

KENOSHA JOINT SERVICES BOARD

July 23, 2024

The Kenosha Joint Services Board meeting was **Called to Order** at 4:30 p.m. by Chairperson Monica Yuhas in the Joint Services Training Room located in the Kenosha County Public Safety Building.

The **Members in Attendance** were Chairperson Monica Yuhas, Vice Chairperson John Morrissey, County Executive Samantha Kerkman, Police Chief Patrick Patton, County Board Supervisor Daniel Gaschke, Alderperson Curt Wilson and Member at Large Paris Fire Chief Colin Hennessey.

The **Members not in Attendance**, Youth in Governance Juliannah Denure and Arianna Pealer were excused.

Under, **Citizen Comments**, there were none.

Under, **Approval of Minutes of Open Sessions June 25, 2024**, Mr. Morrissey made a motion to approve. Mr. Gaschke seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report. There was brief discussion.

The Board accepted the information as presented.

Under, **WI OEC PSAP Grant**, Director Nielsen reported and requested approval to move forward on applying for the WI OEC PSAP Grant.

Ms. Kerkman made a motion to approve. Mr. Gaschke seconded the motion. Motion approved unanimously.

Under, **Fleet Maintenance Manager Position**, Director Nielsen presented the Fleet Maintenance Manager job description and requested approval to fill the position in 2024 in anticipation of needing a transfer of funds. A lengthy discussion ensued.

The following amendments were presented for Essential Duties and Responsibilities.

1. Make first bullet point – *Assigns and monitors the daily work assignments for all the mechanics and provide direction if they are having problematic repairs.*
2. Make second bullet point - *Monitors the in-stock repair parts and tire inventories including the evaluation of proper inventory levels and perform annual inventory.*
3. Make third bullet point – *Monitors the fleet parts and labor costs to help determine short and long range equipment replacement needs.*
4. Make fourth bullet point – *Operates a variety of machines and equipment used in the repair, maintenance and upfitting of motor vehicles including a computer fuel management and dispensing system and car wash system.*

The following amendment was presented for Essential Knowledge, Skills and Abilities.

1. *Amend last sentence to: Must possess a valid drivers' license.*

Mr. Hennessey make a motion to approve amendments. Chief Patton seconded the motion. Motion approved unanimously.

Ms. Kerkman made a motion to strike the suggested job description change under Physical Requirements. Mr. Morrissey seconded the motion. Motion approved unanimously.

Chief Patton made a motion to amend under Training and Experience the word “required” to “preferred” after ‘*three years supervisory experience*’. Mr. Morrissey seconded the motion. Motion approved unanimously.

There was further discussion on the topic of hiring the replacement Fleet Maintenance Manager.

Mr. Morrissey made a motion to approve hiring a replacement manager earlier. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, ***Scheduled Hours and Holidays***, Director Nielsen presented the requested data regarding scheduled hours on holidays.

The Board accepted the information as presented.

Under, ***911 Refresh and ESI Net Implementation Project Status Report***, Director Nielsen reported on the status of the project and is waiting on hear from the vendors.

The Board accepted the information as presented.

Under, ***ERP Replacement Project Status Report***, Director Nielsen reported that ERP Pro and that the project implementation and configuration is moving forward.

The Board accepted the information as presented.

Under, ***Kenosha County Simulcast Radio System Status Report***, Director Nielsen reported on the status of the system.

The Board accepted the information as presented.

Under, ***Board Comments***, none.

At 5:27 p.m., Ms. Kerkman made a motion to ***Adjourn the Meeting***. Mr. Wilson seconded the motion. Motion approved unanimously.