

COMMUNICATONS COMMITTEE

Meeting Minutes of Monday, August 12, 2013

Agenda Item #1: Call to order. The Chairman calls the Communications Committee Meeting to Order at 1:30 PM at the Vilas County Justice Center Conference Room, 330 Court St. Eagle River, Wisconsin. Gary Peske recognized a quorum in present.

Committee Members Present: Gary Peske, Chairman
Ron DeBruyne
Mark Rogacki

Others Present: James Galloway
Jeff Nelson
Dave Leack
Ken Anderson
Joe VanDeLaarschot
Lt. Dale Soltow

Agenda Item #2: Approve Agenda: **Motion by Ron DeBruyne, seconded by Mark Rogacki, to approve the agenda in any order to be discussed by the Chair. All say Aye, motion carried.**

Agenda Item #3: Approval of the previous minutes: The previous minutes had not been prepared for this meeting.

Agenda Item #4: Resolution to County Board/Feasibility and Design Study Proposal/Land O' Lakes Tower: Chairman Gary Peske discussed the importance of a maintenance plan. We have been directed by the Property Committee to come up with a 5 year plan for maintenance, upgrades, and equipment. We have \$5.5 million in this system and we need a plan to deal with the Land O' Lakes Tower and I don't see any other alternative. We need an engineering study and we need someone to give us realistic proposals.

Ron DeBruyne discussed that the Land O' Lakes Tower is a weakness in the communications system that we have been dealing with all along.

Gary Peske discussed that if we wait until the lease is up at the end of November, 2014 before we deal with this then we will be facing a situation where we may not have the best available option to keep this system going.

Mark Rogacki questioned if this is a budgeted expense. Gary Peske advised that it is not and it would have to be General Fund expenditure.

Jeff Nelson from PCS Alliance opinioned that if we waited for the expenditure to be budgeted in the 2014 budget that it wouldn't be likely that a tower would be up until 2015.

James Galloway explained that the current Heartland Communications Tower is under litigation in regards to an easement.

Gary Peske explained that Heartland Communications has an easement for ingress and egress but not for utilities, which would include the T-1 line for the counties communications system.

We would be much safer having our own tower, our own equipment, and a microwave dish to make the system complete. This isn't a problem that we think is going to happen, it is a problem that we know is going to happen, we just don't know when it will happen.

Motion by Gary Peske to forward the resolution to the County Board after review by Vilas Corporation Counsel and the Fiscal Impact is completed for the Finance Director. Seconded by Ron DeBruyne.

Discussion by Mark Rogacki that he is in support of the project but he wants it budgeted for and doesn't support taking money from the General Fund.

Gary Peske discusses the possibility of using the contingency fund from the Fire/EMS Simulcast Project.

James Galloway opines that the contingency fund is for the Fire/EMS Simulcast Project and doesn't feel that the Land O' Lakes Tower issue falls under the scope of the project.

We have not broke ground yet at one site for the project so we don't know what else will be spent from the saved dollars or the contingency fund.

Gary Peske amends his motion to forward the resolution to the County Board after review by Vilas Corporation Counsel. The cost would come from the contingency fund and this would be identified as a part of the communications project. Seconded by Ron DeBruyne. All say "Aye." Motion carried.

Agenda Item #5 Design Review and Progress Meetings: James Galloway discussed that Motorola will be making a slight change to the design system to add switches that provides them with the ability to troubleshoot the equipment and monitor the state of the equipment at no cost.

Agenda Item #6 Fire/EMS Simulcast Project.

A. New site status.

1. Arbor Vitae Project Update.

a. Foundation/Erection. Jeff Nelson explained that we are still waiting on the NEPA Study to be complete and there is no update at this time.

2. Conover Project Update. Dave Leack explained that the foundation is in and the steel is on the ground. We expect the erection of the tower to take place in the next week.

3. Presque Isle Project Update. Jeff Nelson has explained that the Presque Isle Tower is standing. Gary Peske explained that there was a gas line cut during excavation. It was a private line and was not the responsibility of Diggers Hotline to locate so we will need to use the contingency fund to fix it. There was also an extra expenditure to remove and fill for an abandoned septic tank that was located. Gary Peske would like to publicly thank the Town of Presque Isle. They town took away the pieces of the septic tank and provided the fill at no extra cost to the county.

B. Necessary modification to existing leases. No discussion.

Agenda Item #7 Communication Critical Infrastructure Security Procedures. There was discussion on the security of the communication sites and restricting the access to qualified people. James Galloway received a policy from Oneida County that required background checks on everyone that is granted access to their communication sites. Dave Leack discussed that Oneida County doesn't have leased towers like Vilas County has so it might be difficult to enforce a security policy on ever changing employees from a different company. Ron DeBruyne believes there should be a county policy on the security of communications sites.

Gary Peske instructed James Galloway to bring a draft policy for access to county owned communications and shelters to the Communications Committee.

Agenda Item #8 System operations report. Lt. Soltow discussed that Motorola had sent a technician to Vilas County for a day to observe the mobile radios in the squad cars. The technician will schedule a time to come back and spend 2 to 3 days in Vilas County.

Agenda Item #9 Communications Budget. Lt. Soltow provided a Communications Expense and Revenue budget for 2014. Lt. Soltow talked about the SonicNet Lease on the Weber Tower and explained that the contract expires at the end of 2013 and needs to be renegotiated. There was general talk about upcoming budget meetings. Lt. Soltow explained each line in the 2014 Expense Proposal. Lt. Soltow provided a list of maintenance, replacement, and spare parts that are needed for the Vilas County Communications System. The list was authored by PCS Alliance. Jeff Nelson explained that the Motorola Maintenance does not cover all of the parts for the system. Lt. Soltow stated that he feels this needs to be budgeted for. Gary Peske asked PSC Alliance if any of the items on the list can be incorporated into the Fire/EMS Simulcast Project. It was identified that approximately \$20,000.00 of the cost of the list can be incorporated into the Fire/EMS Simulcast Project. Gary Peske instructed Lt. Soltow to add an additional \$20,000.00 to the maintenance budget to cover the rest.

Agenda Item #10 Communications Project Budget Report. There was nothing further to add on this agenda item.

Agenda Item #11 Letters and Communications. There were no letters or communications.

Agenda Item #12 Schedule Next Meeting. The Chairman would like to keep this open for now.

Agenda Item #13 Adjournment. The Chairman adjourned the Communications Committee Meeting at 3:16 p.m.