

## **Central Records Committee**

**DATE:** *January 22, 2020*  
**TIME:** *9:00 a.m.*  
**PLACE:** *Pittsville Fire Department*  
*Pittsville, WI*

### **AGENDA:**

1. *Call meeting to order*
2. *Review minutes of previous meeting*
3. *Public Comment*
4. *Wood County Dispatch*
5. *Mapping Update*
6. *CIS Records/CAD/Mobile Data*
7. *IBR*
8. *Next Generation 911*
9. *N-Dex-National Data Exchange*
10. *Training CIS*
11. *CIS Priorities*
12. *Placing Dispatch and Communications Under Sheriff's Dept.*
13. *Any other business that may be properly brought before this Committee*
14. *Date for next meeting*
15. *Agenda items for next meeting*
16. *Adjourn*

Central Records Committee Meeting  
Pittsville Fire Department  
October 22, 2019

PRESENT: Shawn Becker, Wood County Sheriff's Department  
Quentin Ellis, Wood County Sheriff's Department  
Kelli Trzinski, Wood County Sheriff's Department  
Shawn Woods, Nekoosa Police Department  
Joseph Zurfluh, Wood County Board  
Doug Machon, Wood County Board  
Melvin Pedersen, Grand Rapids Police Department  
Jewell Ninneman, Grand Rapids Police Department  
Lori Heideman, Wood County Dispatch  
Lorrie Krokstrom, Marshfield Police Department  
Patrick Zeps, Marshfield Police Department  
Rick Gramza, Marshfield Police Department  
Dan Brandl, Wood County IT  
Amy Kaup, Wood County IT  
Jason Demarco, Wood County IT  
Erik Engel-Wood County Communication Department  
Jeremy Duerr, Pittsville Police Department  
Jerry Minor, Pittsville Fire Department  
Brian Krzykowski, Wisconsin Rapids Police Department  
Veronica Klish, Wisconsin Rapids Police Department  
Steve Kreuser, Wood County Emergency Management  
Scott Drew-Port Edwards Police Department  
Paul Bernard, Wood County Planning and Zoning  
John Gethers, Nekoosa Police Department & Grand Rapids Police Department

1. The meeting was called to order at 9:01 a.m. by Sheriff Becker

**2. Minutes of previous meeting:**

***MOTION by Lori Heideman second by Rick Gramza, to accept the minutes of the April 23, 2019 meeting. Motion carried unanimously.***

**3. Public Comment:**

None

**4. Wood County Dispatch:**

Lori Heideman talked about the CIJS audit. She stated her department helped some of the outside departments.

Lori stated they are at full staff.

Lori stated Solarus will be doing maintenance on the 911 system on November 11, 2019. She said the System will be down momentarily, probably only a couple seconds.

**5. Mapping Update:**

Paul Bernard introduced himself to the group. He has taken over Justin Connor's position as the Land Records Coordinator.

Paul stated they will be doing an air photo in the Spring of 2020.

Steve Kreuser talked about address changes and Next Gen 911.

#### **6. CIS Records/CAD/Mobile Data:**

Dan Brandl from IT talked about the new software for Wood County Dispatch in 2020.

Dan also stated CIS is over hauling their system to look like Mobile CIS. He added that they are currently working some minor fixes.

#### **7. IBR:**

Dan stated he is waiting on responses from departments for the conversion data. He stated there is an opportunity on October 24, 2019 at the courthouse to meet and go over the statutes. He said CIS is waiting for everyone's data from the statutes.

Lorrie Krokstrom stated each department needs to sign up with the State of Wisconsin Department of Justice for the IBR conversion.

Dan talked about the grant money available and making sure we get our conversion done so we can be included in this round of grant money.

Rick Gramza asked about the County picking up the total cost of the conversion.

Amy Kaup stated the County cannot cover the entire cost of \$31,427 in 2020 because it was not budgeted. She noted that they cover the cost of the licenses for mobile data.

Sheriff Becker asked if this is mandatory and why it is not part of maintenance.

Amy stated they have made a push to make this part of the maintenance.

Dan stated initial cost was approximately \$110,000 and he talked with the owner and got the cost reduced to \$31,427. He stated most of this cost is training.

Patrick Zeps asked if there was a contract with CIS.

Amy stated they are not under contract with CIS, they just pay a yearly maintenance cost.

Rick talked about having a statewide system for police departments.

Amy stated they have a regional system in the Appleton area. She stated it's called Foxconn. She stated this includes numerous counties in that area.

Brian Krzykowski stated Illinois has a statewide system for their police departments.

#### **8. Next Generation 911:**

Lori stated she was unaware the State of Wisconsin hired someone to work on Next Gen 911. She stated she is looking into grant money for equipment. She said the equipment they have is Next Gen 911 capable.

Lorrie K asked Lori to explain to the group what Next Gen 911 is.

Lori stated Next Gen 911 is call routing and dispatching through mapping and utilizing text and video messages to 911 services.

## **9. N-DEx-National Data Exchange:**

Dan stated WIJIS is going to be shut down. He said CIS called him and stated they would help with the data conversion to N-DEx.

Lorrie K stated if there is no cost she is okay with going to N-DEx. Dan will see if there is a cost and bring it back to the next meeting.

## **10. Outside Providers:**

Amy stated the IT Department is looking to deactivate accounts after 30 days without use. She stated departments would be notified by email ahead of time. She said the IT Department does not always know when people leave the departments.

Mel Pedersen and Shawn Woods asked about the part-time officers and their passwords being deactivated.

Pat stated this should be something that is put back on the departments if someone is leaving the department. He asked about a digital form. A copy of the form was provided to Marshfield Police Department

Amy stated the form works well for consistency. She stated she would like suggestions on the form and how to better make the process work. She said the forms can be sent to the IT Help Desk.

## **11. CIS Password Changes:**

Amy stated they need to verify who the officer is when calling for a password change. She stated they have no idea who some of the officers are and they need a way to verify it is them when they call.

Brian stated their email should be placed on the new hire form and the password would only be sent to them by the email that was put on the form.

## **12. Any Other Business:**

Shawn W. asked about the expectations of Central Records from when it was first started and now. His example was IT support.

Dan stated IT would try to email if there are issues with the system.

Amy stated they would send out more emails when possible for more communication with the departments.

Shawn W. asked about having more meetings until IBR is finished.

Doug Machon stated someone should find out if there is an Memorandum of Understanding with the County.

Committee decided to meet quarterly until IBR conversion is over.

## **13. Date of Next Meeting**

**Wednesday-January 22, 2020**

**9:00 a.m.**

**Pittsville Fire Department**

**14. Agenda Items:**

New Software Company  
Updated Training on CIS/CIS Mobile  
Discuss Priorities Pertaining to CIS

**15. Adjourn:**

***MOTION by Lorrie Krokstrom, second by Quentin Ellis to adjourn at 10:53 a.m. Motion carried unanimously.***

Minutes are taken by the Wood County Sheriff's Department.