1. January 14, 2020 Special Executive Committee Meeting Agenda (PDF)
   
   Documents:

   JANUARY 14, 2020 SPECIAL EXECUTIVE COMMITTEE MEETING AGENDA.PDF

2. January 14, 2020 Special Executive Committee Meeting Packet (PDF)
   
   Documents:

   JANUARY 14, 2020 SPECIAL EXECUTIVE COMMITTEE MEETING PACKET.PDF
MEETING NOTICE

Tuesday, January 14, 2020
1:30 PM
County Board Room 114
Walworth County Government Center
100 W. Walworth St., Elkhorn, Wisconsin

Dave Weber, Chair  Charlene Staples, Vice-Chair
Supervisor Susan Pruising  Supervisor Nancy Russell  Supervisor Dan Kilkenny

(Posted in compliance with Sec. 19.84 Wis. Stats.)

A quorum of the Agriculture and Extension Education, Land Conservation and Park Committees will be in attendance. It is possible that a quorum of the county board or any of its other committees could be in attendance at this meeting.

Agenda enclosures are available upon request from the County Administrator’s Office or on the County’s web page (www.co.walworth.wi.us). The agenda packet, including supporting documents, may be large, depending upon the number of enclosures. Downloading it will require ample computer memory and may take significant time.

A G E N D A

Note: all agenda items are subject to action.

1. Call to order
2. Roll call of committee members
3. Agenda withdrawals, if any
4. Agenda approval
5. Approval of Minutes
   a) December 17, 2019 Executive Committee Meeting (encl. pgs. 2-3)
6. Public Comment Period
7. New business
   a) Resolution No. 81-01/20 – Approving an Intergovernmental Agreement with the City of Lake Geneva to Provide Public Service Answering Point Back-Up to the Walworth County Sheriff’s Office (encl. pgs. 4-13)
8. Reports/announcements by Chairperson
9. Set/confirm next meeting date and time – Monday, January 20, 2020 at 10:00 a.m.
10. Adjournment

Submitted by: Dave Weber, Committee Chairperson
            David A. Bretl, County Administrator

Posted: January 7, 2020
Memorandum

To: Walworth County Executive Committee

From: David A. Bretl, County Administrator

Date: January 7, 2020

RE: January 14, 2020 Special Executive Committee Meeting

We require a special meeting to consider a resolution approving an intergovernmental agreement with the City of Lake Geneva to provide public service answering point (PSAP) back-up to the Sheriff’s Office. The Sheriff’s Office is replacing their back-up dispatch center from the City of Delavan to the City of Lake Geneva. Representatives from the Sheriff’s Office will be at our meeting to answer any questions you may have.

Please call with any questions you may have.

DAB/nh
Chair David Weber called the meeting to order at 10:00 a.m.

Roll call confirmed all members were present: Chair David Weber, Vice Chair Charlene Staples, and Supervisors Dan Kilkenny, Susan Pruessing and Nancy Russell. A quorum was declared.

Others in Attendance
County Board Supervisors: County Board Supervisors Tim Brellenthin and Jerry Grant
County staff: County Administrator David Bretl; Deputy Corporation Counsel/Director of LURM Michael Cotter; Director of Human Resources Kate Bishop

Vice Chair Staples made a motion, seconded by Supervisor Russell, to approve the agenda as presented. Motion carried by voice vote.

Supervisor Russell made a motion, seconded by Vice Chair Staples, to approve the December 9, 2019 regular Executive Committee meeting minutes. Motion carried by voice vote.

Public Comment – There was none.

Closed Session
The committee convened in closed session at approximately 10:02 a.m. on motion and second by Supervisor Kilkenny and Vice Chair Staples pursuant to the exemption contained in Section 19.85(1)(c) of the Wisconsin Statutes, “considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility,” relative to the items listed below. A roll call vote was conducted and all members present voted “aye.” Human Resources Director Kate Bishop, Deputy Corporation Counsel/Director of LURM Michael Cotter and County Administrator David Bretl (excused himself during contract extension discussion) remained in closed session.

a) Approval of County Administrator’s Employment Contract
b) Extension of David Bretl’s Employment Contract for a term to end on February 7, 2020

The committee reconvened in open session at 11:14 a.m. on motion and second by Vice Chair Staples and Supervisor Kilkenny.

Supervisor Kilkenny made a motion, seconded by Vice Chair Staples, to recommend approval of the County Administrator Employment Contract with Mark W. Luberda. Motion carried 5-0.

Supervisor Kilkenny made a motion, seconded by Supervisor Russell, to approve the extension of David Bretl’s employment contract to February 7, 2020, with the following exceptions: the stipend for Corporation Counsel will be eliminated January 1, 2020; Mr. Bretl’s title will be County Administrator and Special Assistant to the Corporation Counsel until January 20, 2020; from January 20, 2020 to February 7, 2020, Mr. Bretl’s title will be Advisor to County Administrator and Special Assistant to the Corporation Counsel; compensation for the contract extension shall be at Walworth County’s highest pay level for County Administrator from January 1, 2020 to February 7, 2020. Motion carried 5-0.
New Business
- Nomination of County Administrator – Employment to Commence on January 20, 2020

Vice Chair Staples made a motion, seconded by Supervisor Russell, to nominate Mark W. Luberda as Walworth County Administrator. Motion carried 5-0.

Reports/announcements by Chairperson – There were none.

Confirmation of next meeting date and time: Monday, January 20, 2020 at 10:00 a.m.

Adjournment
On motion and second by Supervisors Kilkenny and Pruessing, Chair Weber adjourned the meeting at 11:46 a.m.

Submitted by Becky Bechtel, Administrative Assistant. Meeting minutes are not considered final until approved by the committee at the next regular meeting.
Resolution No. 81 - 01/20

Approving an Intergovernmental Agreement with the City of Lake Geneva to Provide Public Service Answering Point Back-Up to the Walworth County Sheriff’s Office

Moved/Sponsored by: Executive Committee

WHEREAS, the Walworth County Sheriff’s Office is in the process of replacing its back-up dispatch center from the City of Delavan to the City of Lake Geneva on or about February 1, 2020; and,

WHEREAS, it is in the interest of public safety that redundancy exist, county-wide, within the 9-1-1 dispatch systems serving Walworth County towns, villages and cities; and,

WHEREAS, the City of Lake Geneva (“City”), by its Chief of Police, and Walworth County (“County”), by its Sheriff, recommend that this redundancy be established by means of an intergovernmental agreement by and between the County and the City (“Agreement”); and,

WHEREAS, the Agreement would provide for the City and the County to back-up 9-1-1 service in the event a planned or unforeseen problem disrupts service to either public service answering point; and,

WHEREAS, this resolution replaces Resolution No. 31-08/04 – Approving an Intergovernmental Agreement with the City of Delavan to Provide Public Service Answering Point Back-Up to the Walworth County Sheriff’s Office.

NOW, THEREFORE, BE IT RESOLVED that the Walworth County Board of Supervisors hereby approves the Agreement attached hereto and authorizes the appropriate county officials to execute the same.

__________________________  __________________________
Nancy Russell            Kimberly S. Bushey
County Board Chair       County Clerk

County Board Meeting Date: January 14, 2020

Action Required: Majority Vote ___ Two-thirds Vote ___ Other ___

Policy and Fiscal Note is attached.
Reviewed and approved pursuant to Section 2-91 of the Walworth County Code of Ordinances:

[Signature]
County Administrator/Corporation Counsel

[Signature]
Finance Director

If unsigned, exceptions shall be so noted by the County Administrator.
I. **Title:** Approving an Intergovernmental Agreement with the City of Lake Geneva to Provide Public Service Answering Point Back-Up to the Walworth County Sheriff’s Office

II. **Purpose and Policy Impact Statement:** The purpose of this resolution is approve an intergovernmental agreement with the City of Lake Geneva to provide public service answering point back-up to the Walworth County Sheriff’s Office. The Sheriff’s Office is replacing their back-up dispatch center from the City of Delavan to the City of Lake Geneva.

III. **Budget and Fiscal Impact:** Execution of this agreement can be accomplished within the approved 2020 Sheriff’s Office budget.

IV. **Referred to the following standing committees for consideration and date of referral:**

   **Committee:** Executive Committee  
   **Meeting Date:** January 14, 2020

   **Vote:**

   **County Board Meeting Date:** January 14, 2020

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Policy and fiscal note has been reviewed and approved as an accurate statement of the probable policy and fiscal impacts associated with passage of the attached resolution.

David A. Bretl  
County Administrator/Corporation Counsel  

Jessica Conley  
Finance Director  

If unsigned, exceptions shall be so noted by the County Administrator.
INTER-MUNICIPAL MEMORANDUM OF UNDERSTANDING
BETWEEN WALWORTH COUNTY AND THE CITY OF LAKE GENEVA
REGARDING PUBLIC SAFETY ANSWERING POINT (PSAP) BACK-UP

WHEREAS, Walworth County has for many years operated a public safety answering point (PSAP) and dispatch center for the Sheriff’s Office and other public safety agencies in the Walworth County Sheriff’s Office facility, and

WHEREAS, the City of Lake Geneva Police Department has operated a public safety answering point (PSAP) and dispatch center in the City of Lake Geneva Police Department facility, and

WHEREAS, both municipalities believe that the operation of their facility is necessary to provide for the safety, security and well-being of its respective citizens, and

WHEREAS, from time to time, there may be malfunction or loss of power at one of the PSAPs which may require said operation to rely on the other for back-up service, and

THEREFORE, in consideration of the mutual promises made herein and in consideration of the future services to be provided to each other as required herein, the County and the City of Lake Geneva agree as follows:

1. Walworth County agrees to act as the back-up PSAP and dispatch center for the City of Lake Geneva. Walworth County and the City of Lake Geneva will agree to standard operating procedures to implement this back-up responsibility in the event the City of Lake Geneva declares such a need.

2. The City of Lake Geneva hereby agrees to be the back-up PSAP and dispatch center for Walworth County and agrees to develop standard operating procedures to act as such in the event Walworth County declares its need for same.

3. Walworth County further agrees to provide to the City of Lake Geneva any equipment the parties mutually agree is necessary for the City of Lake Geneva to act as back-up for Walworth County.

4. This Agreement shall be for an indefinite term, and shall commence on February 1, 2020. Upon written notice by either party, this agreement may be terminated provided said notice provides for a termination on a first of a month more than twelve (12) months from receipt of the notice, unless mutually agreed upon earlier.

5. Each party shall indemnify, save and hold harmless the other party, its
officers, employees, agents and representatives from any liability (including statutory liability and liability under worker's compensation or other occupational disease law), claim, action, loss, cost, damage, injury (including death), or expense, including attorney's fees, due to the negligence or other fault of its officers, employees, agents and representatives, arising out of or resulting from the implementation of this Agreement by the respective parties. The parties shall give to each other prompt and reasonable notice of any such claims or actions and the other party shall have the right to investigate, compromise, and defend the same.

6. The City of Lake Geneva shall not be covered under Walworth County's worker's compensation, nor shall Walworth County be covered under Lake Geneva's worker's compensation. All responsibilities to pay wages, provide employees benefits, including worker's compensation, and other similar employer responsibilities shall remain with the respective parties for their own employees.

7. Notices required or deemed advisable under this Agreement shall be made in writing and delivered personally or by registered or certified mail upon Walworth County at:

Walworth County Administrative Office
100 W. Walworth Ave.
Elkhorn, WI 53121

and upon the City of Lake Geneva to:
Chief Michael Rasmussen
626 E Geneva St.
Lake Geneva, WI 53147

8. The relationship of the City of Lake Geneva and Walworth County shall be that of an independent contractor and the City of Lake Geneva shall be entitled to none of the rights, benefits, salaries, wages or fringe benefits to which employees of Walworth County are eligible and vice versa. Nothing in this Agreement shall be construed so as to give either the City of Lake Geneva or Walworth County, its employees or agents to be any relationship to each other, other than as independent contractors.

9. All personnel acting for a member under this concept shall, at all times, remain an employee of his or her agency. There will be no charges between participating agencies for assistance.

10. The parties agree that there shall be no assignment or transfer of this Agreement, nor of any interests, rights or responsibilities herein contained,
except as agreed to in writing.

11. No waiver of any breaches of this Agreement shall be held to be a waiver of any other or any subsequent breaches. All remedies afforded in this Agreement shall be considered to be cumulative and in addition to any other remedies provided by law.

12. There shall be no modifications to this Agreement, except in writing, signed by both parties.

13. The entire agreement of the parties is contained herein, except for the standard operating procedures which will be hereafter agreed to by the parties, and this Agreement supersedes all previous agreements, whether written or oral and all negotiations as well as any previous agreements presently in effect between the City of Lake Geneva and Walworth County relating to the subject matter.

14. Both parties hereto having read and understood the entirety of this Agreement consisting of three (3) typewritten pages hereby affix their duly authorized signatures.

15. This agreement shall be governed and construed in accordance with the laws of the State of Wisconsin.

16. In the event any provisions of this contract shall be held to be invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties.

CITY OF LAKE GENEVA:              WALWORTH COUNTY:

_________________________________  _____________________________________

DATE ___________________________   DATE ___________________________

-3-
December 5, 2019

Chief Mike Rasmussen  
Lake Geneva Police Department  
626 Geneva Street  
PO Box 340  
Lake Geneva WI 53147

Dear Chief Rasmussen;

This letter constitutes my formal request for Lake Geneva Police Department to serve as the Public Safety Answering Point (PSAP) back-up to the Walworth County Sheriff’s Office Communications Center. During our phone conversation on Monday, December 2, we discussed my current PSAP back-up Delavan Police Department decommissioning their PSAP in the near future. I know you are aware that my consultant, PSAP Concepts and Solutions, evaluated three possibilities for my back-up PSAP; Waukesha Communications Center, Jefferson County Sheriff’s Office, and Lake Geneva Police Department. Based on the consultant’s study, the recommendation is to select the City of Lake Geneva Police Department for my replacement back-up PSAP.

I appreciate your preliminary work with my office, my consultant, Delavan Police Department, and AT&T furthering this recommendation from the operational standpoint, including the development of a Memorandum of Understanding. Captain Jamie Green and Lieutenant Ed Gritzner remain as our points of contact for the efficient flow of information.

Attached is the 4-page document regarding the back-up PSAP replacement dated December 3, 2019 from PSAP Concepts and Solutions which outlines the recommendation and reevaluation once the county has selected its new public safety radio system.

We discussed the timing and dialogue with our respective governing bodies to finalize this agreement. As always, thank you once again for your cooperation to enhance public safety within our community.

Sincerely,

[Signature]

Sheriff Kurt Picknell

/wwj
To: Walworth County Sheriff Kurt Picknell
Re: Back-up PSAP Replacement
Date: 12-3-2019

When a 9-1-1 communication center changes their backup PSAP and/or a back-up PSAP closes, consideration of call overflow and the re-direction of 9-1-1 calls, as well as coverage for the other functional losses of the primary PSAP must be addressed. Currently, the Delavan PSAP receives call overflows from the Sheriff’s Communications Center and serves as the Sheriff’s backup PSAP. Delavan utilizes the same CAD system, which works directly off the server located in the Sheriff’s Communications Center. The Delavan PSAP has only two dispatch positions, and does not have access to all the police and fire frequencies currently being utilized by the public safety agencies within the county. Sometime in early 2020, Delavan’s PSAP will be decommissioned and therefore the Sheriff’s Office must choose another PSAP to serve as their backup.

To replace Delavan as the backup for the Sheriff’s Communications Center, PCS evaluated three different PSAPs utilizing the following criteria:

- The proximity to the Sheriff’s Office location.
- The size of facility.
- Other existing backup PSAP responsibilities.
- The ability for effective voice radio communications to all the Walworth County public safety agencies.
- The capacity to handle 9-1-1 calls within the designated AT&T tandem office, which is in Milwaukee and directs the 9-1-1 calls to the appropriate PSAPs. Since Walworth County is the furthest county west within this tandem office, no PSAPs west of Walworth County can function as a backup because they cannot cross AT&T’s tandem office boundaries.

What is sometimes overlooked in choosing another PSAP as a back-up for answering the 9-1-1 calls, is whether or not that PSAP can effectively and efficiently process (dispatch) those calls for service. In some cases, the backup PSAP may only need to transfer the 9-1-1 calls to a 10-digit number, however this is not recommended due to the loss of the callback number (ANI) and location data (ALI). The functional requirements for a back-up PSAP often involve more than answering the 9-1-1 calls. The ability to dispatch the appropriate units is just as vital as answering the calls, which requires access to the
appropriate radio frequencies for the public safety agencies, and paging equipment for the affected fire departments, as well as some knowledge of the area and agencies.

PCS evaluated the following three possibilities for the backup PSAP:

1. Waukesha Communications Center (WCC), Waukesha County - located 36 miles from the Walworth County Sheriff’s Office (approximately 50 minutes). The PSAP has 21 workstations of which 10 to 12 are staffed per shift based on the time of day. They have more than enough 9-1-1 capabilities but have none of the most commonly used Walworth County’s public safety agencies’ radio frequencies. Control stations could be installed, with the required frequencies in the Town of Vernon, which could access most of the repeater systems in Walworth County. However, that would require two of the county’s police departments to switch to the 800 MHz county frequencies, and a couple of the fire departments to switch to Walworth County Fire if the backup PSAP in Waukesha was activated. Paging equipment would also need to be installed at Waukesha. A downside to Waukesha serving as a backup location to the Walworth County Sheriff’s Office is that they currently serve as the backup for the City of Milwaukee, Milwaukee County, City of Waukesha, and also a number of smaller communities within their county. In the event of a large-scale emergency they could be overwhelmed.

2. Jefferson County PSAP, Jefferson County – located 35 miles from the Walworth County Sheriff’s Office (approximately 48 minutes). The PSAP has 4 workstations, 2 of which are staffed 24x7. They are the largest of the three PSAPs in Jefferson County. Control stations could be installed with the required frequencies at one of the towns closest to the Walworth County boundary and these could access the repeater systems in Walworth County. However, similar to Waukesha County this would require two of the police departments to switch to the 800 MHz county frequencies and a couple of the fire departments to switch to Walworth County Fire if the backup PSAP in Jefferson County was activated. Paging equipment would also need to be installed at Jefferson County PSAP. A downside to Jefferson County serving as the backup location to the Walworth County Sheriff’s Office is that they currently serve as the backup location for the other two PSAPs in their county.

3. Lake Geneva Police Department’s PSAP, City of Lake Geneva – located 10 miles from the Walworth County Sheriff’s Office (approximately 15 minutes). The PSAP has 2 workstations, plus an additional 9-1-1 phone instrument and CAD capabilities in the communication supervisor’s office. The PSAP is staffed by 1
position 24x7, except in the summer when an additional position is staffed during certain hours. They have a number of the frequencies currently used by the public safety agencies in the Walworth County Sheriff’s Communications Center, but some additional control stations would need to be installed. They have paging capabilities in their consoles that could be reprogrammed, instead of replacing them. A downside to using Lake Geneva Police Department as a back-up PSAP location to the Walworth County Sheriff’s Office is that they only have two workstations in the dispatch room, plus 9-1-1 phone and CAD capabilities in their supervisor’s office. However, they also have space within their dispatch room to add a minimum of one additional workstation. The City of Delavan has indicated their willingness to transfer one of their console positions to Lake Geneva once their PSAP closes.

It is important to note that Walworth County is in the process of having a second voice radio system study done sometime in early 2020, to address the fact that its current 800 MHz conventional radio system has met its end of life. Since the initial radio system study was completed, a number of things have occurred that directly impact the original conclusions specifically:

- The state has informed the county that its current state-wide system cannot handle any additional subscribers for at least 5-years,
- Waukesha County recently completed replacing its 800 MHz analog system with a two-county 800 MHz digital trunked system capable of adding new subscribers.

If Walworth and Waukesha Counties or Walworth and Jefferson Counties were on the same radio systems, it would provide better interoperability and more economical sense for one of those counties to be the replacement backup PSAP, even though they both currently serve in that capacity for other counties/communities. Either of those counties, if chosen as the backup PSAP location, would require Walworth County to spend a considerable amount of money for radio equipment. It is most likely that that equipment will not be suitable for the replacement system recommended by the radio consultants in the upcoming study. Once the radio study has been issued, reviewed and a course of action determined by the County Sheriff’s Office, a purchase and installation could occur within 2 to 3 years. It would be financially prudent, at this time, to choose a back-up PSAP with some of the same radio and CAD capabilities as the Sheriff’s Office currently utilizes.

Summary:
PCS feels it is vital that both the capabilities and costs for the replacement back-up PSAP’s location need to be considered by Walworth County as they decide what is in their best
interests. Based on the available data, PCS recommends that the Walworth County Sheriff’s Office strongly consider the following:

- Select the City of Lake Geneva Police Department for their replacement back-up PSAP.

- Install the additional workstation furniture from Delavan in the Lake Geneva PSAP to increase their capacity.

- Add additional control stations and VPN connectivity to the Sheriff’s Communications Center.

- Re-evaluate this backup arrangement once the county has selected its new public safety radio system, so that they have the most effective, functional, and cost-effective system for the future.

_Sherrell Ornberg_

Sherrill Ornberg, ENP, RPL
President-Senior Consultant
PSAP Concepts and Solutions, LLC