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Ad Hoc 911 Radio Upgrade Committee Minutes June 6, 2019

Members present: Dan F. Drew, James E. Foley, Bob Koch, Barry Pufahl, JoAnn Wingers
Member absent without notice: Mike Weyh

Also in attendance during all or portions of the meeting: Vern Gove, Greg Bisch, Roger Brandner, Dave Drews, Dean Kaderabek, Sue Moll, Joe Ruf, Lois Schepp, Lyn Jerde (Portage Daily Register)

The meeting of the Ad Hoc 911 Radio Upgrade Committee was called to order by Chair Foley at 1:00 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration building, Meeting Room #115, 112 East Edgewater Street, Portage, WI.

Approve Agenda

Motion by Drew to approve the agenda as published. Second by Wingers. Motion carried.

Approve Minutes

Motion by Pufahl to approve the minutes of the May 1, 2019 Ad Hoc 911 Radio Upgrade Committee meeting. Second by Koch. Motion carried.

Review Revised Proposals

The proposal from Baycom was reviewed for the 911 radio upgrade project. Members discussed the possibility of requesting additional proposals for the project before making a decision. They would not need to accept the lowest bid if it could be justified to accept other bids. Sheriff Brandner stated he has no issue with using other vendors, however, Baycom is local, is familiar with the existing communication systems, and has responded quickly with any issues or questions. He strongly supports continuing to use Motorola radios. He also clarified the Baycom proposal reflects state contract pricing which is proof of a lower rate. Schepp questioned who would write the request for proposals (RFP) as it could be very technical. A consultant could be hired, by federal law, a company who writes the RFP cannot submit a proposal. Brandner supported hiring a consultant and requesting an RFP if it could be done in a timely manner. He stated the current system is nearing the end of life cycle and upgrades are needed soon. Schepp confirmed the bond funds to cover the cost of the project need to be spent within 18 months.

Determine Next Step in Process

Foley stated the next step would be to determine between two options: Approve the proposal from Baycom; or hire a consultant to write a Request for Proposal, allowing other vendors to submit proposals for the project.

Members were in agreement additional proposals should have been requested, however, due to the timeline to complete the project and the additional cost of hiring a consultant, accepting the proposal from Baycom may be the only option at this point.

Motion by Drew to accept the contract with Baycom, with the itemized list as presented, in the amount of \$2,863,033.02. Second by Wingers. Motion carried on a roll call vote as follows: YES: 5; NO: 0; ABSENT: 1; YES: Drew, Foley, Koch, Pufahl, Wingers; ABSENT: Weyh

Next Meeting Date

No future meetings were scheduled.

Motion by Wingers to adjourn the meeting. Second by Koch. The meeting adjourned 1:56 p.m.

Respectfully Submitted,



JoAnn Wingers
Ad Hoc 911 Radio Update Committee Secretary