

**PUBLIC SAFETY COMMUNICATIONS  
CENTER BOARD**

**MINUTES**

**JULY 21, 2004**

**PRESENT:** Chief Dep. Norwick, Chief Bloom, Asst. Chief Cole, Asst. Chief Saxe, Capt. Boylan, Tim Hillebrand, Steve Wunsch, Keith Lippert , Ald. Skidmore, Lt. Tetzlaff, Rich McVicar and Duke Ellingson.

**ABSENT:**

**EXCUSED:**

**CALL TO ORDER:**

The Chair called the meeting to order.

**PUBLIC COMMENT:**

None.

**MINUTES:**

The minutes from the March 17, 2004 meeting were approved as read.

**DIRECTORS REPORT:**

Ellingson reported to the Board that the County Board at their meetings of July 8, 2004 had approved the re-appointments of Steve Wunsch and Tim Hillebrand.

The County Board at their July 22, 2004 meeting commended communicator Tammy Johnson for her actions in saving the life of a child. The child had been found in a swimming pool, unconscious and not breathing. Tammy provided CPR instructions over the phone to the caller.

**OPERATING PRACTICES COMMITTEE REPORT:**

No report.

**MOTOROLA STUDY:**

PSC staff met with Motorola Rep. Drake Fleege on July 19, 2004 for a progress report on the needs analysis study. He reported that to date, he has a 50% return on the surveys from Public Safety and 2% from Public Works. He will be making follow-up contact with the agencies that have not responded.

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AUG 2 2004

DANE COUNTY CLERK

## **STRATEGIC IMPLEMENTATION:**

The Governance Committee has reached a roadblock regarding one of its primary goals. At a recent meeting, Dane County Corporation Counsel advised that per state statute, a county could not form a utility. The idea proposed in the strategic plan was to have Public Safety Communications become its own utility and having taxing authority, making it independent from the levy.

The Technology Committee met recently to discuss the next steps to move toward integrating PSAP CAD and Record systems. DOJ is in the process of also designing an integration environment for records. There was discussion on how/who would be responsible for support of these systems. The strategic plan identified recommended two additional positions for PSC to do so.

The Radio Ad Hoc Committee is "on hold" until after the radio needs analysis is completed.

The Internal Operations group has not formally instituted, however some of the recommendations of the plan are being implemented.

### **REVERSE 9-1-1:**

The hardware and software for R9-1-1 has arrived. Emergency Management is working with DOA and others to identify the 40 phone lines in the CCB that can be "grabbed" when the unit is activated.

### **ALS:**

Effective June 1, 2004, the City of Madison and Dane County embarked on a six-month trial ALS project. For select Delta and Echo responses, the closest paramedic ambulance will be dispatched regardless of which municipality the emergency event occurs in. A steering committee is reviewing the pilot, which seems to be working successfully at this time.

## **2005 BUDGET CONSIDERATIONS:**

The Center Board discussed the 2005 budget. Ellingson reiterated the County Executives May memo directing a \$138,000.00 reduction in the PSC operating budget. The PSC budget is approximately 92% personal services and 8% operating expense/contractual services. Like last year, the personal services side is the only area where such a significant reduction could be made and would require the deletion of three communicator positions. Ellingson said that losing three was not feasible and in fact the Center needs additional staff. Chief Bloom moved a resolution that the Director submits a budget reflecting the staffing recommendations cited in the Strategic Plan. Adler Skidmore seconded the motion. Skidmore asked the question why the County would commission that planning effort if it wouldn't follow its recommendations. Ellingson said that the number of events in the last five years has grown by 11.5% with only one additional communicator position being added since 1994. The vote on the motion, 5 ayes and 0 nays.

## **2004 CAPITAL PROJECTS:**

**PUBLIC SAFETY COMMUNICATIONS  
CENTER BOARD**

**MINUTES**

**AUGUST 25, 2004**

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DANE COUNTY CLERK

**PRESENT:** Lt. Tetzlaff, Lt. Haney, Marcia MacKenzie, Chief Bloom, Keith Lippert, ~~Sup. Martz~~, Sheriff Hamblin, Capt. Bach, Asst. Chief Keiken and Duke Ellingson.

*Martz*

*see  
next page*

**ABSENT:** Skidmore

**EXCUSED:** Saxe, Norwick, Hillebrand and Wunsch

**CALL TO ORDER:**

The meeting was called to order at 3:10p.m.

**PUBLIC COMMENT:**

None.

**MINUTES:**

Martz made a motion to approve the July 21, 2004 minutes, seconded by Bloom. The vote was unanimous to approve as read.

**DIRECTORS REPORT:**

Ellingson reported on a remodeling project scheduled for the second floor of the City/County Bldg. directly above Public Safety Communications. The Juvenile Reception Center will be moving there from the 3<sup>rd</sup> floor when remodeling is complete. He stated that he met with Jim Moeser and the architect to discuss potential ramifications during and after the remodel. Of greatest concern at this time is that need for the contractors to work in the ceiling of PSC operations floor. The architect ha apparently made some incorrect assumptions about what can be disrupted on the operations floor during the remodel process. Ellingson will voice his concern to the County Executive regarding those assumptions.

**OPERATING PRACTICES COMMITTEE REPORT:**

No report.

**2005 BUDGET:**

The 2005 PSC budget was submitted to DOA on July 23<sup>rd</sup>. It reflected the suggestions from the July 21<sup>st</sup> Center Board meeting to include the staffing recommendations of the Strategic Plan. On July 26<sup>th</sup>, it was returned with a memo stating that it did not comply with the County Executive's requirements. After conferring with the Chief of Staff, a revised budget

was re-submitted that was in compliance. [REDACTED] was necessary to meet the \$138,000.00 directive. An accompanying memo was also sent to the County Executive stating that a reduction in communicator staff was not feasible and in fact there is a need for additional staff. Hamblin led a discussion reflecting the need for the Center Board and the public safety organizations served by PSC to contact the County Executive to emphasize the need to include in the budget the positions recommended by the Strategic Plan. Motion by Martz, seconded by Bloom to draft a letter from the Center Board to the County Executive requesting her add to her budget the 8 positions recommended by the Strategic Plan. No further discussion. The vote was unanimous to approve the motion. Norwick will work with the Police Chiefs to draft a similar letter and Bloom will do the same with the Dane County EMS Association and the Dane County Fire Chiefs.

#### **CENTER BOARD ELECTIONS:**

Ellingson advised the Board that an election needed to be held for the Center Board Chair. The Chair opened the floor for nominations. Bach nominated Hamblin, seconded by Martz. Martz moved that the nominations be closed and Hamblin be elected by unanimous consent, seconded by Bach. Hamblin was elected by unanimous consent.

#### **OTHER BUSINESS AS AUTHORIZED BY LAW:**

Corporation Counsel Marcia MacKenzie was in attendance to answer questions regarding the issue of PSC Governance as it related to the recommendations of the Strategic Plan. The plan recommended that PSC pursue the possibility of forming a "utility", to give it the ability to tax and eliminate the need to depend on the county tax levy for support. MacKenzie advised she had researched the possibility and that counties are not allowed to do so under current state statutes. There was discussion about the current statute that does allow for a surcharge to be placed on a wire line phone and Act 48 that will soon allow for a surcharge to be added wirelessing phones. Ellingson advised that currently, the entire wire line surcharge collected is sent to SBC to support the infrastructure and does not allow any funds to go directly to support a PSAP. The upcoming wireless surcharge will support only that equipment needed to accept wireless calls and will sunset in 3 years. MacKenzie suggested that changing the current surcharge legislation to allow collected funds to cover PSAP costs or the ability for counties to form utilities would require statutory changes by the legislature. Ellingson advised he would contact the Dane County Legislative Lobbyist with those suggestions.

#### **NEXT MEETING:**

The next meeting for the Center Board will be on **Wednesday, SEPTEMBER 15, 2004** at 3:00p.m. This meeting will be held in the Public Safety Building, conference room #3. An agenda will be mailed out prior to this meeting.

#### **ADJOURNMENT:**

Martz made a motion to adjourn the meeting and seconded by Bach. The vote was unanimous to adjourn at 4:15p.m.

#### **RECORDER:**

Dale Ellingson

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**Public Safety Communications Center Board**  
Meeting minutes of October 20, 2004

Present: ~~Asst. Chief Saxe~~, Chief Deputy Norwick, Capt. Boylan, Larry Singer, Supervisor Martz, Dave Janda, Tim Hellebrand, Keith Lippert, Lt. Balles, ~~Asst. Chief Cole~~, Capt. Bach, Richard Grasmick, Rich Beadles, Deb Julian, Duke Ellingson

Absent: Alder Skidmore

Meeting called to order at 1507

Bach moved approval of August 25<sup>th</sup> 2004 minutes, second by Martz.  
Unanimously approved.

**Director's Report**

Ellingson gave a summary of the current staffing shortages. Military call up, retirements, trial periods, resignations and FMLA have combined to cause the current situation. The hiring process is underway to fill the current vacancies.

The County Board has approved the County Executive appointments to the Operating Practices and Advisory Committee. They are Chief Brad Keil and Chief Bernie Coughlin, both appointments expire 5/1/06.

The pilot AVL project is progressing. Before the end of the week, displays at the majority of workstations will be operational. All county paramedic units have equipment installed with MFD units awaiting the installation of VRMs. Equipment for the remainder of the county ambulances has been ordered.

**Operating Practices Committee Report**

None

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OCT 25 2004

DANE COUNTY CLERK

### **2005 Operating Budget**

The County Executive has submitted the budget to the County Board (Oct 1). Two new positions (one Communicator and one Quality Assurance/Training manager) were added to the PSC budget. Co. Supervisor Hanson has prepared a budget amendment requesting an additional two communicators, which will be introduced tonight at PP&J. The strategic plan recommended a total of 5 additional communicators, a Support Services manager and two technical positions.

### **Radio Needs Analysis**

Motorola has completed the radio needs analysis report. Ellingson distributed copies to Center Board members. The report is an abbreviated version of the original request due to grant criteria set by OJA. A September 2 memo from OJA stated that they would not accept equipment grants based on vendor specific engineering studies. A grant will now be submitted to OJA to fund a vendor neutral engineering study.

### **911 Strategic Planning Update**

Chief Cole requested an update on the Strategic Implementation Plan. In particular an update as it relates to the progress of the Technology Committee. Ellingson stated that primary topic of the Technical Committee at the last meeting was how to support the new technology recommended in the strategic plan. The two major recommendations (implementing an integration environment and switching CAD vendors) were both currently beyond the department's ability to support. Singer summarized the complexity of the projects and reiterated that his department did not have the staff to support these projects. Data conversion and training would be major issues as well as ongoing support of the AS400 where the new CAD would reside. Also, a conversion would require new interfaces to be written. Balles reviewed language in a grant applied for and approved over a year ago. Approximately \$496,000 of the \$1.5 million was designated for 911 Center improvements, in particular CAD replacement. Those funds need to be expended for that purpose soon or a written request needs to be made to spend those funds for another purpose. Madison Police and the 911 Center/IM have tentatively agreed to use some of the funds to implement a Citrix Server farm to enhance records access for the 16 law enforcement agencies that have joined in the use of the MPD New World records system.

MINUTES OF THE PUBLIC PROTECTION & JUDICIARY COMMITTEE  
OF THE DANE COUNTY BOARD OF SUPERVISORS

Meeting of October 21, 2004

The Public Protection & Judiciary Committee of the Dane County Board of Supervisors met in Room 2J of the City-County Building, in Madison, Wisconsin, on Thursday, October 21, 2004 at 5:30 p.m.

PRESENT: Olsen, Rusk, Vedder.

EXCUSED:

ABSENT: Hanson, Martz.

~~OTHERS PRESENT: Krustec, Wells, Stanley, Hamblin, Molony, Boylan, MacKenzie.~~

1. Call to Order. Meeting called to order at 5:44 p.m.
2. Approval of Minutes. No action taken. Postponed to next meeting.
3. Public Comment. None.
4. 2005 Departmental Budget Discussions and Recommendations – Juvenile Court. No action taken.
5. 2005 Departmental Budget Discussions and Recommendations – Family Court Counseling Services. No action taken.
6. 2005 Departmental Budget Discussions and Recommendations – Clerk of Courts with Family Court Commissioner. No action taken.
7. 2005 Departmental Budget Discussions and Recommendations – Public Safety Communications. Olsen presented. Rusk moved, seconded by Vedder, to recommend increase personal services expenditures by \$40,000 to provide funding to create one Communicator position effective 4/1/05, as a “float position” to relieve overtime. Motion approved, 3-0.
8. 2005 Departmental Budget Discussions and Recommendations – Sheriff. Olsen presented. Rusk moved, seconded by Vedder, to make a friendly amendment to the proposed increase in the Civil Process Services Revenue line item (Line Item #111-372-3255-3150) by changing it from \$73,900 to \$39,300, said reduction being a result of increasing the flat service fee from \$30 to \$35 (instead of the originally proposed \$40). \*Motion to approve as amended carried, 3-0.

Vedder moved, seconded by Rusk, to increase expenditures in the Vehicle Replacement line item (Line Item #111-372-3255-8639) by \$24,500, in order to replace a prisoner transport van. \*Motion approved, 3-0.

Rusk moved, seconded by Vedder, to increase the Miscellaneous Deputy Supplies line item (#111-372-3165-1638) by \$12,600 in order to purchase handguns for newly hired deputies. \*Motion approved, 3-0.

Rusk moved, seconded by Vedder, to have the following language inserted into the appropriation resolution: "The budget contains \$275,600 for vehicle replacements in the Sheriff's Office. The Sheriff shall have the flexibility to determine the types of vehicles that are purchased with this funding, although priority must be given to replacing vehicles that will promote the safety of deputies performing patrol and inmate transportation functions." \*Motion carried, 3-0.

Rusk moved, seconded by Vedder, to increase capital expenditures (this would be a new line item) by \$50,000 for a pilot program for in-squad video cameras. \*Motion carried, 3-0.

9. 2005 Departmental Budget Discussions and Recommendations – District Attorney. No action taken.
10. 2005 Departmental Budget Discussions and Recommendations – Coroner. No action taken.
11. 2005 Departmental Budget Discussions and Recommendations – Emergency Management. de Felice presented. No action taken.
12. 2005 Departmental Budget Discussions and Recommendations – Corporation Counsel/Child Support Enforcement. No action taken.
13. 2005 Departmental Budget Discussions and Recommendations. Rusk moved, seconded by Vedder, to increase garage parking revenue by \$39,100 by implementing a parking fee for employees and elected officials who park in the City-County Building, new Courthouse and Public Safety Building garages. \*Motion carried, 3-0.
14. Departmental Matters. None.
15. Chairperson's Report. It is planned that there will be NO meeting on Monday, October 25<sup>th</sup>.
16. Other Business. None.
17. Adjournment. Vedder moved, seconded by Rusk, to adjourn. \*Motion carried, 3-0. The committee adjourned at 6:45 p.m.