

911 COMMUNICATIONS COMMISSION

October 19th, 2022

Members present (Virtually): Todd Kleisner, Janesville Police Department; Chief Jim Ponkauskas, Janesville Fire Department; Chief Andre Sayles, Beloit Police Department; Chief Tom Kunkel, Town of Fulton Police Department; Bob Fahey, Evansville Fire Department; Sheriff Troy Knudson, Rock County Sheriff's Office; Deputy Chief Ryan Perkins, Orfordville Fire Department, Interim Chief Jeremiah Burdick, Orfordville Police Department

Members Not Present: Chief Dan Pease, Beloit Fire Department

Others present (Virtually): Fredd Carr and Faith Quinlan, Rock County Communications Center; Sara Herzig, Rock County IT

1. **Call to Order and Approval of Agenda**

- A. Chief Ponkauskas called the meeting of the 911 Communications Commission to order at 2:02 pm. Motion to approve the agenda by Knudson. Second by Sayles. APPROVED.

2. **Minutes – May 25th, 2022**

- A. Motion by Kunkel. Second by Sayles. May 25th, 2022, minutes approved as written.

3. **Comments from the Public - None**

4. **Information Technology** – Herzig indicated there were no updates from the IT department. Once the 2023 budget process is complete, she will provide more information.

5. **Policy Updates – Motion to approve by Knudson; Kunkel seconded. APPROVED.**

- A. A1-Amber Alert – verbiage changes; time change notice
- B. C1-CAD Incident Recording – verbiage changes
- C. C4-Critical Incident/Unusual Occurrence – verbiage changes; added pages 6-9 to show how phones are now transferred
- D. E2-Evacuation of Primary Site – verbiage changes; order changes; transferring of 911 lines updates
- E. I1-Information Release – added “Facebook”; other verbiage changes
- F. P4-Prioritization of Calls – added notification notes to CAD incidents
- G. R1-Radio/Multiple Jurisdiction Notifications – changed “officer safety” to “responder safety.”
- H. S1-Severe Weather Warning System – added jail to the notification system; other verbiage changes
- I. S2-Social Media – removed “MySpace”; added “TikTok.”

6. **Informational Items & Updates**

- A. APCO/EMD Certifications – Carr informed the Commission about EMD certification lapses. He is working with APCO to update EMD certifications as quickly as possible. He stated by 10/28 or 10/29, the department will start the first round of 16 people and two instructors on the EMD fast-track process.

- There will be two more waves after that. By November, Carr indicated that all eligible staff will be EMD certified to give medical instructions on the phone.
- B. Director Hiring Process – Carr stated he met with County Administrator Josh Smith on 10/14 to discuss this and the status of various projects at 911. Smith said a couple of people applied for the Director position, and interviews will begin in early November.
 - C. Building Expansion – The IT department and facilities will begin running cables to the temporary dispatch site in November. They will start moving furniture and 1-2 consoles for testing in December; occupancy is expected to be approved in December. Operational use of the temporary dispatch site is anticipated to begin in the first full week of January and will last approximately 8-12 weeks.
 - D. 2023 Budget Process – County Administrator Smith presented the budget Monday, 10/17, to the County Board. Carr explained there were no objections to items Smith recommended for approval. This included automatic station alerting and the improved microwave loop.
 - E. November-New Small Law Agency Representative - Orfordville and Town of Fulton police department terms on the 911 Commission will be up in November 2022. The next agencies in the rotation would be the Town of Milton and the newly formed Footville police department. Email notifications would be sent after the meeting to the chiefs of each department to gauge interest in sitting on the Commission.
 - F. Jan. 2023 Meeting-Nominations/Vote-New Commission Chair – Chief Pease's term as Commission chair expires in January 2023. Quinlan informed Commission members to consider whom they would like as their next chair, which they will vote on during the January 18th, 2023, meeting.
7. **Adjournment** - Knudson moved to adjourn the 911 Communications Commission meeting at 2:27 pm. Second by Kunkel. APPROVED.

*****Not official until approved by the 911 Communications Commission*****

Next Meeting – January 18th, 2023, @ 2 pm (Subject to Change)

Respectfully Submitted,



Faith Quinlan
Administrative Secretary
Rock County Communications Center