was denied by the Board. However, at the January 29 Executive Committee meeting, it was agreed that the amount projected for the relocation should be processed as a carryover of 2008 funds. Additional discussion took place regarding individual county policies. Paul stated that approval of the agreement and the fiscal distribution of the relocation costs should be an itemized agenda item for the next meeting.
7. Network Engineering Needs – Heartland Services Contract, Executive Committee Approval to Proceed: Karen stated that she brought forward to the Executive Committee a proposal to sign an agreement with Heartland for a 40 hour block for the relocation. FoxComm would be billed for the services as provided and a discounted rate was given. This was an item that had been listed in the relocation costs. Karen stated that the network issues had to be worked out in order to relocate the primary site. Some of the

costs could go into the earmark grant, but until she received the award transfer, she couldn't start to file the project scope. This was due to the transfer of fiscal responsibility from Brown County to Calumet County. This item's cost of \$3,200 was part of the \$21,000 number. The IT workgroup has been meeting on a regular basis to work through the network issues and they needed to engage his services. The Executive Committee had recommended approval of this item to the Fiscal Advisory Board. Patty Francour/Howard Mezera moved approval for Karen to enter into an agreement with Heartland to provide the network services. Additional discussion took place regarding whether the Board could actually commit to the approval of this item. If there was no contract, they would have to postpone the work. Karen felt that two-thirds of the amount could apply to the earmark grant. Brad stated that the IGA could still change, and he wouldn't know what to take to his committees without a signed document. Howard suggested that it could be looked at as two different items. There were the relocation costs, and the network issue, which was something that had been ongoing. It was part of the reassignment of the network, and that project started last April. The Heartland services would be provided to fix the issues with the network that had been identified. Paul added that Outagamie County did not budget for any carryover funds, which was reflected in the minutes. Karen suggested using \$1,200 in the 2009 budget that had been identified the relocation of the T-1 lines, as this would no longer be necessary. These funds could be used toward the network engineering costs. There also would be funds available under software maintenance line item that could be moved. Howard stated that if the amounts stayed within the approved budget, he didn't see this as a problem. Lynn requested to amend the motion to enter into the contract but not to exceed \$1,200 until additional funds were identified. Patty Francour seconded the amendment. Paul Hirte voted nay. Motion passed.

8. Emergin Notification System End of Support Notice: Karen stated that the support contract would expire at the end of 2009. Emergin was purchased by Phillips in December of 2007. Phillips will be supporting health care providers only in the future, and their definition did not include emergency medical services. Karen added that it was the preference not to abandon the product due to its functionality. She was trying to work through the options to see what could be worked out. Karen reported that there was one other vendor with a similar product, but it was more web-based and did not have a direct connection to the tandem. Motorola was also looking at building this type of functionality into their next system.
9. Appropriation Funding and Stimulus Bill Funding Updates: Karen reported that Senator Kohl's office confirmed that they would be doing appropriations funding. The packet would come out in the next couple weeks. She will continue to apply for the earmark grants for 2010 as well as requests for stimulus funds.
10. Radio Steering Committee Update: Karen stated that the committee had not met for a while. She was in the process of getting the surveys back from the 85 agencies. There had been excellent responses from the agencies, with at least a 50% return rate. This survey would help formulate the RFP details for the system. She would have an updated timeline by the next meeting, and she would work at scheduling another meeting with the

committee. Karen stated that they were behind on some tasks, but the group was still on track.

11. UTC Report: The committee had not met since January. The last time they did meet, a lot of the discussion was around procedures for hardware and software maintenance. The IT workgroup had been meeting to work through the technical issues with Tony. Karen added that Tony would be taking over coordination of User Technical Committee and the related workgroups.
12. MIC and ATC Report – Discussion on Distributed Reports: Karen stated that she wanted to mention that regarding SSMG, there had been a meeting on 3/4/09. There were more local representatives and she was very encouraged, as their involvement would lend to a better state approach. OJA had received federal grant funding to hire regional coordinators who would be establishing regional interoperability councils. She believed that this would be a key approach to driving input and involvement in the state system on a regional level. She had spoken with Calumet County regarding taking on the lead county role to hire the region interoperability coordinator, and that had been viewed favorably. Brian added that this had been discussed at the Executive Committee and the group had agreed to FoxComm to taking on the leadership role. Regarding E-911, Outagamie County had already requested reimbursement of remaining funds from the wireless grant, but the other three counties had not. The coordinator at the Public Service Commission had given Karen the opportunity to find more qualified expenses to apply for the other three counties. There was approximately \$135,000 submitted for Brown, Calumet and Winnebago Counties. She still had more items to resubmit, and she was fully confident that all of the funding would be reimbursed. Regarding e-referral, the transfer from records management system to DA's office, the funding would expire in March. They were full speed ahead and all agencies agreed how to do this. Substantial costs were being saved in paper and personnel in other counties that already had initiated e-referral.
13. Next Meeting: April 2 at 1:30 p.m.
14. Adjourn: Mike/Tom moved to adjourn the meeting. The meeting adjourned at 2:55 p.m.

Respectfully submitted,

Melissa Buman
FoxComm Recording Secretary
Records Management/Administrative Services Supervisor
Outagamie County MIS Department