



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140

Phone: (262) 605-5050 • Website: www.kenoshajs.org

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

Tuesday, March 27, 2018

4:30 P.M. Kenosha County Safety Building

1000 55th Street

Kenosha Joint Services Conference Room

-
- I. Call to Order
 - II. Roll Call
 - III. Citizen Comments
 - IV. Approval of Minutes of Open Session – February 27, 2018
 - V. Joint Services Report
 - a. Director's Report
 - b. Administration
 - c. Communications
 - d. Records
 - e. Fleet Maintenance
 - f. Evidence/Identification
 - g. MIS
 - h. Overtime Report
 - i. Financial Statements
 - VI. Items for Board Review and Action
 - a. Public Safety Software
 - i. Additional Licenses
 - ii. New World Software Version Upgrade Update
 - b. Firing Range
 - i. Status Report
 1. Environmental Testing
 - c. Communications Department
 - i. E 9-1-1 Telephone Equipment Platform
 1. Status Report
 - a. Text-to-911
 - d. Communication Supervisor
 - i. Job Description
 - ii. Hiring Process
 - e. 2017 Budget
 - i. Request to Carryover Funds
 - f. Financial Review
 - i. Contract - Discussion and Possible Action
 - VII. Board Member Comments
 - VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

February 27, 2018

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairman Jeffrey Gentz in the Joint Services Administration Conference Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairman Jeffrey Gentz, County Chief of Staff Jennie Tunkieicz, Chief of Police Daniel Miskinis, County Supervisor Daniel Esposito, City Alderman Rocco LaMacchia Sr., Board Member Mark Modory and Youth in Governance Janaki Rawal and Youth in Governance Jamal Hanson

City Administrator Frank Pacetti was excused.

Under **Citizen Comments**, there were none.

Under **Approval of Minutes of Open Sessions Held November 28, 2017**, Mr. LaMacchia made a motion to approve and Ms. Tunkieicz seconded. Motion approved unanimously.

Under **Director's Report**, Director Genthner reported he would be happy to answer any questions regarding the Director's Report included in their Board packet. Director Genthner reported that he received a scholarship to the Tyler Connect conference in April 2018; it will be located in Boston, Massachusetts this year. The conference will be held during the next Board meeting date and requests that the April meeting be rescheduled. Chairman Gentz stated that they can move that month's Board meeting to April 17, 2018, at 4:30pm.

Ms. Tunkieicz stated that the Fleet Maintenance Vehicle Cleaning Operator has continued to be a rotating position. Director Genthner stated that it has been difficult to find somebody to fill the position, but that Fleet Maintenance Manager Pat Sepanski has a candidate that they are looking at bringing on part-time. The Police Department is currently doing a background check and the hope to receive that back Friday of the current week. The candidate did not go through the traditional hiring process, therefore, he will be a temporary part time employee.

Ms. Tunkieicz noted that it appears they are still working on filling all of the Communications Department open positions and inquired about what the impact has been on the current employees. Communications Manager Mike Blodgett reported that there has been a significant amount of overtime, but it has been decreasing. Director Genthner stated that the last class of 4 new hires progressed through the training quickly and will be working independently soon. On March 19, 2018, 4 more new hires are expected to start. They will enter in to the training process and they hope to have them up and running by the summertime.

Ms. Tunkieicz inquired about the Record's Supervisor position. Records Manager Stephanie Lorenzo stated that the Supervisor position was an internal candidate and that the psychological exam was completed the prior Thursday. Director Genthner stated that they do not do a work trade assessments for entry level Records Clerks, but they typically do them on all supervisors. As they transition from an entry level clerk to a supervisor, the work trade assessment would be performed.

Under **Public Safety Software Project**, Director Genthner reported that they have reached a point at which the software is up and running well. Assistant Director Josh Nielsen reported that the implementation portion of the project has been completed. Currently, they are dealing with day to day operational issues and working on resolutions to issues as they arise. There is an upgrade to the NWS test system scheduled for the end of March and an update to the live production system in June, this will be their first attempt at a version upgrade.

Ms. Tunkieicz inquired how the software was working for KSD and KPD. Captain Hallisy believes it is a great system and makes the community safer due to the instantaneous retrieval of information. Chief Miskinis stated that it is doing far more than many of them expected and believes it's a great system. A brief discussion ensued regarding the software.

The Board accepted the information as presented.

Under **Firing Range**, Director Genthner reported that they had a meeting the previous week with FGM Architects, several consultants and several County employees. They are comfortable moving forward and will be finalizing the plans later in the week and going out for permitting. After those steps are complete, they will then go out to bid. They are anticipating a September 1st completion.

Director Genthner reported that the HVAC portion of the project will be complicated. They will be looking at humidity control and air conditioning along with putting part of the HVAC on the roof and part in the basement. Director Genthner believes the end result of this project will be a state of art gun range. Mr. Esposito inquired whether they anticipated the limitations with HVAC. Director Genthner stated he didn't know how difficult it would be, but that the consultants were aware.

The Board accepted the information as presented.

Under **Radio Console System Replacement**, Director Genthner reported that they are currently doing a study on replacing the radio consoles since they are at their end of life; it will be approximately \$500,000 to replace the consoles.

Communications Manager Mike Blodgett reported that Elert and Associates are performing the study. The radio consoles are the actual control units that the dispatchers use to talk over the radio systems. They are looking at replacing that portion of the equipment and that it is past its useful life. They currently have one system that is down and are having difficulty locating used replacement parts for the units.

Mr. Esposito inquired about what the shelf life would be on a system of this caliber. Mike Blodgett responded that the old system is over 20 years old. Any new system that they were to purchase now would be server based and would typically require replacement parts like a computer.

Chairman Gentz inquired about when they anticipate the study to be completed. Mike Blodgett stated that they believed Elert and Associates would have a draft to them within the week.

The Board accepted the information as presented.

Under **E911 Telephone Equipment Platform**, Communications Manager Mike Blodgett reported that they received the routers needed to connect to West Safety Services for the Text-To-911 service and will be working through the final steps with both parties respective IT departments. Once they begin to accept texts, they will be able to send out notification to the phone providers; the providers will have 6 months from when they receive notification to provide this service.

Chairman Gentz inquired whether this service would be compatible with a new radio console system. Mike Blodgett reported that the radio console systems are completely separate from the 911 equipment.

Ms. Tunkieicz clarified that it would be incumbent upon the phone providers and that one provider may have this service up and running while another provider may not. Mike Blodgett stated individuals he spoke with on this topic recommended that you do the public relations blitz to the public once all phone providers are on board. A short discussion ensued.

The Board accepted the information as presented.

Under **Evidence Room Remodel**, Director Genthner reported that Evidence Manager Mark McMullen has been in contact with FGM Architects regarding performing a needs assessment for the Evidence Room remodel. They have received a Phase 1 contract with FGM Architects that will cost \$38,440; Director Genthner requested the approval of the Board to proceed with the contract.

Chairman Gentz asked for some clarification on what they will receive in the needs assessment. Director Genthner reported that they would receive recommendations on how to best utilize their room space, layout and equipment.

Mr. Modory made a motion to approve the contract with FGM Architects. Mr. LaMacchia seconded the motion. Motion approved unanimously.

Under **End of Year Transfers**, Director Genthner reported that there were a few budget overages and that these are the amendments to cover them.

Mr. Esposito made a motion to approve the year end budget amendments. Mr. Modory seconded the motion. Motion approved unanimously.

Under **Board Member Comments**, there were none.

At 5:03 p.m., Mr. Modory made a motion for **Adjournment**. Ms. Tunkieicz seconded the motion. Motion approved unanimously.



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ADMINISTRATION

Thomas W. Genthner
Director

Joshua D. Nielsen
Assistant Director

Francine I. Hooper
Finance Assistant

Beverly M. Sebetic
Personnel Assistant

MANAGEMENT

Michael S. Blodgett
Dispatch/Communications

Stephanie W. Lorenzo
Records/Public Counter

Patrick W. Sepanski
Fleet Maintenance

Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board

JSM 18-029

FROM: Tom Genthner

REFERENCE: Kenosha Joint Services - Board Report

DATE: March 23, 2018

DIRECTOR'S REPORT:

As a reminder, the date for the April Board meeting has been changed to April 17, 2018 at 4:30 PM.

The consultant that we have contracted with to conduct the Communication Department study, Comm Center Solutions, will be on site April 30 through May 2. We have already exchanged some documents as to the structure and function of the department.

ADMINISTRATION DEPARTMENT:

Administration (4 full-time and 1 part-time positions): All positions filled.

Communications (40 full-time positions): One shift supervisor and three telecommunicator vacancies.

- Four telecommunicator candidates were given start dates for March 19. On March 11, one candidate withdrew from further consideration, no reason was given. An additional candidate has been contacted and was given a conditional job offer and accepted. If the two remaining steps are met with success, we anticipate starting that candidate in mid-April.
- Eight telecommunicator candidates participated in panel interviews. Five have been placed into background investigations with an anticipated completion date in early April.
- A job offer was made to the candidate for the shift supervisor position and accepted. A start date of March 19 was agreed to. On March 15, the candidate contacted us via email and indicated upon further consideration he wished to withdraw from the process. He indicated he wished to remain in his current position.

Records (21 full-time positions): Four clerical vacancies.

- Clerk Aurora Turek has been promoted to the supervisor position, effective March 15.
- Written testing was completed on February 21 as part of the hiring process to establish an eligibility list for the vacant clerical positions. Sixteen candidates were invited to

Kenosha Joint Services – Board Report

participate in panel interviews on March 20 and 21. The next step will be a review of the candidates' criminal history and background investigations.

Fleet Maintenance (7 full-time and 1 part-time positions): One vehicle cleaning operator vacancy.

- A background investigation on the candidate referenced in last month's report has been completed. A conditional job offer was made to the candidate and accepted. We are waiting for the results of the physical, and if all goes as hoped, will set a start date as quickly as possible.

Evidence/Identification (8 full-time positions): All positions filled.

COMMUNICATION:

There are currently four employees in training.

- Tanya Sunderland has completed her training at the Kenosha Sheriff's Department console. She will be moving to third shift to begin training at the Kenosha Police Department console. This will be her last phase of training.
- Staci Schertz has completed training at the Kenosha Sheriff's Department console. She is scheduled to train on the Kenosha Police Department position on April 2. This will be her last phase of training.
- Lacey Ebler has completed her training on the Kenosha Police Department console. She will begin training at the fire console. This will be her last phase of training.
- Brittney Smith has completed training at the Kenosha Sheriff's Department console. She will be moving to second shift to begin her Kenosha Police Department console training.

Staff continues to work overtime to maintain coverage standards.

Three new employees started on March 19. We welcome Maggie Harju, Leslie Niss and Jordan Jones to the team. They will begin their classroom training on March 19 and then transition into the on-the-job training program for console training.

Work continues on the implementation of text-to-911. The required hardware for implementation has been delivered and work continues on establishing network connectivity to West Safety Services. Once connectivity is established, West will begin the process of connecting to our site and configuring our routers to receive text messages sent to 911.

After the configuration is complete, the wireless carriers will be contacted to inform them of our desire to accept text-to-911. They will have six months from that time to implement that service in our county.

Kenosha Joint Services – Board Report

The initial report from Elert & Associates regarding the replacement of the radio console system has been received and is being reviewed. Once complete, this report will be submitted to the board for consideration.

Baycom was able to secure a used replacement power supply for our radio console that was out of service. All radio positions are now back in service.

In January, a total of 3,864 9-1-1 calls were received by the communications department. 93% of these calls were answered in under ten seconds, 98% in under fifteen seconds and 99% in under twenty seconds. A total of 17,591 non-emergency calls were handled in this same period.

RECORDS DEPARTMENT:

Aurora Turek was promoted to second shift supervisor and began her assignment on March 15. She will be training with first shift supervisor, Maureen Andersen, for two weeks and will start in her second shift position on April 1. Congratulations and best of luck to Aurora!

Records supervisors completed MDC recertification classes for the Kenosha Police and Sheriff's Department staff. There are approximately two to three classes held each month from October through March. Approximately 300 officers were trained.

Records clerks cancelled 257 warrants that were recalled from the circuit and municipal courts in the month of February. When these cancellation lists come over from the courts, it is an involved task, and it has to be completed right away.

At the request of the Kenosha Police Department, all third shift records clerks received Notary Public Commissions. The Police Department has notaries on first and second shift, only. Having notaries available on third shift will assist both the Police and Sheriff's Departments when they have to obtain OWI search warrants, which now need to be notarized.

There were 124 overtime hours used in February.

FLEET MAINTENANCE:

Fleet maintenance building integrations continue. County IT will be scheduling the installed fiber network connection integration. Security cameras for the perimeter of the fleet facility were installed on March 5 and brought online March 15. Coverage includes all entry points to the building and a large portion of the parking lot. Adjustments to the HVAC system are ongoing primarily due to operational errors.

The fleet maintenance staff continues vehicle maintenance and repair as scheduled. Up-fitting for four sheriff's marked patrol squads was completed in February and one police patrol squad

Kenosha Joint Services – Board Report

was started. Incorporated in the new police squads is a newly revised light and siren package that is designed and programmed to offer intuitive functionality. The system will allow the officers to focus more on the task at hand rather than the equipment.

Fleet technicians continue to wash each vehicle after maintenance or repair. Fleet technicians also continue to perform biohazard cleaning requirements.

Car washes: Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



EVIDENCE/IDENTIFICATION DEPARTMENT:

Technician Katie Messersmith transferred into the Evidence / Identification Department on December 11, 2017. Katie is nearing completion of her training in the Evidence Department and will be moving back to the Identification Department for the last two weeks of March. This is a refresher for Katie prior to her assignment to second shift effective April 9, 2018.

In February 2018, the board approved FGM Architects as the selected consultant for the Evidence Room Renovation Project. Manager Mark McMullen is currently drafting a contract to be used between Joint Services and FGM Architects.

In March 2018, the Kenosha Police Department assigned a light duty officer to the Evidence Department to assist our staff in the evidence disposal process. Prior to disposing of evidence, permissions for the destruction must be obtained by the agency responsible for the evidence. Several databases are needed to be accessed to provide the documentation needed to determine the fate of the evidence in question. This process is very time consuming. The temporary assignment of this officer is a significant need and greatly appreciated.

Kenosha Joint Services – Board Report

During the month of February 2018, a total of sixty hours of overtime was worked by the Evidence / Identification staff. Overtime continues in an effort to reduce the backlog of evidence purging and discovery request. The evidence department continues to struggle with locating storage locations for newly submitted evidence.

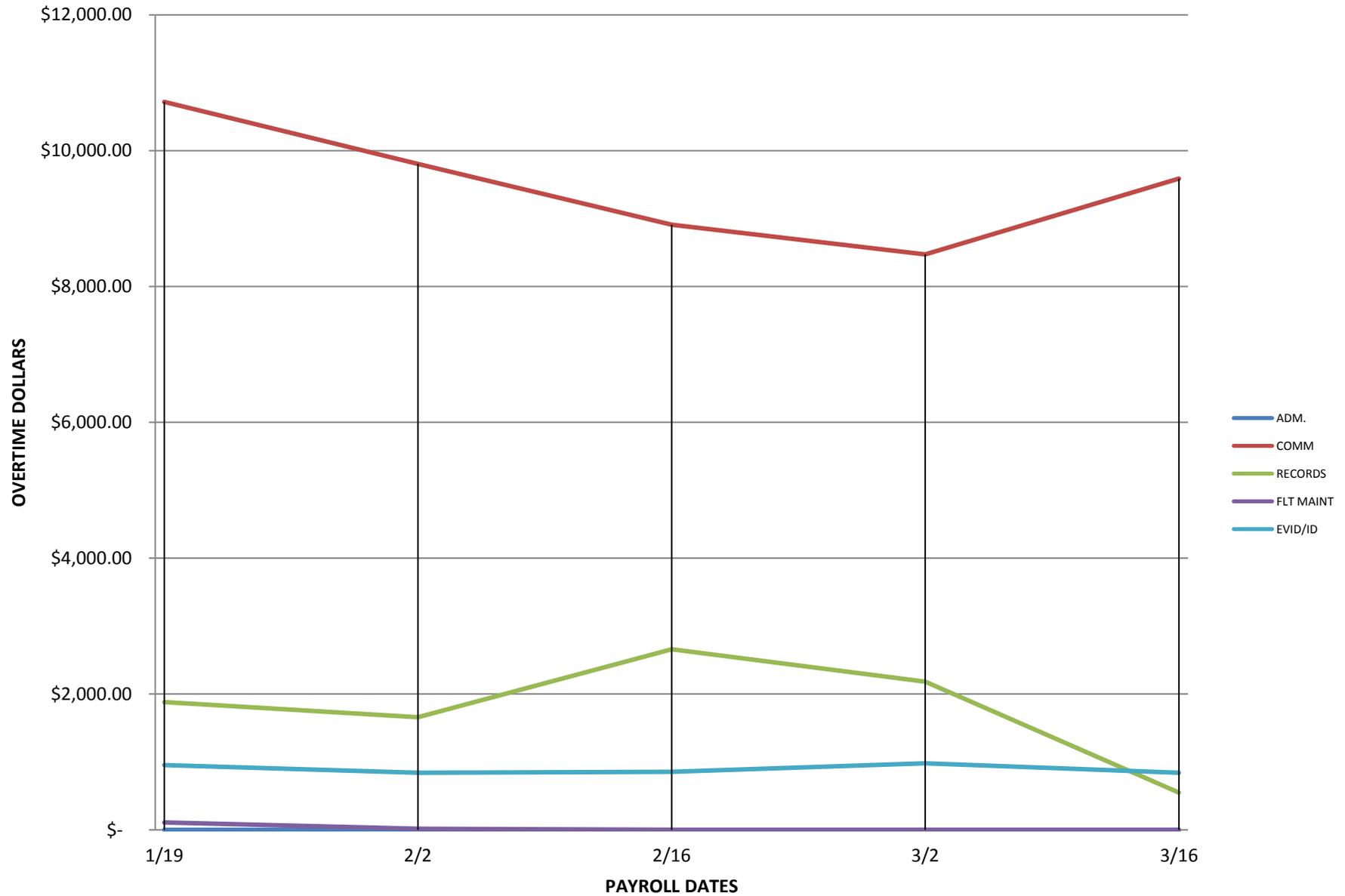
INFORMATION TECHNOLOGY DEPARTMENT:

- Consolidate switches and networking devices to provide more capacity, efficiencies, better planning
 - Consolidated older equipment to two switches from three in third-floor datacenter
 - Ongoing network documentation as needed
- Creating additional backup scripts and processes for New World and KJS servers
 - In development
- Public Safety Software Project
 - Municipal Court to New World Systems interface issues
 - Identifying, documenting issues for agency to resolve and coordinating efforts to rectify discrepancies
 - Text-to-911 Project
 - Router received and installed, working with vendor on connectivity
 - New World Systems upgrade planning and coordination
 - Increased resource allocation to server to accommodate upgrade on Production Server
 - Working on implementing second factor authentication for remote access to New World Systems
 - Testing and workflow documentation needed for agencies prior to deployment
- RTA Fleet Management application
 - Upgraded the Test and Production servers to version 7.2.4
- Remodel projects
 - Power reconfiguration
 - Completed
 - Fleet Management Move
 - Planning for transition to permanent network solution between FMB and PSB
 - Monitoring existing temporary network solution for disconnects
 - Administration Office Move
 - Completed
- Fiber termination move
 - Coordinating with County IT on their project to move the termination location for their fiber
- Delayed until further notice from County

**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL		
	02/11-02/24	02/11-02/24	02/25-03/10	02/25-03/10				
Administration	0.00	\$ -	0.00	\$ -				
Communications	240.40	\$ 8,473.04	267.20	\$ 9,590.70				
Records	67.20	\$ 2,180.69	16.20	\$ 548.51				
Fleet Maintenance	0.00	\$ -	0.00	\$ -				
Evidence/ID	29.00	\$ 979.84	25.00	\$ 840.80				
	336.60	\$ 11,633.57	308.40	\$ 10,980.01	\$ -	\$ -		
	TOTAL HRS. FROM 1/1/2018 THRU 12/31/18	TOTAL PAY FROM 1/1/2018 THRU 12/31/18	AVRG HRS PER PAY PR	AVRG PAY PER PAY PR	AVRG AMT PER HOUR FOR OT	ACCOUNT BALANCES	PERCENT EXPENDED	
Administration	0.00	\$0.00	0.00	\$0.00	\$0.00	\$0.00		
Communications	1343.90	\$47,495.67	51.69	\$1,826.76	\$35.34	\$111,019.33	30%	
Records	263.70	\$8,927.52	10.14	\$343.37	\$33.86	\$37,151.48	19%	
Fleet Maintenance	3.50	\$126.45	0.13	\$4.86	\$37.38	\$19,107.55	1%	
Evidence/ID	<u>132.70</u>	<u>\$4,468.83</u>	<u>5.10</u>	<u>\$171.88</u>	\$33.70	\$30,198.17	13%	
Joint Services Total	1743.80	\$61,018.47	67.06	\$2,346.86	\$35.00	\$220,090.11		

2018 OVERTIME



JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 3/20/18

TIME 11:00:26

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/28

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43033	2/01	BLUE WATER BENEFITS	150-01-50004-216-000	4TH QTR '17	150.00
43034	2/01	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSYCH-HARJU	485.00
43035	2/01	CULLIGAN WATER TREATMENT	150-01-50001-301-000	FEB '18	27.93
43036	2/01	HR DIRECT	150-01-50001-301-000	YRS OF SERVICE PINS	104.55
43037	2/01	JOSHUA ACETO	150-01-50006-303-000	DRILL,CTR,SAW,BAT-JA	200.00
43038	2/01	MICROSYSTEMS INC	150-01-50003-209-000	CASE REPORTS '17	4,160.78
43039	2/01	MOBILE ONE	150-01-50002-301-000	UAG CASE	25.00
43040	2/01	NACOLAH	150-01-50001-124-000	'18 TG LIFE INS	441.00
43041	2/01	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	1QTR JS/TIME	2,010.00
43042	2/01	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	1QTR KPD/TIME	2,538.00
43043	2/01	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	1QTR KSD/TIME	3,906.00
43044	2/12	KENOSHA SHERIFF'S DEPT	150-01-50004-225-000	BACKGRND-SCHROEDER	140.00
43045	2/13	ADP LLC	150-01-50004-216-000	PER END 1/27/18	316.99
43046	2/13	AT&T	150-01-50002-212-000	2018 ATT FEES	40.00
43047	2/13	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 01/25/18	363.81
			150-01-50006-302-000	THRU 1/25/18	55.69
			150-01-50006-306-000	THRU 1/25/18	3.59
			150-01-50006-305-000	2%DISC PD W/IN TERMS	8.47CR
			 CHECK TOTAL	414.62
43048	2/13	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 1/31/18	4,632.95
			150-01-50006-305-000	2%DISC PD W/IN TERMS	92.66CR
			 CHECK TOTAL	4,540.29
43049	2/13	CLASSIC CARE PRODUCTS	150-01-50006-308-000	THRU 1/31/18	375.00
			150-00-12530-000-000	THRU 1/31/18	159.00
			 CHECK TOTAL	534.00

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 3/20/18

TIME 11:00:26

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/28

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43050	2/13	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSYCH-JONES	485.00
43051	2/13	EATON CORPORATION	150-01-50008-206-000	SUPPORT/MAINTENANCE	2,083.00
43052	2/13	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 02/16/18	1,175.33
43053	2/13	FASTENAL COMPANY PURCHASING	150-01-50006-305-000 150-00-12530-000-000	INDUSTRIAL SUPPLIES INDUSTRIAL SUPPLIES CHECK TOTAL	181.29 15.78 197.07
43054	2/13	JENSEN TOWING	150-01-50007-210-000 150-01-50007-202-000	18 STORAGE FEE 32 BIKES CHECK TOTAL	2,000.00 110.00 2,110.00
43055	2/13	JERRY WILLKOMM INC.	150-00-12531-000-000	UNLEADED FUEL	18,203.45
43056	2/13	KENOSHA COUNTY DHS	150-01-50004-208-000	POSTAGE JAN'18	426.78
43057	2/13	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 02/16/18	868.45
43058	2/13	NATIONWIDE RETIREMENT	150-00-21793-000-000	PR 02/16/18	1,323.39
43059	2/13	OPEN TEXT INC.	150-01-50008-206-000	2018 MAINT	3,620.00
43060	2/13	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 02/16/18	2,839.00
43061	2/13	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	435.56
43062	2/13	PORCARO FORD	150-00-12530-000-000	THRU 1/31/18	1,714.37
43063	2/13	RON TURLEY ASSOCIATES, INC.	150-01-50006-211-000	2018 CONNECT CONF	2,432.00
43064	2/13	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000 150-01-50002-124-000 150-01-50003-124-000 150-01-50007-124-000 150-01-50006-124-000 150-01-50001-124-000	MARCH 2018 MARCH 2018 MARCH 2018 MARCH 2018 MARCH 2018 MARCH 2018 CHECK TOTAL	854.07 276.62 105.82 81.18 77.05 36.00 1,430.74

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 3/20/18

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

TIME 11:00:26

PAGE 3

START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/28

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43065	2/13	SIMPLEXGRINNELL	150-01-50003-212-000	1YR MAINT DATE STMP	180.00
43066	2/13	TALKPOINT TECHNOLOGIES INC	150-01-50002-520-000	CA12CD-S HEADSET	724.00
			150-01-50002-301-000	PLANTRONICS H31 HEAD	559.60
			150-01-50002-213-000	HEADSET REPAIR CABLE	349.50
			150-01-50002-213-000	VOICE TUBE REPLACEME	51.75
			150-01-50002-520-000	S&H	10.73
			150-01-50002-301-000	S&H	8.23
			150-01-50002-213-000	S&H	5.99
			 CHECK TOTAL	1,709.80
43067	2/13	WAI	150-01-50007-211-000	2018 WAI CONFERENCE	240.00
43068	2/21	ADP LLC	150-01-50004-216-000	IL JURIS 1/18	7.70
43069	2/21	AMERICAN ASSOCIATION OF	150-01-50003-301-000	NOTARY STAMPS	119.80
			150-01-50003-301-000	SHIPPING	5.95
			 CHECK TOTAL	125.75
43070	2/21	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 01/31/18	532.85
			150-00-12530-000-000	THRU 1/31/18	201.55
			 CHECK TOTAL	734.40
43071	2/21	AURORA MEDICAL GROUP	150-01-50004-221-000	4 PHYS EXAMS	432.00
43072	2/21	DRIVERS LICENSE GUIDE CO.	150-01-50007-301-000	2018 ID GUIDE	29.95
43073	2/21	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	17,168.81
43074	2/21	FASTENAL COMPANY PURCHASING	150-01-50006-305-000	INDUSTRIAL SUPPLIES	141.31
			150-01-50006-308-000	INDUSTRIAL SUPPLIES	26.55
			150-00-12530-000-000	INDUSTRIAL SUPPLIES	12.31
			 CHECK TOTAL	180.17
43075	2/21	HEARTLAND BUSINESS SYSTEMS	150-01-50003-212-000	ANNUAL MAINTENANCE	860.00
43076	2/21	JAMES IMAGING SYSTEMS, INC.	150-01-50003-324-000	REC #803688	425.47
			150-01-50001-324-000	ADMIN #955959	204.87
			150-01-50002-324-000	COMM #957171	188.00
			150-01-50007-324-000	E/I #1012251	178.17
			 CHECK TOTAL	996.51

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 3/20/18

TIME 11:00:26

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

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START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/28

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
43077	2/21	KENOSHA NEWS	150-01-50004-225-000	JOB FAIR	250.00
43078	2/21	LANGUAGE LINE SERVICES INC	150-01-50002-212-000	JAN '18	394.70
43079	2/21	NOTARY BOND RENEWAL SERVICE	150-01-50003-301-000	NOTARY BOND	25.00
			150-01-50003-301-000	NOTARY BOND	25.00
			150-01-50003-301-000	NOTARY BOND	25.00
			150-01-50003-301-000	NOTARY BOND	25.00
			 CHECK TOTAL	100.00
43080	2/21	SHRED-IT USA	150-01-50003-212-000	DOCU SHREDDING	35.00
			150-01-50002-212-000	2EA SHREDDING	35.00
			150-01-50001-212-000	1EA SHREDDING	5.89
			 CHECK TOTAL	75.89
43081	2/21	WI DEPT OF FINANCIAL	150-01-50003-301-000	NOTARY APPLICATION	20.00
			150-01-50003-301-000	NOTARY APPLICATION	20.00
			150-01-50003-301-000	NOTARY APPLICATION	20.00
			150-01-50003-301-000	NOTARY APPLICATION	20.00
			 CHECK TOTAL	80.00
43082	2/21	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	SYN 5W30	1,057.10
GRAND TOTAL FOR PERIOD *****					84,001.08



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: www.kenoshajs.org • Phone: (262) 605-5050

ADMINISTRATION

Thomas W. Genthner
Director

Joshua D. Nielsen
Assistant Director

Francine I. Hooper
Finance Assistant

Beverly M. Sebetic
Human Resource Coordinator

MANAGEMENT

Michael S. Blodgett
Dispatch/Communications

Stephanie W. Lorenzo
Records/Public Counter

Patrick W. Sepanski
Fleet Maintenance

Mark D. McMullen
Evidence/Identification

TO: Kenosha Joint Services Board

FROM: Tom Genthner/Josh Nielsen

REFERENCE: Public Safety Software Licensing

DATE: March 23, 2018

Last year at the June 24, 2017 KJSB meeting we presented a discussion item in reference to the possible need for additional mobile licenses. Currently, all mobile licenses that were purchased under the original contract are being utilized. Within the Tyler Technologies Contract, Mobile Client Software is licensed per unit.

At the time this item was brought forward it was our understanding that the Kenosha Sheriff's Department may be expanding their fleet. The recommendation from that meeting was that the Board "would like to see the possible savings in the budget in order to make a further decision".

It is now our understanding that the Kenosha Sheriff's Department is in the process of adding 21 patrol squads to their fleet this year. Adding additional squads would require mobile software licenses as well as NetMotion licenses.

Below is a breakdown of New World licensing/hardware requirements per mobile unit along with the associated cost:

1. New World Systems Mobile Software
 - Dispatch/messaging/NCIC - \$400
 - DL Magnetic Strip Reader/Barcode Reader Interface - \$100
 - In-Car Mapping/AVL - \$150
 - In-Car Routing - \$100
 - Field Reporting - \$400
 - Filed Investigation Field Reporting - \$100
 - MCT Ticket Writer Interface - \$75

2. Third party mapping costs per unit are:
 - ESRI GIS License - \$250
 - AVL Hardware and mount - \$75

3. The mobile software application also requires third party software and hardware, managed by KJS, to meet FBI CJIS security requirements, this includes both NetMotion and 2FA. Third party costs, per unit are:
 - NetMotion software license - \$240
 - 2FA Card Reader and USB Hub - \$114

The total package come to \$2004 per unit. To add 21 new mobile units to the KSD Fleet the total mobile software package comes in at \$42,084. New World is offering a 20% discount on their portion of the costs, before April 30th, which would bring the cost to \$36,519.

In addition, there is an increase to annual maintenance costs. The New World annual maintenance for 2018 would increase by \$5,778. The NetMotion annual software maintenance would increase by \$1,260.

It would also be of benefit to all agencies to increase NetMotion licenses in addition to the above. NetMotion licensing has caused an unanticipated issue, technicians run into problems when building replacement computers or performing testing. Exhausting NetMotion Licenses prohibits users from doing this work until a license from another machine is taken off line. Another nine NetMotion licenses would meet this need at a cost of \$2,160 and an increase in annual maintenance of \$540.

The total cost to meet the needs of the additional squads and licenses is \$51,576 (\$46,011 with discount), broken down as follows:

- 21 New World Licenses \$27,825 / Annual Maintenance \$4,675
- 21 Third Party Mapping Licenses – \$5,250 / Annual Maintenance \$1,103
- 21 Third Party Mapping Hardware – \$1,575
- 21 2FA Card Readers and USB Hubs – \$2,394
- 30 Net Motion Licenses – \$7,200 / Annual Maintenance \$1,554



Quote #: Q-133817-2
Territory: North Central
Account ID: 00100000008TOPt

Ship To:
Kathy McAuliffe
Kenosha City/County Joint Services
1000 55th St #1
Kenosha, WI 53140
(262) 605-5050
kathy.mcauliffe@comsysinc.org

Dear Kathy,

This quote is valid until 3/30/2018.

Group1

Product Description	SKU	Quantity	Unit List Price	Kenosha City/ County Joint Services Price
NetMotion Mobility - Windows Device License Includes: * Policy Module * Network Access Control Module (NAC) * Analytics Module	10NMWPNA100	30	\$240.00	\$7,200.00
License Subtotal				\$7,200.00
Mobility Premium Software Maintenance * 24x7 technical support * Major version upgrades * Tech notes and web based support * Cumulative quantity discounts on additional device licenses * Patch and point releases at no additional charge * Guaranteed response times (Effective from 3/12/2018 through 1/20/2019)	10NMXP25	1	25%	\$1,553.42
Maintenance Subtotal				\$1,553.42
Total				\$8,753.42

I will follow up with you to answer any questions. Until then, please do not hesitate to contact me.

Michael Nguyen
michael.nguyen@netmotionsoftware.com
Phone: 2066915547

Above prices in US dollars. State and local sales tax will apply in certain states. Exempt customers must provide an official sales tax exemption certificate in compliance with state and local laws to avoid sales tax charges. Please note that pricing on this quote is subject to change if you purchase additional licenses, add new software features, or if we change our software prices. Maintenance renewals are based on current software list prices at the time of renewal and must include the total quantity of licenses, servers, and features that you own at the time of renewal. This pricing quote is confidential and may not be redistributed.



Quoted By: Daphne Barnes
 Quote Expiration: 4/30/2018
 Quote Name: Kenosha Joint Services - 21 Mobile Licenses
 Quote Number: 2018-24026
 Quote Description: 21 mobile licenses

Sales Quotation For
 Kenosha Joint Services
 1000 55th St Ste 1
 Kenosha , WI 53140-3707
 Phone: +1 (262) 605-5050

Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Module Total	Year One Maintenance
Mobile					
Drivers License Mag Stripe Reader/Barcode Reader Interface (21)	\$2,100	0	\$0	\$2,100	\$353
In-Car Routing (21)	\$2,100	0	\$0	\$2,100	\$353
LE Dispatch/Messaging/State/NCIC (21)	\$8,400	0	\$0	\$8,400	\$1,411
In-Car Mapping / AVL (21)	\$3,150	0	\$0	\$3,150	\$529
Field Reporting					
LE Field Reporting (Federal Standard) (21)	\$8,400	0	\$0	\$8,400	\$1,411
Field Investigation Field Reporting (1 form) (21)	\$2,100	0	\$0	\$2,100	\$353
MCT Ticket Writer Interface (21)	\$1,575	0	\$0	\$1,575	\$265
<i>Sub-Total:</i>	\$27,825		\$0	\$27,825	\$4,675
<i>Less Discount:</i>	<u>\$5,565</u>		<u>\$0</u>	<u>\$5,565</u>	<u>\$0</u>
TOTAL:	\$22,260	0	\$0	\$22,260	\$4,675

Third Party Hardware, Software and Services

Description	Quantity	Unit Price	Total Price	Unit Maintenance	Year One Maintenance
Esri Mobile In-Car Mapping and Routing unit(s)	21	\$250	\$5,250	\$53	\$1,103
AVL Hardware - permanent mount	21	\$75	\$1,575	\$0	\$0
<i>3rd Party Hardware Sub-Total:</i>			\$1,575		\$0
<i>3rd Party Software Sub-Total:</i>			\$5,250		\$1,103
TOTAL:			\$6,825		\$1,103

Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$22,260	\$4,675
Total Tyler Services	\$0	
Total Other Costs	\$0	
Total Third Party Hardware, Software and Services	\$6,825	\$1,103
Summary Total	\$29,085	\$5,778

Tyler Discount Detail

Description	License	License Discount	License Net	Maintenance
Mobile				
Drivers License Mag Stripe Reader/Barcode Reader Interface	\$2,100	\$420	\$1,680	\$353
In-Car Routing	\$2,100	\$420	\$1,680	\$353
LE Dispatch/Messaging/State/NCIC	\$8,400	\$1,680	\$6,720	\$1,411
In-Car Mapping / AVL	\$3,150	\$630	\$2,520	\$529
Field Reporting				
LE Field Reporting (Federal Standard)	\$8,400	\$1,680	\$6,720	\$1,411
Field Investigation Field Reporting (1 form)	\$2,100	\$420	\$1,680	\$353
MCT Ticket Writer Interface	\$1,575	\$315	\$1,260	\$265
	<i>Sub-Total:</i>			
	\$27,825	\$5,565	\$22,260	\$4,675
	\$27,825	\$5,565	\$22,260	\$4,675

Assumptions

Personal Computers must meet the minimum hardware requirements for New World products. Microsoft Windows or later is required for all client machines. Windows 2008/2012 Server and SQL Server 2008/2012 are required for the Application and Database Server(s). New

New World product requires Microsoft Windows 2008/2012 Server and SQL Server 2008/2012 including required Client Access Licenses (CALs) for applicable Microsoft products. Servers must meet minimum hardware requirements provided by Tyler.

New World product requires Microsoft Excel or Windows Search 4.0 for document searching functionality; Microsoft Word is required on the application server for report formatting.

Tyler recommends a 100/1000MB (GB) Ethernet network for the local area network. Wide area network requirements vary based on system configuration, Tyler will provide further consultation for this environment.

Does not include servers, workstations, or any required third-party hardware or software unless specified in this Investment Summary. Customer is responsible for any third-party support.

Licensed Software, and third party software embedded therein, if any, will be delivered in a machine readable form to Customer via an agreed upon network connection. Any taxes or fees imposed are the responsibility of the purchaser and will be remitted when imposed.

Tyler's GIS implementation services are to assist the Customer in preparing the required GIS data for use with the Licensed New World Software. Depending upon the Licensed Software the Customer at a minimum will be required to provide an accurate street centerline layer and the appropriate polygon layers needed for Unit Recommendations and Run Cards in an industry standard Esri file format (Personal Geodatabase, File Geodatabase, Shape Files). Customer is responsible for having clearly defined boundaries for Police Beats, EMS Districts and Fire Quadrants. If necessary Tyler will assist Customer in creating the necessary polygon layers (Police Beats, EMS Districts and Fire Quadrants) for Unit Recommendations and Run Cards. Tyler is not responsible for the accuracy of or any ongoing maintenance of the GIS data used within the Licensed New World Software.

Client is responsible for any ongoing annual maintenance on third-party products, and is advised to contact the third-party vendor to ensure understanding of and compliance with all maintenance requirements

All Tyler Customers are required to use Esri's ArcGIS Suite to maintain GIS data. All maintenance, training and ongoing support of this product will be contracted with and conducted by Esri. Maintenance for Esri's ArcGIS suite of products that are used for maintaining Customer's GIS data will be contracted by Customer separately with Esri.

Custom interface will be operational with existing third party software. Any subsequent changes to third party applications may require additional services.

When State/NCIC is included, Client is responsible for obtaining the necessary State approval and any non-Tyler hardware and software. Includes state-specific standard forms developed by Tyler. Additional forms can be provided for an additional fee.

Net Motion and Rapid identity are required for mobile licensing but are not included in this investment summary.



Public Safety Communications Shift Supervisor

Class Code:
210

KENOSHA JOINT SERVICES

SALARY RANGE

\$23.79 - \$30.13 Hourly
\$4,123.34 - \$5,223.33 Monthly
\$49,480.08 - \$62,679.97 Annually

DESCRIPTION:

GENERAL STATEMENT OF DUTIES: The 9-1-1 dispatch supervisors are responsible for directing and supervising the employees and the work performed during a shift in the Joint Services Communications Center. Work in this classification allows limited independence under the general direction of the Communications Manager. Supervisors may be required to work beyond an eight-hour day, work various shifts, be on-call, and to respond to work needs during non-duty hours. This is a non-represented managerial position. This position is subject to a background investigation process and you may or may not qualify for this position.

DUTIES, RESPONSIBILITIES AND REQUIREMENTS:

ESSENTIAL DUTIES AND RESPONSIBILITIES (not limited to):

Plans, schedules, and reviews the work of the telecommunicators; schedules to insure effective and efficient operations; determines work priorities within authorized limits; maintains staffing levels; monitors attendance; documents and maintains personnel work records; evaluates employees; disciplines; adjudicates grievances at first level; participates in promotional, recruitment, and termination processes.

Leads shift personnel during emergency situations; monitors radio activity and staff response to incoming calls; researches, investigates, and responds to complaints and questions; provides information; troubleshoots equipment.

Coordinates shift changes, communicates with supervisory personnel of adjoining shifts; communicates with supervisory personnel of other public safety agencies; gathers/exchanges information on call activity, problems, special situations, or other areas requiring attention.

Performs administrative functions regarding FMLA, ADA, Worker's Compensation; and/or payroll issues; may be responsible for special projects such as quality assurance, preparing payroll, making tapes, monitoring training or assisting in the maintenance of technological systems, compiles information and submits reports, maintains written and verbal communications with management and employees; directs, manages, and recommends changes in approved work methods, policies, and procedures.

Assists with dispatching functions in an emergency which may include operating communications equipment and computers; screening/processing emergency 911 calls, dispatching appropriate agency personnel to incident locations, coordinating communications with/between callers and responders and maintaining records of calls and work activities;

Performs related tasks as required.

PHYSICAL REQUIREMENTS: This is sedentary work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, bending, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound, visual acuity is required for preparing and analyzing written or computer data, detecting color differences, operation of machines, and determining the accuracy and thoroughness of work. The worker is not subject to adverse environmental conditions.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

Shall include, but are not limited to, the same as are required for the position of 911 telecommunicator (click [here](#) to view job description) where appropriate, and in addition, knowledge of or the ability to learn and apply accepted supervisory/managerial methods, practices, and techniques; knowledge of or the ability to learn the technological systems in Dispatch; knowledge of and experience in law enforcement, fire, and EMS multi-jurisdictional dispatching; ability to direct, coordinate, and train the work of others; ability to use word processing and spreadsheet software applications; ability to prepare schedules and comprehensive reports; ability to establish and maintain effective working relationships with a wide range of various executive, departmental, and public representatives.

All applicants are required to pass a series of qualifying tests, which may include but are not limited to, a computerized ability test, written examination, data entry test, oral interview, records and background investigation; psychological examination and physical examination inclusive of a drug screening. All qualifying applicants will receive consideration for employment without regard to age, race, creed, color, sex, national origin, handicap, or political affiliation.

TRAINING AND EXPERIENCE:

EDUCATION AND EXPERIENCE: Must have a high school diploma or G.E.D. as a minimum, at least three years **911 telecommunicator** work experience in a law enforcement, fire, and EMS ~~consolidated~~ **consolidated communications center is preferred, and at least one year experience in a supervisory position or communications training officer capacity. Previous experience as a communications training officer is preferred.**



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Phone: (262) 605-5050 • Website: www.kccjs.org

TO: Kenosha Joint Services Board 18-032
FROM: Tom Genthner
REFERENCE: Carryover of Funds From 2017
DATE: March 9, 2018

I respectfully request that the Kenosha Joint Services Board approve the following carryover of funds from the 2017 budget to the 2018 budget.

Administration Department

150-01-50001-203 – Staff Travel

Budget year 2017 funds not expended:	\$18,408.11
Request to carryover to 2018 budget:	\$18,408.11

Justification: A carryover was initially authorized from the 2010 budget to the 2011 budget of \$20,044.00 to “be reserved for any emergency CISCO purchases until new software is purchased or will be applied to the purchase of the new software”. In 2014 \$1,635.89 of the original \$20,044.00 was utilized for meals and travel for the public safety software evaluation team.

I am requesting \$18,408.11 be carried-over to 2018 and be designated as a reserve should there be any emergency CISCO purchases/repairs or applied to the purchase of the new public safety software system.

For Board Approval.