

Green County Ad Hoc Radio Committee

Meeting Minutes for April 25, 2019

Members Present:

Chief Dan Smits
Dan Nufer-EMS
Bud Strunz-Highway

Dana Weber-Recording Secretary
Sheriff Jeffrey Skatrud
Chief Deputy Thomas Moczynski
Ryan Ellingson
Tanna McKeon-EMG Director

Elert and Associates Representatives:

Mike Day-*via phone*

- 1) **Call Meeting to Order:** Meeting called to order at 1:05 p.m.

- 2) **Review Minutes from previous meeting:** Bud Strunz approved the minutes from the meetings on February 11th and February 13th; 2nd by Ryan Ellingson. Motion carried.

- 3) **Update on Radio project and timeline;** Chief Thomas Moczynski gave an overview of status of the radio project and advised that the Radio Vendor meeting was on February 13th at the Justice Center and the department has since received bid proposals from 2 vendors. The vendors submitted proposals based on the preferred option of the radio committee being Option #2 with the county having an analog and digital simulcast system. Chief Moczynski advised that Dan Nufer and Chief Smits are on the scoring team and he will ask Chief Fred Kelley to also, be on the team.

- 4) **Review and Brief on Proposals submitted;** Elert representative Mike Day gave an overview of the proposals and he stated that both vendors submitted plans that the county was basically looking for with no huge exceptions. Mike Day advised that the bids proposed were very comparable and summarized that they were both in the ballpark on pricing.

- 5) **Review and update project timeline;** Mike Day advised that the next steps are to identify who the vendor will be, and then negotiate the contract, which, will start with an evaluation/scoring team. The team will need to evaluate and decide what will work best for the county. Chief Moczynski and Mike Day advised that the evaluation team will need to review the proposals in depth and ask additional questions to in order to score the RFP's and Elert will show the committee how to score the RFP's. The goal of the evaluation team is to have everything finalized by the week of June 3rd.

Chief Smits advised that he would like to see a presentation from the vendors. Mike Day indicated that it is critical that the team discuss, analyze, seek clarification and compare the proposals on how they uphold with the counties requests. Once the group has more clarification and documentation from the vendors then the committee could request a presentation on information that they would like to see.

Mike Day stated that the next phase of the project is for the evaluation/scoring team to meet so questions can be presented to vendors, costs can be analyzed, and did the proposal adhere to the county's needs. Mike Day indicated that the team will probably have to meet approximately three times.

Mike Day advised that once the scoring is completed then the team will have the end goal of making a recommendation to the radio group and then public safety committee.

- 6) **Questions/Concerns:** There were some questions and discussion on the frequencies that the county currently uses and maybe some frequencies could be changed.
- 7) **Set next meeting date (if any);** The Evaluation/scoring team meeting is tentatively scheduled for Wednesday, May 8th, 2019 at 1:00pm at the training room.
- 8) **Adjournment;** Lt. Curt Quinn made a motion at 2:03 p.m. to adjourn; 2nd by Dan Nufer.
Motion Carried.