

911 COMMUNICATIONS COMMISSION
November 18, 2009

Chief Larry Grorud called the meeting of the 911 Commission to order at 1:39 p.m. on November 18, 2009.

Members present. Deputy Chief Norm Jacobs, Beloit Police Department; Chief Larry Grorud, Janesville Fire Department; Chief Dave Moore (Janesville Police Department); Chief Brad Liggett, Beloit Fire Department; Chief Tom Klubertanz, Edgerton Police Department

Members Not Present: Chief John Wilson, Town of Beloit Police Department; Chief Tim Huffman, Town of Turtle Fire Department; Footville Fire & EMS; Sheriff Bob Spoden, Rock County Sheriff's Department

Others present. David Sleeter/Kathy Sukus, Rock County Communications Center; Dara Mosley, Rock County Information Technology; Bryan Meyer, Town of Milton

1. Call to Order and Approval of Agenda

2. Minutes – July 15, 2009

Grorud noted Footville Fire & EMS should be listed under Member Not Present.

Motion to accept as written with the above edit made by Jacobs; second by Liggett. Approved

3. Comments from the Public – No comments

4. Countywide Communication System Update

Sleeter noted the County Administrator has drafted a proposal to submit a countywide grant for narrowbanding/interoperability and it will be finalized in a couple days. It was suggested the 9-1-1 Commission have a meeting before the regularly scheduled meeting in January to have an opportunity to discuss the proposal from the County Administrator. Meeting scheduled for December 10, 2009 at 1:30 p.m. at the Rock County Communications Center.

5. OJA Grant for Regional Councils and Coordinators

Sleeter noted the OJA has an approximately \$50,000 grant available for each WEM (Wisconsin Emergency Management) Region to hire an interoperability coordinator. Sleeter has been researching on who is working on the grant in this region and has found that no actions have been taken thus far. It was felt by the Commission that this should be the responsibility of our regional WEM representative. Shirley Connors from Rock County Emergency Management will be looking in to this and getting back to Sleeter.

6. Policy Updates

Commission members were provided with changes to numerous 911 Policy & Procedures. Section G2 is replacing Q1 and has just been updated to include CALEA suggested changes in wording. Motion to approve changes to G2 by Liggett, second Jacobs. Approved.

Section P6 is new. The Communications Center was already following the procedures and this just puts it in writing. Motion to approve P6 by Klubertanz, second Moore. Approved.

Section R2 also covers procedures the Communications Center already follows. There was a short discussion regarding personal email correspondence being subject to open records. Mosley stated the County has it's own policy and would only change if the State did. Motion to approve changes to R2 by Jacobs, second Liggett. Approved.

Section R3 changes are also CALEA suggestions. It was noted employees are allowed to suggest policy changes. Moore questioned whether 18-36 months was the correct time frame to keep written correspondence. He stated he thought it should be 7 years. Sukus will check with Corp Counsel on this and make change if needed. Motion to approve R3 (with changes pending answer from Corp Counsel) by Liggett, second Jacobs. Approved.

7. Informational Items & Updates

i: Firefighters Grant

Mosley stated that he and Steve Kramer would be going out soon to test the access points. He expects installation in vehicles to be done in December or January.

li: BadgerTraCS

Mosley stated they are currently working on the Court pieces regarding BadgerTraCS. He said 90% of citations need to be electronic by August 2010 (that includes crash reports). Jacobs questioned whether the crash diagram tool would be upgraded, as currently it's very simplified. Mosley said it would be in the \$40-50 range to do this.

lii: Back-Up Site Development

Sleeter stated the County Board has approved the moving of the Communications Center Back-Up Site to the new Town of Beloit Fire Department, and the funding is in the 2010 budget. The new back-up site will be more advanced than the current one and will include CAD, Pictometry, and administrative phone lines. It will also be suitable for longer periods of time than the current back-up site. It is hoped the new back-up site will be operational within the first quarter of 2010.

IV: Quality Assurance

Sleeter handed out the Communications Center's 3rd Quarter Quality Assurance Report. He noted a good return of 43%. The majority of scores have been A's and B's. Sukus stated people have sent positive comments in about their recent experiences with the Communications Center as well.

V: Activity Update

Sleeter asked if there were any questions regarding the Activity Update sent with the agenda. No questions. Sukus noted that the Communications Center is fully staffed and fully trained.

8. Set Date for Next Meeting – December 10, 2009
9. Adjournment – Motion Liggett, Second Jacobs, Meeting Adjourned at approximately 2:41 pm.

Respectfully Submitted,

Tara Hanley
Support Specialist
Rock County Communications Center