



# KENOSHA JOINT SERVICES

## PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

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1000 55<sup>th</sup> Street • Kenosha, WI 53140  
Website: [www.kenoshajs.org](http://www.kenoshajs.org) • Phone: (262) 605-5050

## A G E N D A

### KENOSHA JOINT SERVICES BOARD MEETING

Kenosha County Safety Building, 1000 55<sup>th</sup> Street • Kenosha, WI  
Kenosha Joint Services Training Room 1216

June 27, 2023 • 4:30 P.M.

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- I. Call to Order
- II. Roll Call
- III. Citizen Comments
  - a. Documents: [Guidelines for Citizen Comments at Kenosha Joint Services Board Meetings](#)
- IV. Introduction of Member at Large, Colin Hennessey-Town of Paris Fire Chief
- V. Introduction Youth in Governance Member
  - a. Ms. Rylee Chamberlin
- VI. Approval of Minutes from Open Session – May 23, 2023
- VII. Joint Services Report
  - a. Director's Report
  - b. Administration
  - c. Communications
  - d. Records
  - e. Fleet Maintenance
  - f. Evidence/Identification
  - g. Information Technology
  - h. Overtime Report
  - i. Financial Statements
- VIII. Items for Board Review and Action
  - a. Capital Expenditure Plan
  - b. 911 System Refresh
  - c. Financial Audit
  - d. ERP (Enterprise Resource Planning) Replacement Project
  - e. Compensation Study
  - f. Extension of Contract with Comsys, Inc.
  - g. Discussion of Board Meeting Schedule for September
- IX. Board Member Comments
- X. Adjournment

KENOSHA JOINT SERVICES BOARD

May 23, 2023

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 arrived at 4:54 due to prior commitment, County Board Supervisor Brian Bashaw, Alderperson Curt Wilson and Youth in Governance JJ Castro.

The **Members not in Attendance**, Youth in Governance Rylee Chamberlin was excused and the Member at Large position still remains open.

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

Alderperson Wilson made a motion to move agenda items a. and b. to item IV. Mr. Morrissey seconded the motion. Motion approved unanimously.

Under, **Introduction of County Board Supervisor Brian Bashaw**, Mr. Bashaw introduced himself.

Under, **Introduction of Youth in Governance Members**, JJ Castro introduced himself.

Under, **Approval of Minutes of Open Sessions Amended February 28, 2023 and March 28, 2023**, Mr. Morrissey made a motion to approve. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report. New employee Julie Bach, HR Coordinator was introduced to the Board. Director Nielsen introduced and recognized 911 Telecommunicator Kristin McCoy, Communications Department, for her handling of a 911 call that involved the birth of a child.

The Board accepted the information as presented.

Under, **OPEB Report**, Director Nielsen presented the completed OPEB report from Key Benefits Concepts.

Mr. Morrissey made a motion to receive and file the report. Mr. Wilson seconded the motion. Motion approved unanimously.

Under, **Financial Audit**, Director Nielsen reported that Kenosha Joint Services has electronically provided Sikich LLP with the requested documents and are awaiting a date when the firm will be onsite.

The Board accepted the information as presented.

Under, **ERP Replacement Project**, Director Nielsen reported that the GFOA and Tyler Technologies are working through the legal aspects of the contract.

The Board accepted the information as presented.

Under, **Extension of Contract with Comsys Inc**, Director Nielsen reported that he has been meeting with Kathy McAuliffe and working on finalizing a 1 year and 3 year contract option to be presented to the Board for approval.

The Board accepted the information as presented.

Under, **Board Comments**, Mr. Bashaw thanked Josh and his team for giving him a behind the scenes tour of Kenosha Joint Services.

At 4:55 p.m., Ms. Kerkman made a motion to **Adjourn the Meeting**. Mr. Wilson seconded the motion. Motion approved unanimously.



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### Kenosha Joint Services Departments

Administration  
Communications  
Evidence/Identification Bureau  
Fleet Maintenance  
Records/Public Counter

TO: Kenosha Joint Services Board

FROM: Joshua Nielsen

REFERENCE: Kenosha Joint Services – Board Report

DATE: June 23, 2023

#### ADMINISTRATION DEPARTMENT:

**Administration** (1 Director, 1 Assistant Director, 1 HR Coordinator, 1 Finance Assistant, 1 Clerk):  
All positions filled.

**Communications** (32 Telecommunicators, 6 Supervisors, 1 Assistant Manager, 1 Manager):  
Seven Telecommunicator vacancies. One Supervisor vacancy as of August 16.

We have one conditional offer for Telecommunicator with a tentative start date of July 27, 2023. We are currently running a Telecommunicator hiring process with five candidates going to panel interview on June 27, 2023.

The applications for the Shift Supervisor hiring process closed on June 22, 2023. We intend to have the new Supervisor start in early September.

**Records** (17 Clerks, 3 Supervisors, 1 Manager):  
All positions filled.

**Fleet Maintenance** (5 Technicians, 1 Clerk, 1 Vehicle Cleaning Operator, 1 Manager):  
All positions Filled.

**Evidence/Identification** (6 Technicians, 1 Supervisor, 1 Manager):  
One Technician vacancy.

Communications Supervisor Patrick Wadin has been offered the position of Identification Technician and is scheduled to begin August 16, 2023.

## **Kenosha Joint Services – Board Report**

Administration is working with the department managers on the 2024 budget. This includes the ten year capital expenditure plan, which has been completed for 2024-2033. A copy of the plan is attached to this report.

### **COMMUNICATIONS DEPARTMENT:**

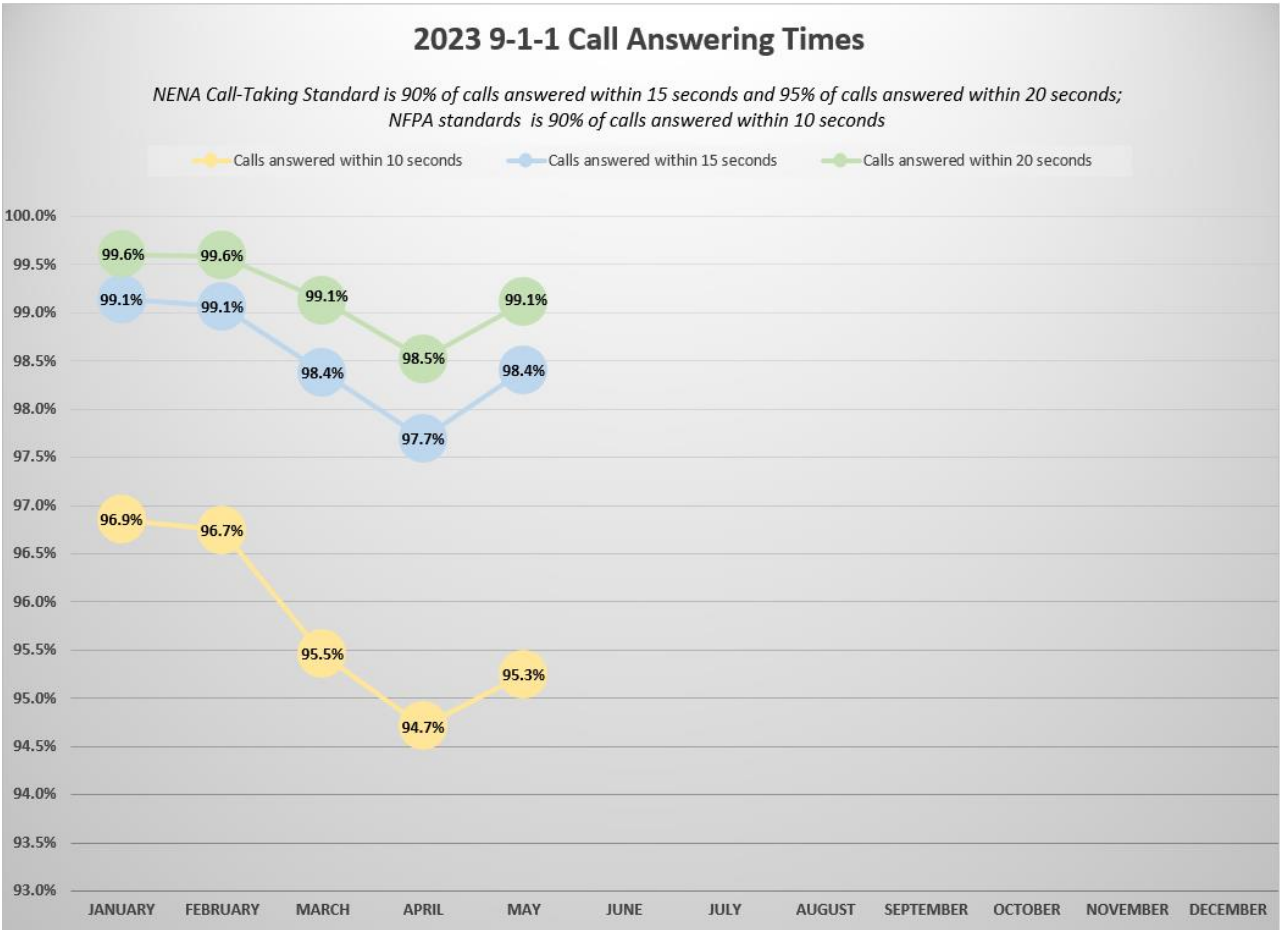
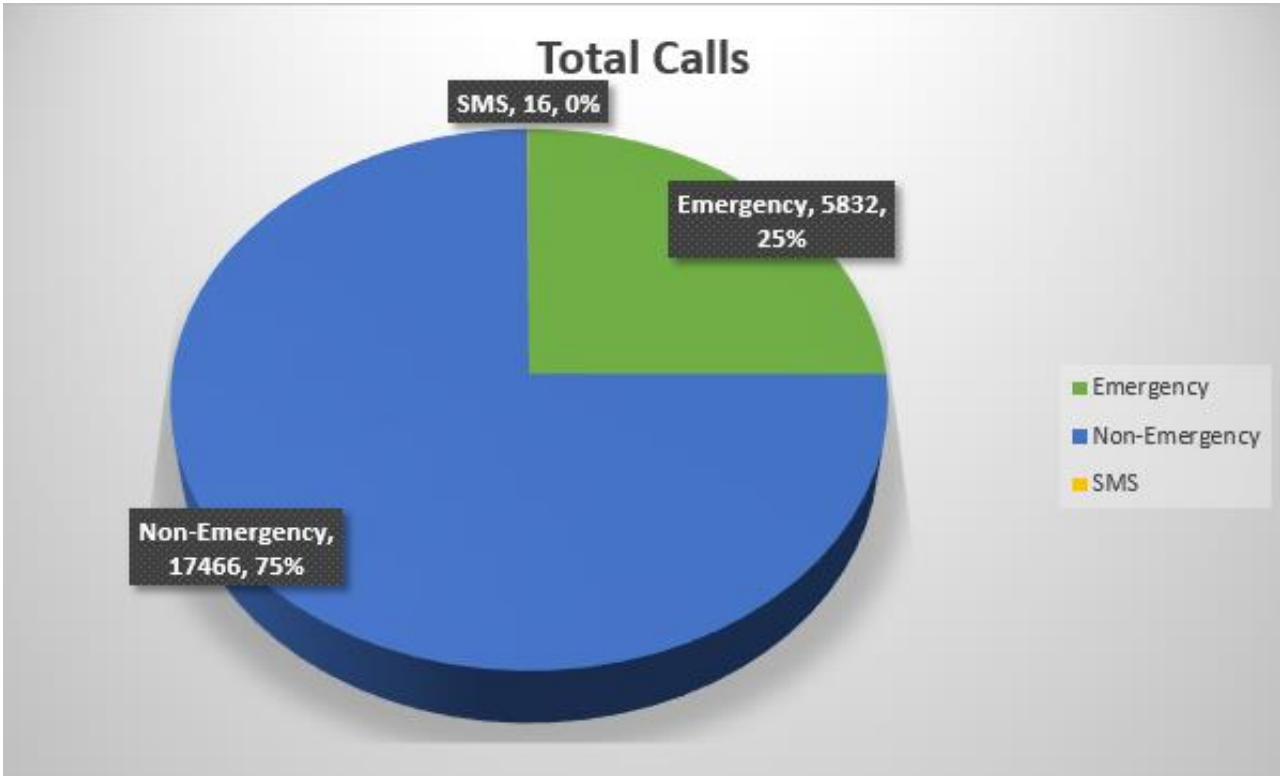
Kevin Jorgensen's training has been paused for summer staffing. He will pick up his Police training mid-August and finish early fall 2023. Jessica Rendon continues training at Sheriff. Alyssa Weisbrod continues training in her final phase, which is Fire. She will be fully trained and operating independently July 8, 2023. Ashley Durand continues training at Fire. She is anticipated to complete all training Fall 2023. Grace Moote has completed her call take training. She will begin her next phase of training at the Fire positions on July 11, 2023. It is anticipated that she will finish all training late fall 2023. Shelbi Thomas began her Call Take training, and attended her Emergency Medical Dispatch Course. She is anticipated to complete all training late 2023 or early 2024. Candidate Anne Boie will begin end of July 2023.

Communications management staff and Joint Services Administration continue to meet to determine emergency staffing plans and ensure all needs within the center are met.

The state of Wisconsin has released the PSAP Grant Program Announcement for 2024. The grant funding is for equipment hardware and software expenses for enabling NG9-1-1 services among other items. The 2024 grant is a reimbursement grant and allows for 90% reimbursement with a 10% local match. The maximum applicants may apply for is \$500,000 (total including state share and local match). We are currently working with AT&T to have a site remediation survey completed in mid-July. We are also working with Motorola to update the quote for upgrading hardware and software to meet the requirements of the Grant. Grant program funding is contingent upon the State Biennial Budget. Copies of the grant announcement, a memo from the January board meeting outlining the 911 system costs, and an updated quote received on June 21 are attached to this report.

In May, 5,832 9-1-1 calls were received by the communications department with 95% of these calls answered in under 10 seconds, and 98% in under 15 seconds. There were 17,466 non-emergency calls handled and 16 text messages received during this month.

**Kenosha Joint Services – Board Report**



## Kenosha Joint Services – Board Report

### RECORDS DEPARTMENT:

Trainee Amy Griggs has completed training and has joined her regular assignment on second shift. Trainee Brian Martinez has also completed training. He will move to his regular assignment on third shift before the end of the month. Trainee Barbara Allen is close to completing training and will soon begin her Shadow Phase.

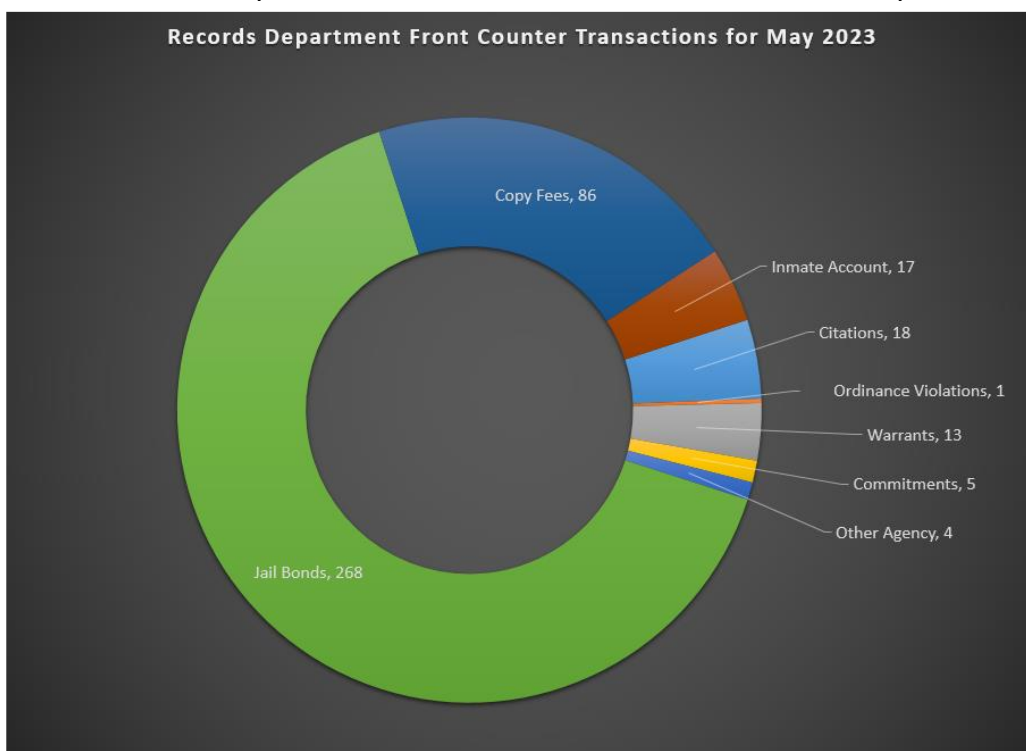
Records has been assisting KPD with cold case homicides. KPD has provided Records with binders containing information regarding homicides going back as far as the 1960's. They have asked Records Staff to research and try to locate additional information about them. The Manager and Records Clerk Melissa Somers have been the primary people working on this project. We have located reports in the microfilm files for most of these cases. We then are combining the reports in the binders with the reports from microfilm and putting the combined electronic reports into LERMS.

Records Clerks processed 268 jail bonds in the month of May, 2023. Records Clerks entered 437 warrants into the TIME system. They recalled 107 per Circuit Court and Municipal Court. They also canceled 190 warrants that were served by law enforcement during the month of May. Records Clerks have entered, updated or dismissed twenty-one orders of protection in May.

The Records Department reviewed 2,096 incoming case reports and supplements from the Kenosha Police and Kenosha Sheriff's Departments. Case review is an integral part of submitting complete statistical information to the State of Wisconsin Department of Justice for Uniform Crime Reporting.

In May, Records Staff have taken forty-two complaints and written reports while serving citizens at the Front Counter. They have entered and written sixty-three repossession reports in May. In addition, Records Staff have booked eleven juveniles after hours.

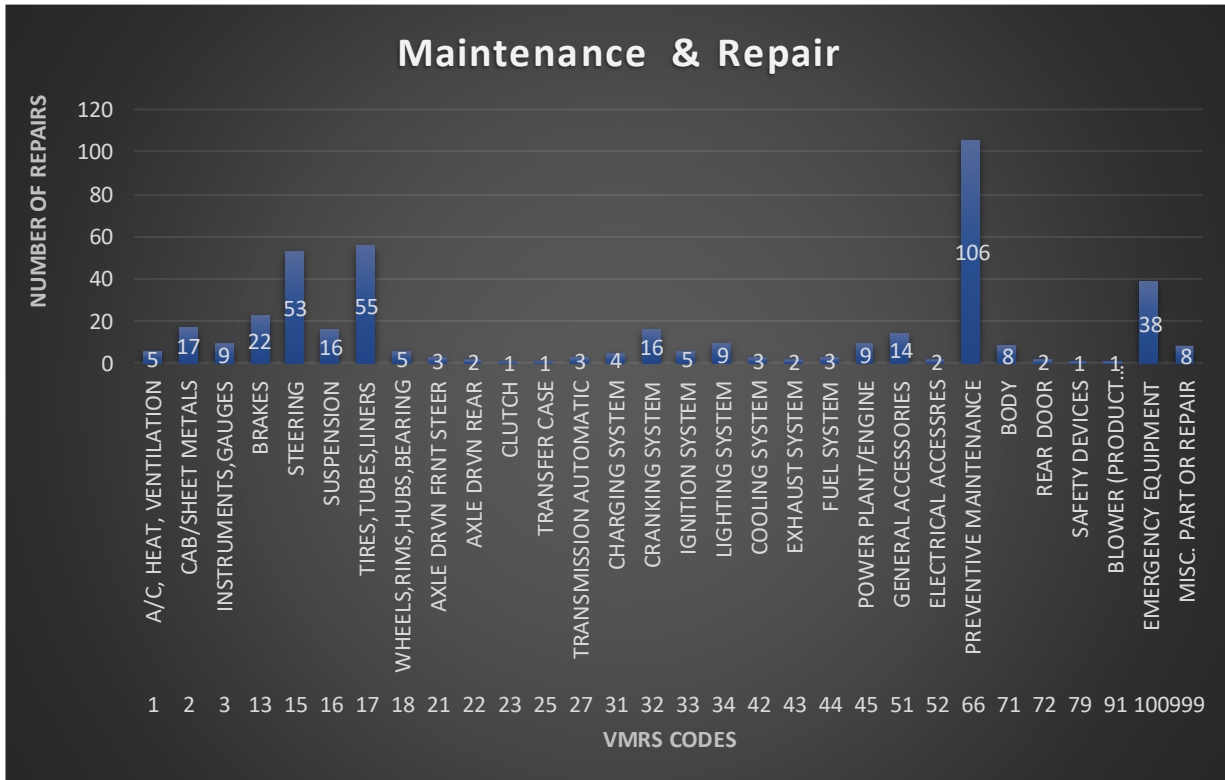
There were a total of ninety-five hours of overtime used in the month of May.



**Kenosha Joint Services – Board Report**

**FLEET MAINTENANCE:**

Fleet Maintenance staff continue vehicle maintenance and repair as scheduled. There were 423 maintenance and repair lines performed during the month of May. Additional vehicle manufacturer recalls continue to be issued, scheduling remains a priority as parts are made available for the repairs.



Multiple new vehicles for Police and Sheriff are either in the up-fitting process or continue to be scheduled for up-fitting. Vehicle decommissioning has resumed; portions of the used emergency equipment are required for continued up-fitting of the new vehicles. Graphics proofs for the new vehicles are remain under development. There were 564 automatic car washes in the month of May. Vehicle cleanliness continues to improve.

**Car washes:** Indicates a total number of vehicles in all agencies cleaned utilizing the automatic car wash.



## Kenosha Joint Services – Board Report

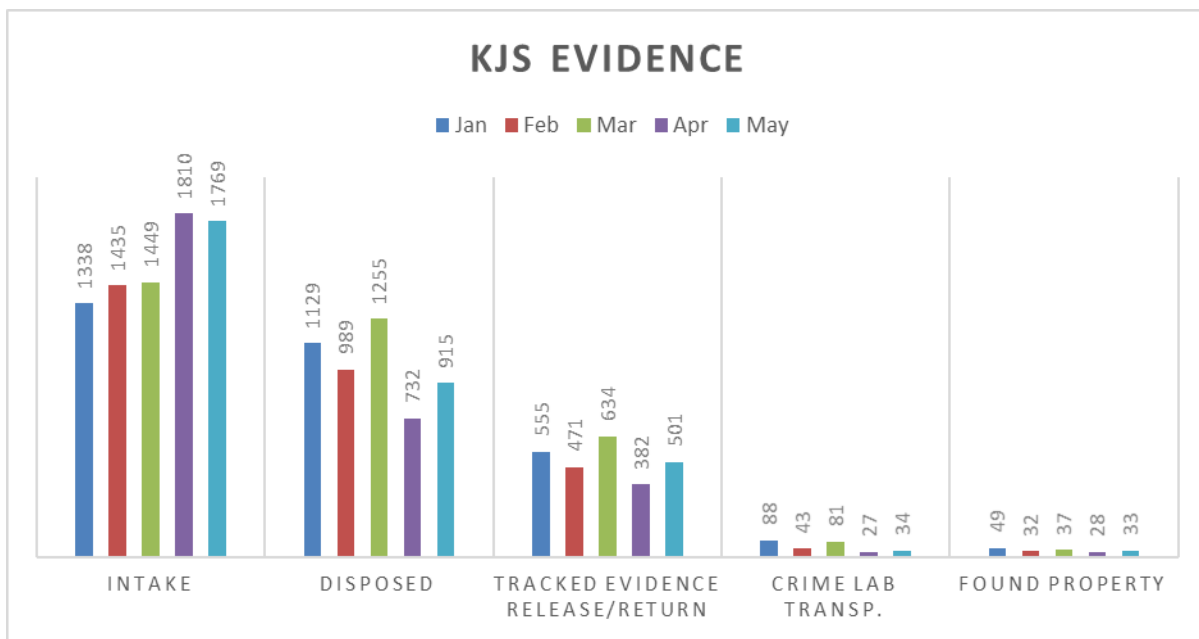
### EVIDENCE/IDENTIFICATION DEPARTMENT:

Department management, along with leadership within the KPD and KSD, is in the process of reviewing the current workflows and methods of storing, disseminating, and disposing digital media. Additionally, the fixed maintenance fees for the current digital image management system, Mideo, end with 2023. Department management, along with leadership within the KPD and KSD, has begun the process of reviewing alternative systems to potentially replace Mideo in 2024.

ID Technicians continue to receive, process, disseminate, and fulfill digital media requests. The fulfillment of one request may include multiple instances of research, dissemination, and follow-up until the request is fulfilled. The ID Technicians work diligently to make sure each request is fulfilled appropriately. ID Technicians can spend anywhere between one to five hours per day on these tasks.

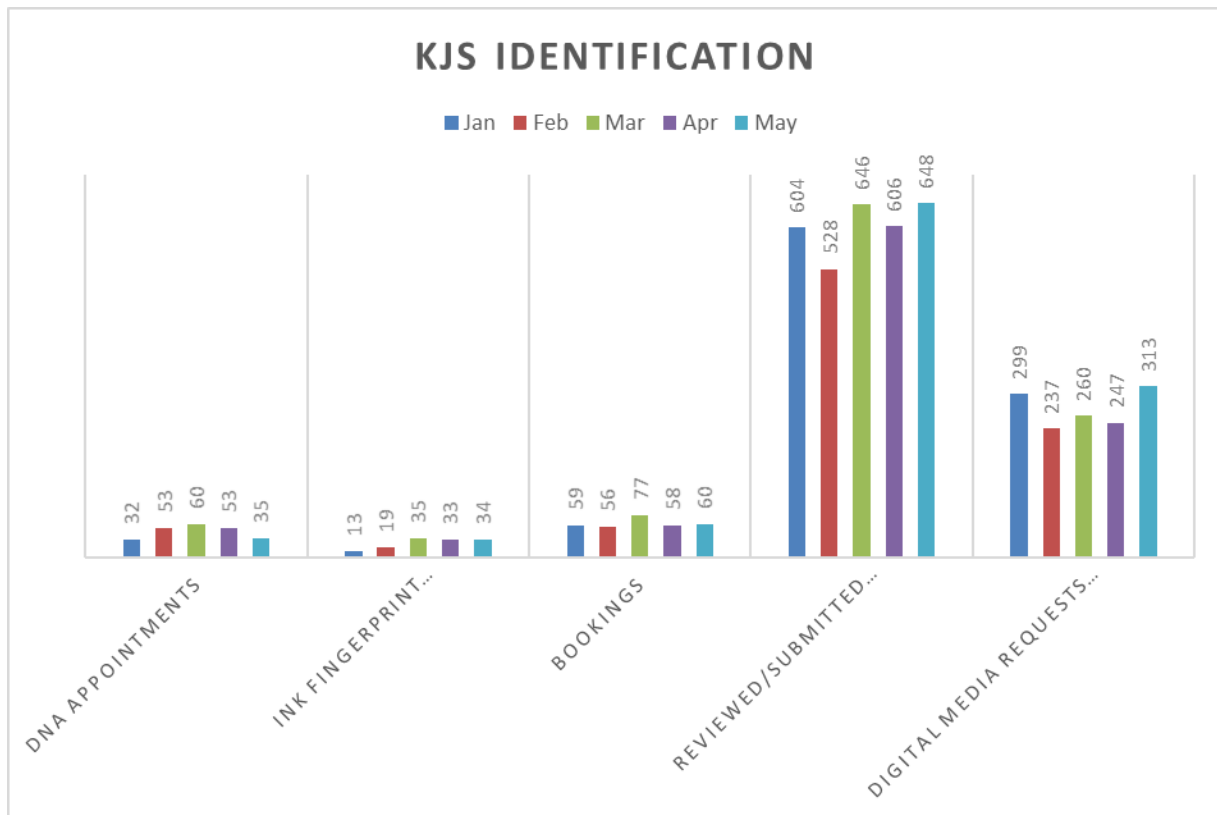
Department staff members continuously review the utilization of space within the property rooms in order to accommodate the spatial needs of the items being submitted. This on-going process assists with property dispositions and disposals.

In the month of May, ID technicians took in 1,769 items, disposed of 915 items, handled an additional 501 items tracked as evidence that were released to other entities (Law Enforcement, Labs, etc.) and/returned to the property room, transported thirty-four items to the Crime Lab, processed thirty-three pieces of found property, made thirty-five DNA collection appointments, completed thirty-four ink fingerprint cards, completed sixty bookings, reviewed and submitted charges for 648 total bookings to the WI Dept. of Justice (WI DOJ), and completed 313 digital media requests.





## Kenosha Joint Services – Board Report

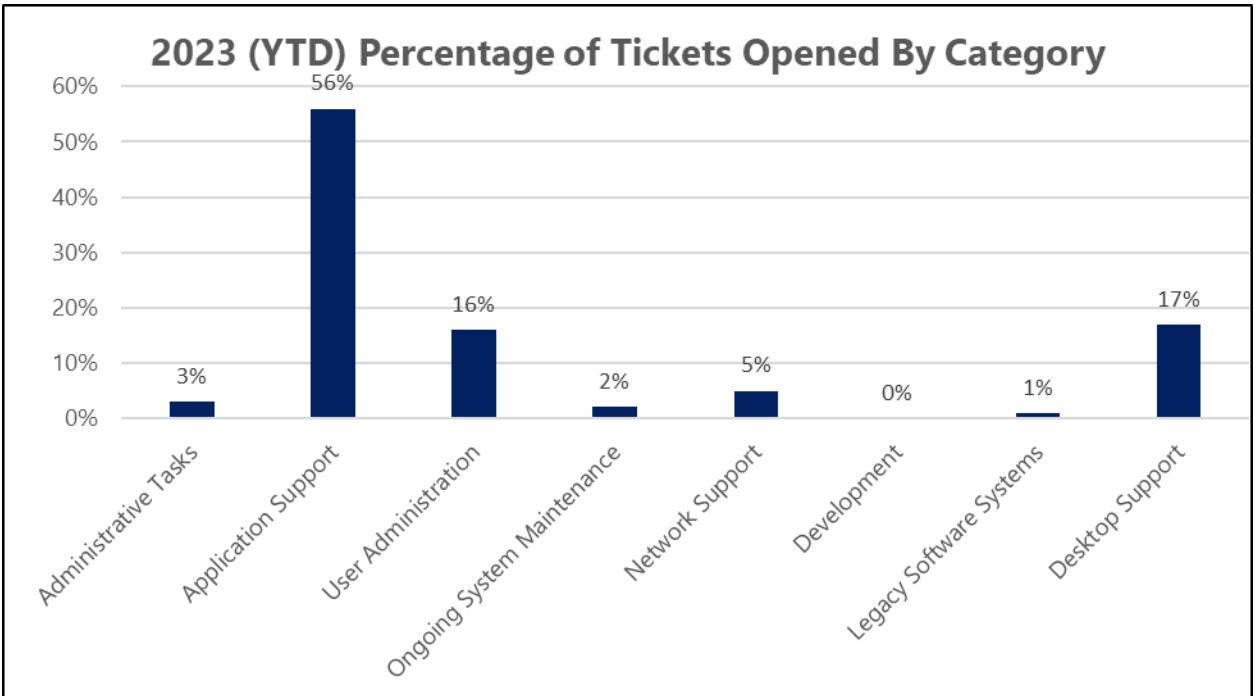
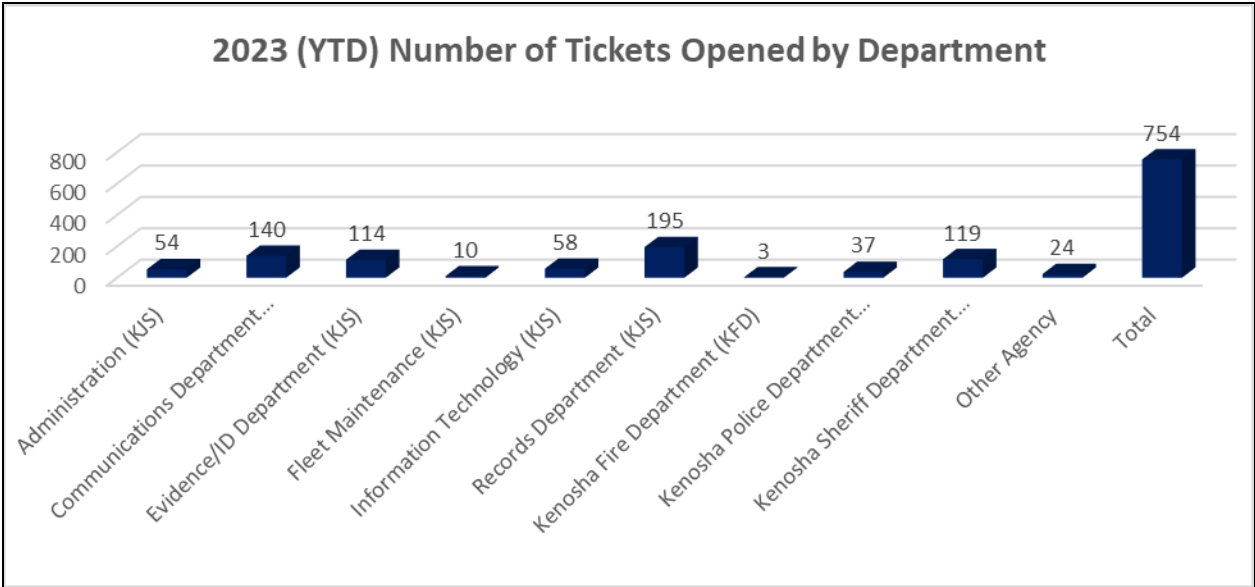


## INFORMATION TECHNOLOGY

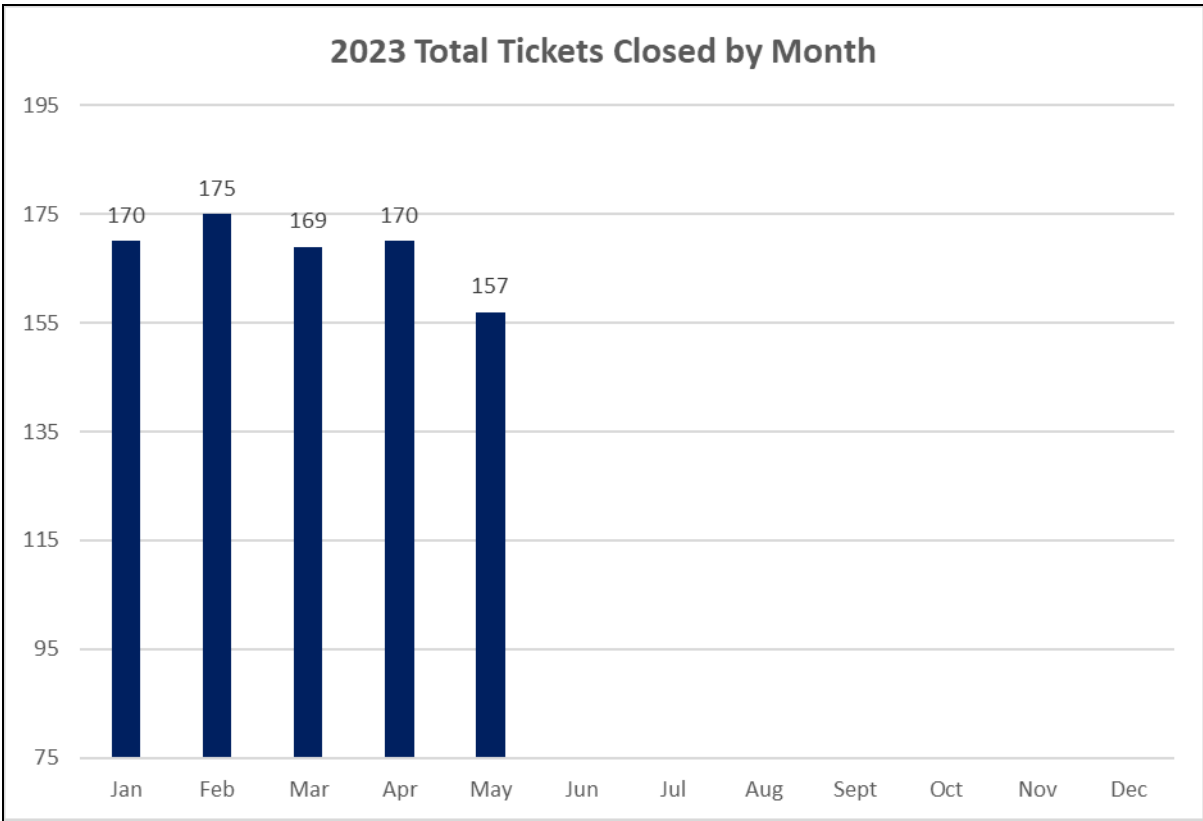
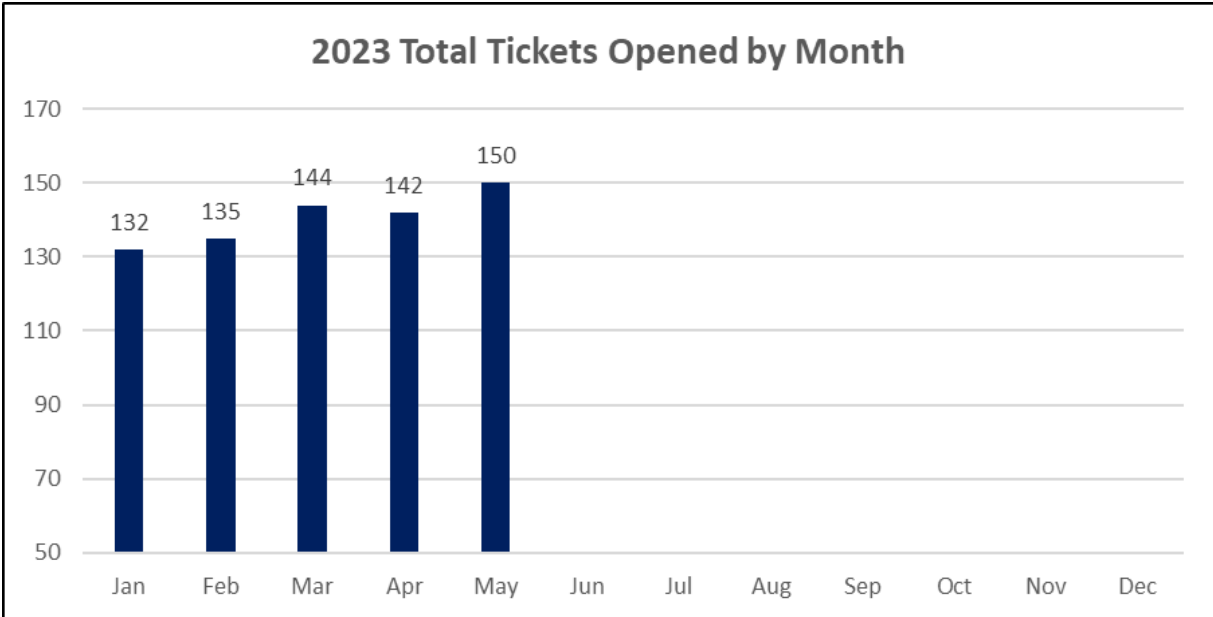
- Cybersecurity Training
  - Ongoing: Next training scheduled September 2023
- ERP
  - Planning: Deploying server and client applications as needed
- Vulnerability Scans
  - In Progress: 3rd Quarter Scans
- RTA Fleet Maintenance Drivers Reports
  - In Progress: Working with Fleet Maintenance to configure and utilize automatic work orders from agency submitted Drivers Reports
  - In Progress: Working with Fleet Maintenance to consolidate facilities for work orders and parts
- Synology Backup System Cluster
  - In Progress: Configuring second NAS unit for cluster
- Forticlient VPN
  - Complete: Installing and configuring Forticlient VPN
  - In Progress: Evaluating 2<sup>nd</sup> factor authentication to work with Forticlient VPN
  - In Progress: Installing on Manager workstations
- New World Upgrade
  - Planning: New World Upgrade to version 2023.1

**Kenosha Joint Services – Board Report**

- Planning: Upgrade to test environment September 14<sup>th</sup>
- Planning: Upgrade to production environment November 28<sup>th</sup>
- Planning: Tyler Technologies assignment of an Implementation team
- Complete: Distributed minimum requirements to agencies
- CAD Workstation Replacement
  - Complete: Installation of 18 workstations
- Netmotion Upgrade
  - Complete: Upgrade to latest version of Netmotion scheduled May 16<sup>th</sup>
  - Complete: Configuring and installing redundant Netmotion server scheduled May 16<sup>th</sup>



**Kenosha Joint Services – Board Report**

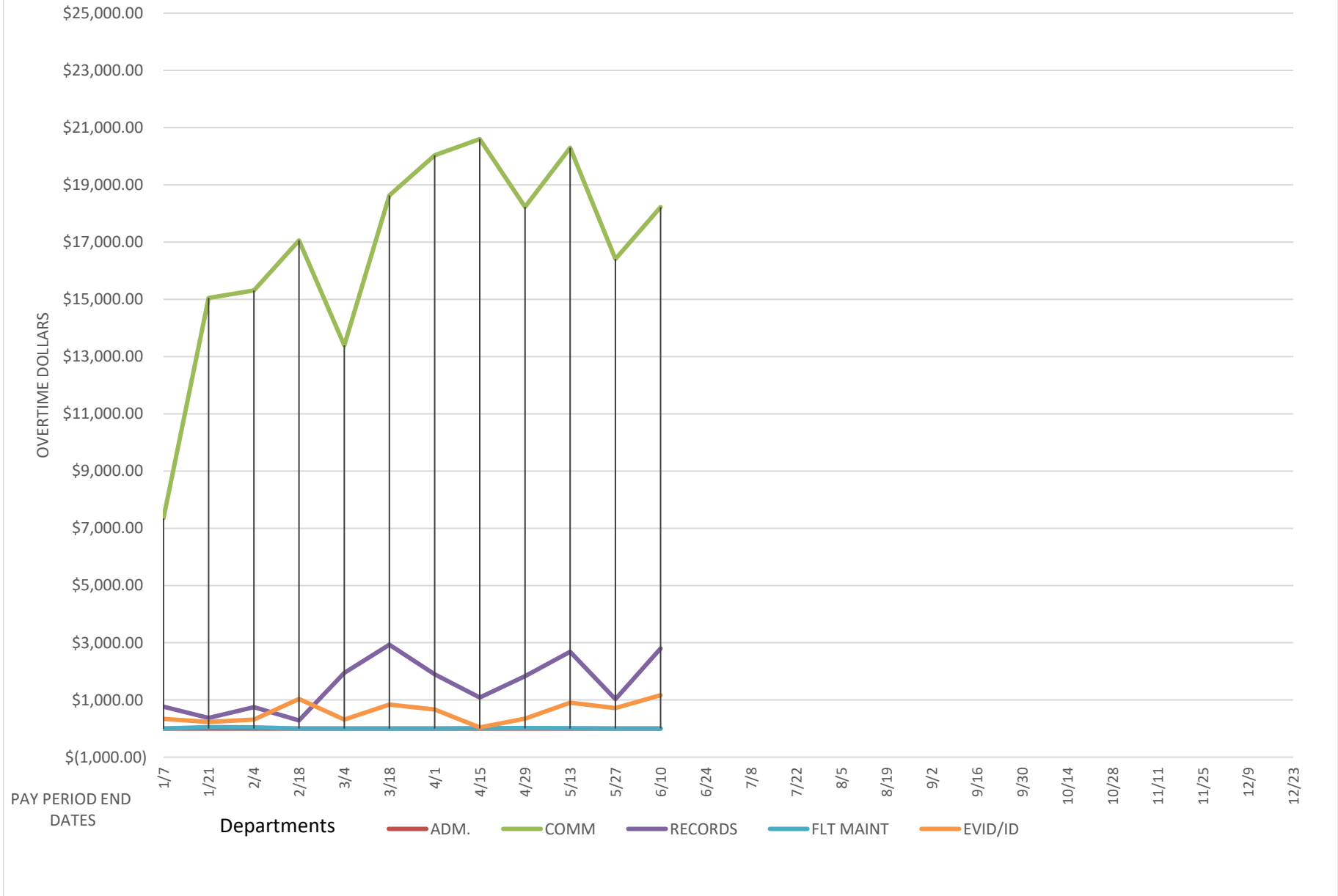


**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
2023 - OVERTIME REPORT**

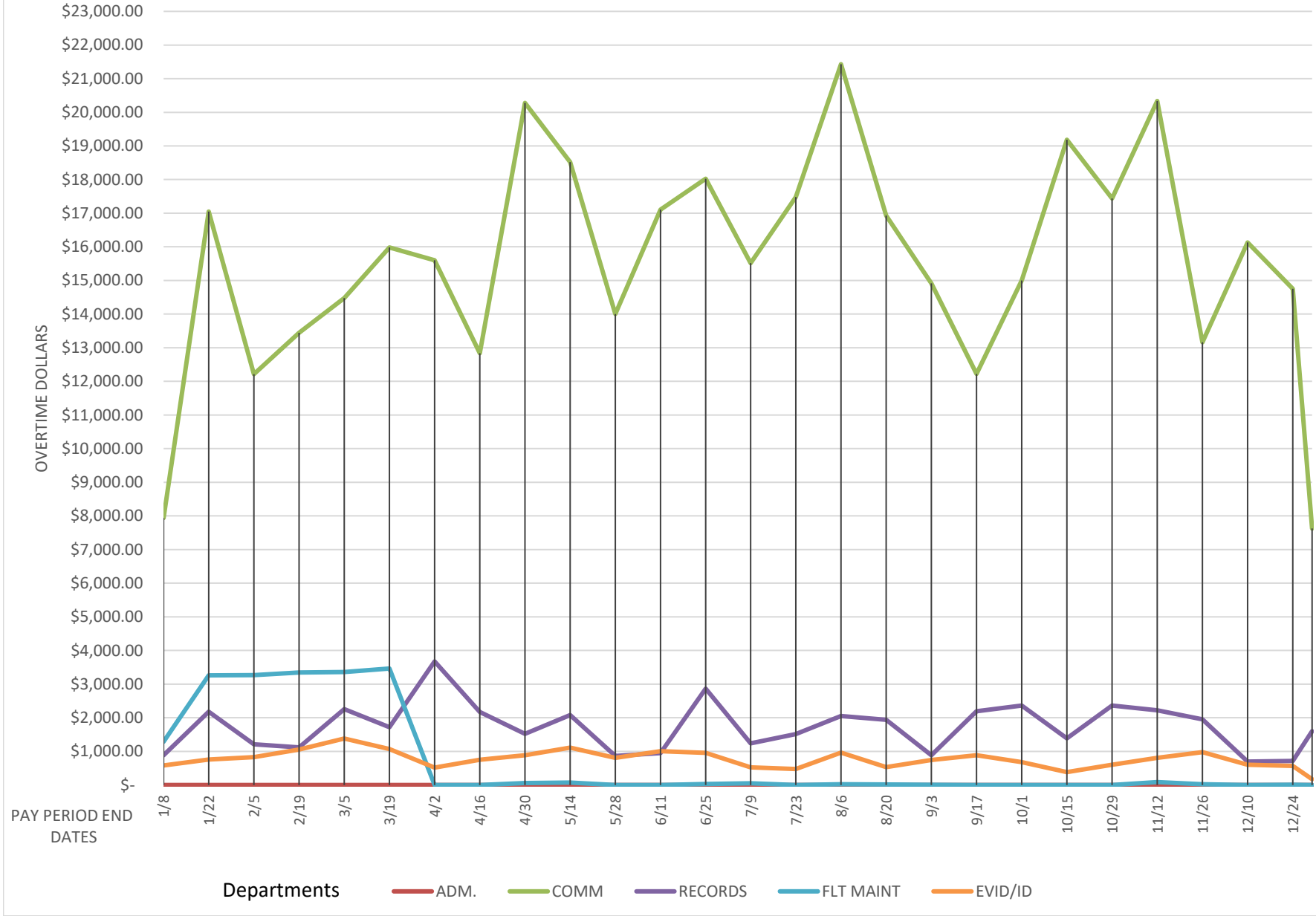
	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>	<b>HOURS PAYROLL</b>	<b>EARNINGS PAYROLL</b>
	05/14-05/27/23	05/14-05/27/23	05/28-06/10/23	05/28-06/10/23		
<b>Administration</b>	0.00	\$ -	0.00	\$ -		
<b>Communications</b>	373.60	\$ 16,407.46	417.60	\$ 18,221.11		
<b>Records</b>	28.45	\$ 1,024.96	78.00	\$ 2,796.93		
<b>Fleet Maintenance</b>	0.00	\$ -	0.00	\$ -		
<b>Evidence/ID</b>	18.20	\$ 716.85	29.90	\$ 1,166.19		
	420.25	\$ 18,149.27	525.50	\$ 22,184.23	0.00	\$ -

	<b>Budgeted Funds for 2023</b>	<b>Total Salaries Expensed YTD</b>	<b>Total Hours YTD</b>	<b>Average Hours Per Pay Period</b>	<b>Avg Salaries Per Pay Period</b>	<b>Average Hourly Rate for OT</b>	<b>GL Account Balances</b>	<b>Annual Percent EXPENDED</b>
<b>Administration</b>	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
<b>Communications</b>	\$ 196,526.00	\$ 200,588.44	4620.20	401.76	\$ 17,442.47	\$ 43.42	\$ (4,062.44)	102%
<b>Records</b>	\$ 28,113.00	\$ 18,371.23	500.25	43.50	\$ 1,597.50	\$ 36.72	\$ 9,741.77	65%
<b>Fleet Maintenance</b>	\$ 16,974.00	\$ 134.27	3.20	0.28	\$ 11.68	\$ 41.70	\$ 16,839.73	1%
<b>Evidence/ID</b>	\$ 19,323.00	\$ 6,916.96	175.60	15.27	\$ 601.47	\$ 39.39	\$ 12,406.04	36%
<b>Joint Services Total</b>	\$ 260,936.00	\$226,010.90	5299.25	92.16	\$3,930.62	\$32.25	\$34,925.10	

KJS  
2023 OVERTIME



KJS  
2022 OVERTIME



**KENOSHA JOINT SERVICES  
KENOSHA, WISCONSIN  
2022 - OVERTIME REPORT**

	<b>Budgeted Funds for 2022</b>	<b>Total Salaries Expensed YTD</b>	<b>Total Hours YTD</b>	<b>Average Hours Per Pay Period</b>	<b>Avg Salaries Per Pay Period</b>	<b>Average Hourly Rate for OT</b>	<b>GL Account Balances</b>	<b>Annual Percent EXPENDED</b>
<b>Administration</b>	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
<b>Communications</b>	\$ 177,032.00	\$ 419,595.17	10273.10	395.12	\$ 16,138.28	\$ 40.84	\$ (242,563.17)	237%
<b>Records</b>	\$ 28,564.00	\$ 46,608.23	1345.15	51.74	\$ 1,792.62	\$ 34.65	\$ (18,044.23)	163%
<b>Fleet Maintenance</b>	\$ 21,326.00	\$ 18,351.33	427.60	16.45	\$ 705.82	\$ 42.91	\$ 2,974.67	86%
<b>Evidence/ID</b>	\$ 31,281.00	\$ 20,622.33	554.90	21.34	\$ 793.17	\$ 37.17	\$ 10,658.67	66%
<b>Joint Services Total</b>	\$ 258,203.00	\$505,177.06	12600.75	96.93	\$3,885.98	\$31.11	(\$246,974.06)	

KENOSHA JOINT SERVICES  
INCOME STATEMENT  
MAY 2023  
KENOSHA, WISCONSIN

**REVENUE**

	<b><u>2023 Projected Revenue</u></b>	<b><u>Actual Current Month</u></b>	<b><u>Actual Year-to-Date</u></b>	<b><u>Percent of Projected</u></b>
City Operating	\$4,429,985.00	\$369,165.41	\$1,845,827.13	41.67%
County Operating	\$5,085,903.00	\$423,825.25	\$2,119,126.25	41.67%
Bank Interest	\$100.00	\$265.15	\$1,181.00	1181.00%
Photograph Revenue	\$0.00	\$0.00	\$0.05	0.00%
KSD Livescan Maint	\$3,668.00	\$0.00	\$2,660.00	72.52%
CD/DVD Revenue	\$3,000.00	\$124.02	\$828.27	27.61%
Report Copies	\$4,000.00	\$184.80	\$936.36	23.41%
False Alarms	\$39,000.00	\$1,100.00	\$3,250.00	8.33%
Other	<u>\$5,001.00</u>	<u>\$0.00</u>	<u>\$2,142.00</u>	<u>42.83%</u>
	\$9,570,657.00	\$794,664.63	\$3,975,951.06	41.54%
Fund Balance	\$661,369.00			
FM - Fuel & Parts	<u>\$787,350.00</u>			
<b>2023 ORIGINAL BGT</b>	<b>\$11,019,376.00</b>			

**2022 CARRYOVER & ENCUMBRANCE**

None \$0.00

**2023 WORKING BGT** **\$11,019,376.00**

**EXPENDITURES (All Departments)**

	<b><u>Budgeted Amt</u></b>	<b><u>Current Month</u></b>	<b><u>Y-T-D EXP</u></b>	<b><u>Encumbrances</u></b>	<b><u>Balance</u></b>
Personnel Services	\$7,791,498.00	\$575,920.85	\$2,838,915.02	\$0.00	\$4,952,582.98
Contractual Serv	\$2,205,098.00	\$130,060.11	\$1,170,846.56	\$1,831.36	\$1,032,420.08
Supplies & Mat	\$954,020.00	\$90,803.66	\$350,486.64	\$2,053.33	\$601,480.03
Capital Outlay	<u>\$68,760.00</u>	<u>\$9,987.92</u>	<u>\$44,660.46</u>	<u>\$565.00</u>	<u>\$23,534.54</u>
	\$11,019,376.00	\$806,772.54	\$4,404,908.68	\$4,449.69	\$6,610,017.63
<b>TOTAL EXPENDITURES</b>	<b>\$11,019,376.00</b>				

**Percent of budget expended:** **40.01%**



KENOSHA JOINT SERVICES  
INCOME STATEMENT  
MAY 2023  
KENOSHA, WISCONSIN

**Fleet Maintenance Inventories**

**REVENUE**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
City Parts/Labor	\$66,800.00	\$9,031.66	\$34,256.53	\$32,543.47	51.28%
County Parts/Labor	\$86,800.00	\$9,905.36	\$42,756.79	\$44,043.21	49.26%
City Fuel	\$341,250.00	\$28,709.21	\$125,335.70	\$215,914.30	36.73%
County Fuel	\$292,500.00	\$18,833.10	\$89,681.03	\$202,818.97	30.66%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
<b>TOTAL REVENUES</b>	\$787,350.00	\$66,479.33	\$292,030.05	\$495,319.95	37.09%

**EXPENDITURES**

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$153,600.00	\$16,204.26	\$64,319.58	\$89,280.42	41.87%
Fuel	<u>\$633,750.00</u>	<u>\$51,901.43</u>	<u>\$222,506.63</u>	<u>\$411,243.37</u>	<u>35.11%</u>
	\$787,350.00	\$68,105.69	\$286,826.21	\$500,523.79	36.43%

JOB NAME: JVNSUMM  
PROGRAM ID. FVN078  
RUN DATE 5/31/23

TIME 8:40:21

KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

PAGE 1

START DATE FOR SUMMARY: 5/01 END DATE FOR SUMMARY: 5/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46678	5/04	AT&T MOBILITY	150-01-50003-212-000	ATT SPRVSRS	28.48
			150-01-50007-212-000	ATT SPRVSRS	19.19
				..... CHECK TOTAL	47.67
46679	5/04	BLUE WATER BENEFITS	150-01-50004-216-000	QTR 1 REPORTING	332.28
46680	5/04	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 4/30	2,938.55
			150-01-50006-305-000	2%DISC TAKEN	58.78CR
				..... CHECK TOTAL	2,879.77
46681	5/04	CDW-G	150-01-50003-520-000	LENOVO THINKBOOK ITE	1,098.37
			150-01-50003-520-000	BROTHER ADS-4300N DO	338.62
			150-01-50003-520-000	LENOVO DOCKING STATI	202.40
			150-01-50003-520-000	LENOVO WARRANTY	82.05
			150-01-50008-301-000	SURGE PROTECTOR	59.90
			150-01-50008-301-000	LABELS/BATTERIES	24.98
				..... CHECK TOTAL	1,806.32
46682	5/04	COMPLETE OFC OF WISCONSIN	150-01-50002-301-000	02 THRU 4/30	927.64
46683	5/04	CONNEY SAFETY	150-01-50007-301-000	NITRILE GLOVES-LARGE	148.40
			150-01-50007-301-000	NITRILE GLOVES-XL	74.20
			150-01-50007-301-000	NITRILE GLOVES-MED	74.20
			150-01-50007-301-000	FIRST AID KIT	15.85
				..... CHECK TOTAL	312.65
46684	5/04	DW DAVIES & CO., INC.	150-00-12530-000-000	WASHER SOLVENT	432.30
			150-00-12530-000-000	WASHER SOLVENT	7.50
				..... CHECK TOTAL	439.80
46685	5/04	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 05/05/23	263.03
46686	5/04	JENSEN TOWING	150-01-50007-202-000	CS#23015861 COBALT	75.00
46687	5/04	LIONS AUTO GLASS	150-00-12530-000-000	KSD#1286 WINDSHIELD	195.00
46688	5/04	MENARDS INC	150-00-12530-000-000	BED LINER KIT BRUSH	269.97
			150-00-12530-000-000	OSB 1/2 4X8 BOARD	69.60
			150-00-12530-000-000	TOGGLE BOLT 15PC	13.96
			150-00-12530-000-000	TOGGLE BOLTS 15PC	13.96
			150-01-50006-308-000	DRYWALL BAGS 5-8GAL	9.89
				..... CHECK TOTAL	377.38

JOB NAME: JVNSUMM  
 PROGRAM ID. FVN078  
 RUN DATE 5/31/23

TIME 8:40:21

KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 5/01 END DATE FOR SUMMARY: 5/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46689	5/04	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 05/05/23	310.35
46690	5/04	MICROSYSTEMS INC	150-01-50003-209-000	IMAGING-REC	2,586.31
46691	5/04	MILLHOUSE AUTO BODY INC	150-00-12530-000-000	KPD#4166 PAINTED	200.00
46692	5/04	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 05/05/23	5,658.00
46693	5/04	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	3,402.00
			150-00-12530-000-000	MISC TIRE PURCHASES	1,620.00
			150-00-12530-000-000	MISC TIRE PURCHASES	52.50
				..... CHECK TOTAL	5,074.50
46694	5/04	POWERDMS INC	150-01-50002-206-000	POWER FTO	2,997.00
46695	5/04	SIGNAL BUSINESS GROUP	150-01-50006-211-000	FULL PASS LE-SEPNSKI	469.00
46696	5/04	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000	03 THRU 4/30	904.46
			150-01-50002-301-000	02 THRU 4/30	535.41
			150-01-50001-301-000	01 THRU 4/30	96.98
				..... CHECK TOTAL	1,536.85
46697	5/04	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KJS-2ND QTR BDGRNET	3,900.00
			150-01-50004-322-000	KSD-2ND QTR BDGRNET	3,316.50
			150-01-50004-322-000	KPD-2ND QTR BDGRNET	2,628.00
				..... CHECK TOTAL	9,844.50
46698	5/04	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	75W140SYN GEAR	780.00
46699	5/04	LEITCH PRINTING CORPORATION	150-01-50001-309-000	825 2023-24 PSB DIR.	803.00
			150-01-50001-309-000	KJS RECEIPT PADS-500	104.00
			150-01-50001-309-000	BUSI CARDS-BACH,J	94.00
				..... CHECK TOTAL	1,001.00
46700	5/10	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 4/30/23	761.16
			150-00-12530-000-000	THRU 4/30/23	218.16
				..... CHECK TOTAL	979.32
46701	5/10	CDW-G	150-01-50007-301-000	VERBATIM CDR/DVD	240.60

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KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 5/01 END DATE FOR SUMMARY: 5/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46702	5/10	JULIE BACH	150-01-50001-205-000	SRKA MEMBERSHIP-JB	60.00
46703	5/10	NAPA AUTO PARTS	150-00-12530-000-000	THRU 4/30/23	107.98
46704	5/10	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 04/30/23	49.04
46705	5/10	PALMEN MOTORS, DODGE CHRY	150-00-12530-000-000	THRU 4/30/23	105.49
46706	5/10	PORCARO FORD	150-00-12530-000-000	THRU 4/30/23	3,256.63
46707	5/10	PROPIO LS LLC	150-01-50002-212-000	APR'23	107.44
			150-01-50007-212-000	APR'23	11.06
				..... CHECK TOTAL	118.50
46708	5/10	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	JUN'23	844.60
			150-01-50002-124-000	JUN'23	280.53
			150-01-50003-124-000	JUN'23	186.38
			150-01-50006-124-000	JUN'23	106.39
			150-01-50007-124-000	JUN'23	71.62
			150-01-50001-124-000	JUN'23	64.08
				..... CHECK TOTAL	1,553.60
46709	5/10	TALKPOINT TECHNOLOGIES INC	150-01-50002-520-000	WIRELESS HEADSET PLA	798.00
			150-01-50002-301-000	HEADSETS HW510N	419.70
			150-01-50002-301-000	HEADSETS H31 STARSET	299.80
			150-01-50002-301-000	HEADSET MUTE SWITCH	31.90
			150-01-50002-301-000	S&H	15.00
			150-01-50002-301-000	TALKPINT REWARD CRDT	37.00CR
				..... CHECK TOTAL	1,527.40
46710	5/10	TRI TECH FORENSICS INC	150-01-50007-301-000	TEXAS KRAFT BAGS	211.96
			150-01-50007-301-000	2IN SCALES - GRY/BLK	87.90
			150-01-50007-301-000	ELIM PRINT PADS	49.90
			150-01-50007-301-000	SHIPPING/HANDLING	36.90
			150-01-50007-301-000	6IN SCALES - GRY/BLK	18.98
			150-01-50007-301-000	CYANOACRYLATE - 1OZ	11.60
			150-01-50007-301-000	GEL LIFTS - WHITE	10.89
				..... CHECK TOTAL	428.13
46711	5/17	AL WARREN OIL CO INC	150-00-12531-000-000	UNLEADED FUEL	25,330.86

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KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 5/01 END DATE FOR SUMMARY: 5/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46712	5/17	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 4/30/23	656.26
			150-01-50006-305-000	THRU 4/30/23	7.81
			150-01-50006-305-000	2%DISC TAKEN	13.29CR
				..... CHECK TOTAL	650.78
46713	5/17	CDW-G	150-01-50007-301-000	3 COLOR TONERS	679.09
46714	5/17	COMSYS INC	150-01-50008-201-000	APRIL'23	38,625.00
46715	5/17	CULLIGAN WATER TREATMENT	150-01-50001-301-000	JUNE'23	44.98
46716	5/17	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	MAY'23	114.60
46717	5/17	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PR 05/19/23	252.25
46718	5/17	HERB KUHN EQUIPMENT	150-01-50006-305-000	BRAKE LATHE CUTTING	276.75
46719	5/17	IAED	150-01-50002-211-000	KREWAL EMD-Q RECERTI	110.00
			150-01-50002-211-000	SUNDERLAND EMD RECER	55.00
				..... CHECK TOTAL	165.00
46720	5/17	JOSHUA ACETO	150-01-50006-303-000	WRK SHOE REIM-JA	89.46
46721	5/17	KATHY MCAULIFFE	150-01-50008-203-000	TYLER-HOTEL/MEALS-KM	969.03
			150-01-50008-203-000	TRAVEL VOUCHER	350.96CR
				..... CHECK TOTAL	618.07
46722	5/17	KRISTIN HENSLEY	150-01-50002-203-000	NENA-ROOM/MEALS-KH	199.97
46723	5/17	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PR 05/19/23	314.36
46724	5/17	NICOLE BERANIS	150-01-50002-203-000	TYLER-HOTEL/TRVL-NB	1,122.33
			150-01-50002-203-000	TYLER-MEAL/ARFRE-NB	784.07
				..... CHECK TOTAL	1,906.40
46725	5/17	NOTARY BOND RENEWAL SERVICE	150-01-50003-301-000	4 YR NOTARY	30.00
46726	5/17	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 05/19/23	5,658.00
46727	5/17	PRIORITY DISPATCH CONSULTANT	150-01-50002-211-000	DURAND EMD COURSE	365.00

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KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 5/01 END DATE FOR SUMMARY: 5/31

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46728	5/17	RODNEY A BERNETT	150-01-50006-303-000	WRK SHOE REIM-RB	125.00
46729	5/17	RYAN ECHTENACHER	150-01-50002-203-000	NENA-HOTEL/MEALS-RE	287.98
46730	5/17	WAI	150-01-50007-205-000	WAI MEMBERSHIP	20.00
			150-01-50007-205-000	WAI MEMBERSHIP	20.00
			150-01-50007-205-000	WAI MEMBERSHIP	20.00
			150-01-50007-205-000	WAI MEMBERSHIP	20.00
			150-01-50007-205-000	WAI MEMBERSHIP	20.00
			150-01-50007-205-000	WAI MEMBERSHIP	20.00
				..... CHECK TOTAL	120.00
46731	5/17	WCA GROUP HEALTH TRUST	150-01-50002-122-000	JUNE'23	53,352.02
			150-01-50003-122-000	JUNE'23	31,537.31
			150-01-50007-122-000	JUNE'23	16,013.77
			150-01-50001-122-000	JUNE'23	13,562.68
			150-01-50006-122-000	JUNE'23	13,072.45
				..... CHECK TOTAL	127,538.23
46732	5/17	WI DEPT OF FINANCIAL	150-01-50003-301-000	CHECK FOR FILING FEE	20.00
46733	5/17	WISCONSIN FUEL & HTNG INC	150-00-12531-000-000	MCYCLE FUEL	191.94
46734	5/18	TIFFANY HARDY	150-01-50003-203-000	TYLER CONF REIM-TH	1,521.92
46735	5/24	ACCURATE PRINTING CO INC	150-01-50001-309-000	4M KJS RTN BOND ENVL	723.00
			150-01-50004-309-000	5M STATEMENTS 105-20	402.00
			150-01-50004-309-000	5M CASE SHEET 144-19	202.00
				..... CHECK TOTAL	1,327.00
46736	5/24	CDW-G	150-01-50007-301-000	CDR 100PK	129.60
46737	5/24	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	UNLEADED FUEL	26,378.63
46738	5/24	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	70,672.50
46739	5/24	KEVIN J KELLEHER LLC	150-01-50007-211-000	ONLINE FTO TRAINING	295.00
46740	5/24	TYLER TECHNOLOGIES	150-01-50009-530-000	CRWFCE INTSL/MNT-PF	3,502.00
			150-01-50009-530-000	CRWFCE INSTL/MNT-BFD	1,100.00
				..... CHECK TOTAL	4,602.00

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KENOSHA JOINT SERVICES

DISBURSEMENT JOURNAL

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
46741	5/24	WISCONSIN FUEL & HTNG INC	150-00-12530-000-000	DEXOS FULLSYN 5W30	1,392.30
GRAND TOTAL FOR PERIOD *****					356,463.41

# **KENOSHA JOINT SERVICES**

## **2024-2033 CAPITAL EXPENDITURE PROGRAM FOR PLANNING PURPOSES ONLY**

**ASSET VALUE \$300–\$4,999**

### **Kenosha Joint Services Department**

- Administration
- Communications
- Records
- Administrative Services
- Fleet Maintenance
- Evidence/Identification
- IT





**Kenosha Joint Services—Department Summary  
2024-2033 Ten Year Capital Expenditure Plan  
For Planning Purposes Only—Asset Value \$300-\$4,999**

Kenosha Joint Services Department	Proposed Capital 2024	For Planning Purposes Only									Total 10-Year Plan 2024-2033
		2025	2026	2027	2028	2029	2030	2031	2032	2033	
ADMINISTRATION DEPARTMENT	\$3,350	\$3,500	\$5,800	\$500	\$800	\$1,000	\$1,050	\$3,800	\$1,500	\$4,500	\$25,800
COMMUNICATIONS DEPARTMENT	<del>\$32,566</del> \$24,512	\$3,700	\$3,700	\$3,700	\$44,012	\$6,066	\$3,700	\$3,700	\$3,700	\$3,700	<del>\$108,544</del> \$100,490
RECORDS DEPARTMENT	\$8,303	\$13,100	\$1,900	\$1,800	\$2,430	\$8,303	\$1,600	\$2,700	\$0	\$1,330	\$41,466
ADMINISTRATIVE SERVICES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FLEET MAINTENANCE DEPARTMENT	\$5,435	\$5,000	\$4,345	\$0	\$5,450	\$0	\$2,500	\$0	\$1,600	\$0	\$24,330
EVIDENCE/IDENTIFICATION DEPARTMENT	\$6,191	\$7,969	\$3,815	\$6,039	\$7,117	\$6,365	\$4,119	\$2,489	\$4,539	\$4,172	\$52,155
IT DEPARTMENT	\$56,014	\$83,331	\$42,430	\$55,310	\$42,200	\$43,966	\$53,573	\$41,630	\$86,960	\$11,350	\$516,764
<b>TOTAL</b>											<del>\$769,059</del> <b>\$761,005</b>

















# **KENOSHA JOINT SERVICES**

## **2024-2033 CAPITAL EXPENDITURE PROGRAM FOR PLANNING PURPOSES ONLY**

### **ASSET VALUE \$5,000 AND ABOVE**

#### **Kenosha Joint Services Department**

- Administration
- Communications
- Records
- Administrative Services
- Fleet Maintenance
- Evidence/Identification
- IT



**Kenosha Joint Services—Department Summary  
2024-2033 Ten Year Capital Expenditure Plan  
For Planning Purposes Only—Asset Value \$5,000 and Above**

Kenosha Joint Services Department	Proposed Capital 2024	For Planning Purposes Only									Total 10-Year Plan 2024-2033
		2025	2026	2027	2028	2029	2030	2031	2032	2033	
ADMINISTRATION DEPARTMENT	\$8,000	\$8,000	\$8,000	\$8,000	\$0	\$0	\$0	\$0	\$8,000	\$0	\$40,000
COMMUNICATIONS DEPARTMENT	\$590,000	\$40,000	\$160,000	\$230,000	\$0	\$200,000	\$0	\$550,000	\$0	\$162,000	\$1,932,000
RECORDS DEPARTMENT	\$0	\$64,818	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64,818
ADMINISTRATIVE SERVICES	\$0	\$8,500	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$58,500
FLEET MAINTENANCE DEPARTMENT	\$0	\$0	\$0	\$100,000	\$0	\$0	\$35,000	\$13,500	\$6,000	\$0	\$154,500
EVIDENCE/IDENTIFICATION DEPARTMENT	\$16,905	\$11,683	\$511,500	\$12,500	\$12,500	\$12,500	\$16,667	\$25,275	\$16,666	\$0	\$636,196
IT DEPARTMENT	\$128,054	\$93,632	\$69,237	\$722,000	\$377,267	\$55,000	\$143,000	\$78,000	\$529,000	\$118,000	\$2,313,190
<b>TOTAL</b>											<b>\$5,199,204</b>







**Kenosha Joint Services  
2024-2033 Ten Year Capital Expenditure Plan  
Asset Value \$5,000 and Above**

**COMMUNICATIONS DEPARTMENT**

Project Title	Project #:	Proposed Capital	For Planning Purposes Only									Total 10-Year Plan	
			2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2024-2033
Implementation of Fire Protocols	02-5000-02				\$110,000								\$110,000
Upgrade/Replace Furniture & Consoles	02-5000-03	\$40,000	\$40,000	\$50,000									\$130,000
911 System Server Refresh/Update/NG911 Transition	02-5000-08	\$550,000								\$550,000			\$1,100,000
Additional Phone Positions Back Up Center Qty 2	02-5000-09	N/A											\$0
Additional Radio Positions Back Up Center Qty 2	02-5000-10	N/A											\$0
Replace and Install Recording System	02-5000-11				\$200,000								\$200,000
Replacement Radio Console Workstations Qty 19	02-5000-12				\$30,000								\$30,000
Upgrade/Replace Backup Center Furniture	02-5000-13	N/A										\$162,000	\$162,000
Dedicated Training Room	02-5000-14						\$200,000						\$200,000
													\$0
													\$0
													\$0
													\$0

**TOTAL COMMUNICATIONS DEPARTMENT**

Expense	\$590,000	\$40,000	\$160,000	\$230,000	\$0	\$200,000	\$0	\$550,000	\$0	\$162,000	\$1,932,000
Lease to Purchase (cost included in expense total)											\$0
Other Revenue Source (i.e., grant)											\$0
Carryover/Reserves											\$0
Levy Funded											\$0















































































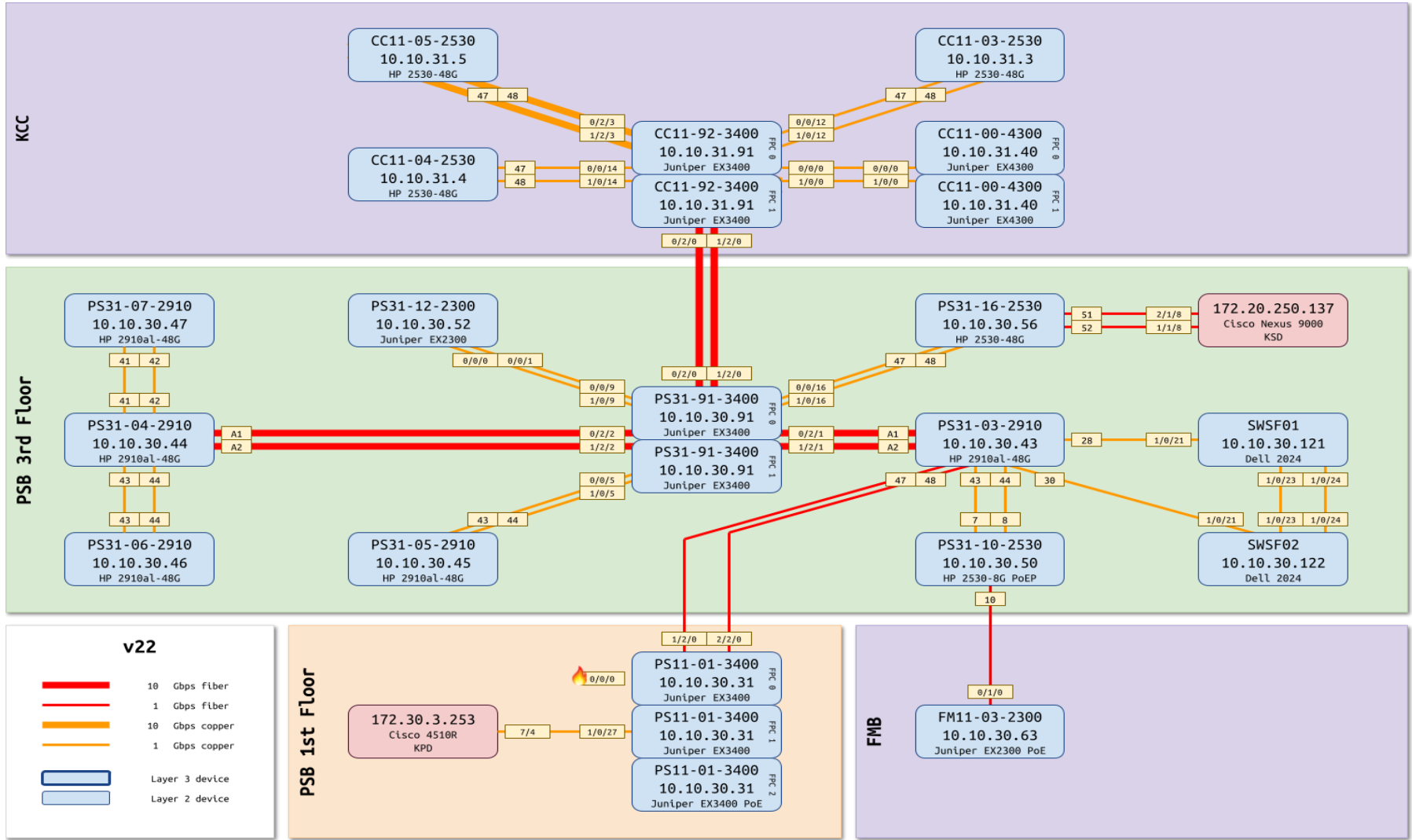








# 08-5000-15 Switch Replacement

























Wisconsin Department of Military Affairs

OEC Grant Announcement

**PSAP Grant Program  
Fiscal Year 2024**

\*Funding is contingent upon the State Biennial Budget\*

Application Submission Deadline:

**11:59 PM CT August 1, 2023**



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## Grant Announcement:

# FY2024 PSAP Grant Program

All questions for the PSAP Grant Program should be directed to: [grant.grywalsky@widma.gov](mailto:grant.grywalsky@widma.gov). If you experience difficulties with the email address above, please call [608] 888-5501.

**Application Submission:** Applications must be emailed as attachments to [interop@widma.gov](mailto:interop@widma.gov) by the **application deadline of 11:59PM August 1, 2023**. All application documents must be submitted in PDF format. Emailed applications should be labeled with the subject "FY24 PSAP Grant Application".

**Description:** The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to announce the Fiscal Year (FY) 2024 PSAP Grant Program funding opportunity. The PSAP Grant Program is intended to provide additional funding for the equipment upgrades and advanced training necessary for Next Generation 9-1-1 (NG9-1-1) implementation. **Funding is contingent upon the State Biennial Budget.**

**Applicant Eligibility:** Designated public safety answering points (PSAPs) that also meet the eligibility criteria outlined in [Wis. Admin. Code DMA § 2.05 Eligibility](#) may apply for grants under this program. The Designated PSAP process is outlined in [Wis. Admin. Code DMA § 2.03](#) or Section 2.1 of this Grant Announcement.

For more information about the PSAP Grant Program eligibility requirements, including the basic training and service standards required for each applicant, please see Section 2 of this Grant Announcement for more information.

**Supplemental Funding:** Agencies that were previously awarded funding for the FY23 PSAP Grant Program may submit a supplemental funding application requesting additional funds to complete their approved projects. Agencies can only apply for supplemental funding for projects that were already approved in their FY23 Grant Award and require additional funding to complete. See Section 5 of this Grant Announcement for more information.

**OEC Grant Guide:** For more information about the PSAP Grant Program, including budget and application tips, grant conditions, and supplanting, please see the OEC Grant Guide: [June 2023 FY24 OEC Grant Guidance](#)

**Opportunity Category:** Competitive

## 1. Funding Information



### 1.1. Allowable Expenses:

- Supplemental funding for approved budget items for agencies that received a grant in FY23. See Section 5 of this Grant Announcement for more information.
- Advanced telecommunicator training, including emergency medical dispatch (EMD) protocol certification training from an EMD protocol training organization as approved by the 9-1-1 Subcommittee. See Section 2.4. Emergency Medical Dispatch Training of this Grant Announcement for a listing of standards that EMD training organizations must satisfy to be considered approved.
- PSAP equipment hardware and software expenses for enabling NG9-1-1 services, including hosted equipment and software services.
- Activities to consolidate some or all functions of 2 or more PSAPs. See Section 1.5. Consolidation Projects of this Grant Announcement for more information.
- Enhanced continuity of operations planning and equipment.
- Costs for minor electrical work required within the PSAP server room for NG9-1-1 system implementation.
- Any other expenses for enabling NG9-1-1 services that are not explicitly restricted under Ineligible Costs.
- Examples of allowable expenses include:
  - Text to 911 implementation including non-recurring set up fees and the first year of associated subscription costs
  - Network/firewall improvements that will enhance cyber security posture for the PSAP
  - Consolidation studies or assessments

Equipment purchased through this grant program must follow local procurement rules. In addition, the equipment must comply with current NG9-1-1 standards such as the NENA i3 standard and follow best practices listed in Appendix B of the Department of Homeland Security's SAFECOM guidance, page 65 of the PDF:

[https://www.sdao.com/files/5adc037fa/fy23\\_safecom\\_guidance.pdf](https://www.sdao.com/files/5adc037fa/fy23_safecom_guidance.pdf)

### 1.2. Unallowable Expenses:

- General PSAP overhead and staffing, including staff time to attend advanced training.
- Costs for providing emergency services or emergency services equipment.
- Costs for facility construction.
- Costs incurred outside of the grant performance period.

### 1.3. Anticipated Funding Amount

Funding is contingent upon the State Biennial Budget, however, OEC anticipates \$6 million will be available in FY2024 for grants under the PSAP Grant Program. **Any reduction in the amount of state appropriated funds will impact individual program funding.** The State reserves the right to cancel this Grant Announcement in whole or in part if the Legislature fails to appropriate state grant funds necessary to award grants under this Grant Announcement.



Funding for individual grants will be determined based on the number of eligible applications received.

Grant funds will be received in the form of reimbursement following project closeout. You should use your required vendor quote(s) to determine your estimated project budget and consider the maximum amount that you are able to match from local sources and the ability to pay for the full project upfront.

Your proposed project budget total must reflect a maximum of 90% state share and a minimum of 10% local match. Applicants may apply for a maximum of \$500,000 (total including state share and local match).

DMA reserves the right to limit the amount that will be funded for individual grants based on project priorities and available state funds.

**Source of Funds:** This state grant was authorized by Wis. Stats. § 256.35 (3s) (bm), with anticipated funds allocated to DMA from the Wisconsin Police and Fire Protection Fund.

#### 1.4. Match/Cost Sharing Requirement

Under the FY2024 PSAP Grant Program, there is a **10%** cost share/match requirement. Cash match only. Cash (hard) match includes non-state or federal cash spent for project related costs, according to the program guidance. Allowable cash match must only include those costs that are eligible expenses under the grant program.

As noted above, you must provide proof of the source of your match amount in your application. Examples of allowable funding sources that can be used for your match amount include:

- Local government budget (e.g., tax levy, bond)
- Donated funds

Unallowable funding sources that CANNOT be used for your match amount include:

- Other federal grants such as the Homeland Security Grant Program
- Local funds already allocated as match on another grant
- Any state or federal funds

For more information on cash match, how to calculate your local share, and supplanting, please see the OEC Grant Guide, Section 2: [June 2023 FY24 OEC Grant Guidance](#)

#### 1.5. Consolidation Projects

Consolidation is the process of combining some or all functions of two or more PSAPs to provide improved service, increased efficiency, and cost savings. For consolidation projects, grant funds must be used in the direct support of the Designated PSAP's consolidation of some or all functions of another PSAP. Grant funds may also be used by the Designated PSAP to



perform consolidation studies or assessments to determine the feasibility of consolidating some or all functions of another PSAP.

As an example, costs related to co-location of a PSAP with the Designated PSAP without the consolidation of any PSAP functions are not eligible costs. If awarded a grant, the Designated PSAP is responsible for the purchase, ownership, maintenance, and replacement of any equipment purchased with grant funds.

When applying for consolidation type projects, the Designated PSAP for the county must be the agency to submit the grant application. To ensure support for the consolidation project, the grant application must include letters of support from all agencies involved in the consolidation project.

DMA may reduce or waive the required local match and maximum award amount if an application is for activities to consolidate some or all functions of two or more PSAPs.

## 2. Applicant Eligibility

### 2.1. Designated PSAP

Wisconsin statute restricts grants awarded under the PSAP Grant Program to one PSAP per county. Wis. Admin. Code DMA § 2.03 Designated Public Safety Answering Point requires a single PSAP to be designated in each county for the purposes of applying for grants under the PSAP Grant Program.

The Designated PSAP is identified in one of two ways:

1. By resolution of the county board.
2. For counties with first class cities, a majority vote of an intergovernmental cooperation council.

Documentation for the Designated PSAP will be due with the grant application. All applicants must submit the Designated PSAP documentation, even if there is only one PSAP located in the county, or an applicant submitted documentation under a previous funding opportunity. A template with suggested language has been provided below.

A few important things to note about the Designated PSAP process:

- The Designated PSAP is also required to meet the basic training and service standards detailed in Sections 2.2 and 2.5 of this Grant Announcement.
- Once a PSAP has been identified as a Designated PSAP for a county, no other PSAP in that county may receive a grant under the PSAP Grant Program.
- The same Designated PSAP documentation may be used each time a PSAP applies.

**Use of this template is optional.** This document shall not be construed as legal advice and the appropriate legal counsel should be consulted before being adopted by the county board or intergovernmental cooperation council.

- Link to Designated PSAP Template attachment: [https://oec.wi.gov/wp-content/library/2022/TEMPLATE\\_Designated\\_PSAP\\_Resolution\\_No.docx](https://oec.wi.gov/wp-content/library/2022/TEMPLATE_Designated_PSAP_Resolution_No.docx)



## 2.2. Basic Training Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each Designated PSAP to maintain basic training requirements to remain eligible for grants under the PSAP Grant Program. The basic training program that meets the requirements outlined below may be administered by a commercially available program such as the Association of Public-Safety Communications Officials (APCO) Public Safety Telecommunicator training, or through an in-house program.

The basic training program must be at least 40 hours total of training to a telecommunicator in all of the following areas:

- General knowledge and awareness of geography, population and demographics served, including emergency services agencies and their jurisdictions.
- The Incident Command System (ICS), National Incident Management System (NIMS), interoperable communications plans, and emergency operations plans.
- Established procedures for:
  - Accurately processing and relaying caller information.
  - Obtaining complete caller information.
  - Properly classifying and prioritizing requests for emergency services.
  - Processing available caller information to identify conditions that may affect safety.
  - Operating and responding to emergency alerts.
  - Processing and documenting records and operating records systems.
- Appropriate use of emergency services terminology and the ability to communicate clearly in written and oral form, especially when relaying emergency information or communicating with the public.
- Agency continuity of operations plans – **all telecommunicators must be trained annually in any continuity plans.**

## 2.3. New Hire Training Policy

Each Designated PSAP must establish and implement a policy that prohibits a telecommunicator from handling 9-1-1 calls without direct supervision until the telecommunicator has completed the basic training program.

For any telecommunicators hired prior to submitting a grant application, the policy must specify that the newly hired telecommunicator(s) will begin the basic training program before the date of the grant application deadline and be scheduled to complete the program within 12 months of beginning the basic training.



Lastly, the policy must specify that any telecommunicator(s) hired after the date of the grant application deadline must complete the basic training program within 12 months of their hiring date.

## 2.4. Emergency Medical Dispatch Training

In order to remain eligible to apply for grants, Designated PSAPs must implement Emergency Medical Dispatch (EMD) protocols **within three years** following the first grant award if EMD has not already been implemented in the PSAP's operations.

EMD may be implemented by a PSAP in one of two ways:

1. Establishing EMD protocols that provide pre-arrival instruction through a recognized training provider that includes certified emergency medical telecommunicators and meets the standards set by the 9-1-1 Subcommittee. See below.
2. Establishing an agreement with another PSAP or 3rd party provider that can be conferenced in or transferred to in order to provide the caller with assistance.

If a PSAP chooses to transfer the caller to another PSAP or 3rd party provider, the PSAP that is transferring the call must use an evidence-based protocol and provide training/continuing education for telecommunicators on determining if a person needs emergency medical assistance before a call is transferred.

In addition, the PSAP that is transferring the call must ensure that the other PSAP or 3rd party provider under the established agreement meets the requirements in Option 1 above.

PSAPs may use grant funds to implement EMD protocol training or establish transferring agreements if the project is detailed in their grant application, approved in their grant budget, and the EMD organization providing the training meets the minimum standard below.

### **9-1-1 Subcommittee EMD Training Organization Minimum Standard:**

1. Provider-specific training
2. Pre-Arrival Instruction (PAI) for:
  - a. Bleeding control
  - b. Airway control
  - c. Airway obstruction
  - d. Baby delivery
  - e. CPR
  - f. Patient maintain and monitor
3. Recertification
4. Quality Assurance
5. Continuing education requirement
6. Emergency rule procedure (requires no PAI during high volume times where it is not practical)



## 2.5. Service Standards

Wis. Admin. Code DMA § 2.04 Minimum Training and Service Standards requires each Designated PSAP to meet the following minimum service standards to remain eligible for grants under the PSAP Grant Program:

- The PSAP receives both wireline and wireless 9-1-1 calls directly.
- The PSAP operates 24 hours per day, seven days per week.
- A minimum of two telecommunicators are on duty and available to receive and process calls while the PSAP is in operation.
- 90% of all 9-1-1 calls are answered within 10 seconds, and 95% within 20 seconds.

In addition to the service standards outlined above, the Designated PSAP must have an established continuity of operations plan (COOP) that addresses all of the following topics:

- The PSAP's operational processes that identify key communications and IT components.
- Any processes required to recover PSAP operations.
- Roles and responsibilities of a communications response team that may be deployed to restore PSAP operations.
- Employee training exercises necessary to implement and maintain COOP.
- Interoperable communications planning and operations.
- A list of essential contacts, include PSAP and emergency services staff within the agency.
- Identification of any alternate operations site. (NOTE: This may also include any alternative routing agreements and procedures with outside jurisdictions capable of handling 9-1-1 calls from the PSAP in the event of system failure or facility abandonment)

## 2.6. Eligibility Determination

In each grant application, the PSAP designated to apply for grants in each county will submit a Standards Compliance Certification which will be used to certify that the PSAP has met the eligibility requirements outlined below and established by Chapter DMA 2 of the Wisconsin Administrative Code. The Standards Compliance Certification is contained within the Grant Application Form provided below.

In addition, the applicant will be required to submit additional backup documentation as outlined in Section 3.3. Additional Application Documents, that demonstrate the eligibility requirements have been met. DMA may request additional documentation as needed to verify compliance with the requirements.

## 2.7. Periodic Compliance Auditing

In each grant period, DMA will provide the 9-1-1 Subcommittee with a list of grantees and their Standards Compliance Certification, including any additional backup documentation. The 9-1-1 Subcommittee will review the list and advise DMA on any required compliance audits to verify the eligibility requirements have been met by a grantee.





Following the compliance audit by DMA staff, the 9-1-1 Subcommittee will review the findings and make recommendations to DMA on appropriate actions if any grantees are found to be not in compliance with the eligibility requirements.

## 3. Anticipated Application Requirements

### 3.1. Grant Timeline

These timelines may change at any point during the grant process. Changes will be communicated to all applicable parties. Individual periods of performance may differ, but no project period shall exceed 18 months.

<i>Application Period:</i>	June 16, 2023 – August 1, 2023
<i>Award Notice:</i>	No later than October 2023
<i>Project Start Date:</i>	December 1, 2023
<i>Progress Report:</i>	Due Quarterly
<i>Project End Date:</i>	June 1, 2025

**Application Submission:** Applications must be emailed as attachments to [interop@widma.gov](mailto:interop@widma.gov) by the **application deadline of 11:59PM August 1, 2023**. Emailed applications should be labeled with the subject “FY24 PSAP Grant Application”. All application documents must be submitted in PDF format.

### 3.2. Grant Application Form

Link to attachment: [June 2023 FY24 NG911 PSAP Grant Application](#)

Please note the **Grant Application Form** (Section 3.2) is separate from the **Supplemental Funding Form** (Section 5.2).

The Grant Application Form has six required components:

1. General applicant information, including primary and secondary contact information.
2. A project narrative describing the allowable grant activities and timelines.
3. Project budget detailing the allowable expenses for the grant activities to be performed.
4. A sustainability plan for maintaining grant-funded project(s) after the grant period has ended.
5. Standards Compliance Certification.
6. Additional applicant data.

### 3.3. Additional Application Documents

Additional Documentation for all Grant Projects:

- **Designated PSAP documentation** (e.g., county board resolution, meeting minutes with motion from Intergovernmental Cooperation Council)
- **Basic training plan**, including topics covered during the training
- **Continuity of operations plans**, including any alternate routing agreements



- **Joint Letter from PSAP and Land Information Office** that demonstrates support for coordination in NG9-1-1 implementation
- **Vendor quote(s) and other procurement documentation** to verify proposed project costs

Application Documents Required for Consolidation Projects:

- **Consolidation Plan**, detailing the technical and operational plans for consolidating two or more PSAPs and final operational organization following consolidation (not required for consolidation studies or assessments)
- **Letters of Support** from all agencies involved (required for all consolidation projects)

## 4. Evaluation and Award

### 4.1. Evaluation Process

Grant applications under this program are reviewed for completeness, applicant eligibility, and whether the proposed expenses are allowable and reasonable.

If requests for funding exceed the amount available in the fiscal year, grant applications will be scored competitively in the following areas:

- Are the proposed projects one of the **following funding priorities**?
  - Supplemental funding needs due to vendor error or exit (See Section 5)
  - NG9-1-1 capable Customer Premise Equipment (CPE), including call handling equipment and recording
  - PSAP site remediation for implementing an emergency services IP network (ESInet)
  - EMD training and other related activities
  - Cybersecurity
  - CPE to Computer Aided Dispatch (CAD) integration
- Is the proposed project related to the consolidation of some or all functions of two or more PSAPs?
- Is the grant implementation timeline detailed and achievable within 18 months?
- Grant budget information, including whether the source of local match is identified and allowable.
- Joint PSAP/Land Information Office letter indicating full support and coordination between the entities.

### 4.2. Award Process

Applicants will be notified once an award decision has been made. The award documents will specify the awarded grant amount, including the local match amount required, the grant period of performance, and any special conditions that have been placed on the grant award.



Awardees must return award documents to [interop@widma.gov](mailto:interop@widma.gov) prior to starting the grant project. All FY24 grant projects may begin no sooner than December 1<sup>st</sup>.

### 4.3. Reporting Requirements

If awarded a grant, your agency will be responsible for completing a progress report on a quarterly basis which will be due by the deadlines listed in the award package. A progress report form will be provided.

### 4.4. Reimbursement

One-time reimbursement will occur when you submit your closeout materials. Reimbursements will be paid in a paper check unless electronic means are requested specifically by the agency prior to the payment. Additional forms to enable ACH electronic payment will need to be completed. Exceptions may be made in the event of extreme financial hardship.

### 4.5. Reconsideration Process

Wis. Admin. Code DMA § 2.08 Reconsideration outlines the process for applicants to challenge any denial of funding under the PSAP Grant Program. Applicants may submit a request to DMA to reconsider awarding grant funds to the applicant. The request must be in writing and detail reason for overturning the original denial of grant funds.

The written request must be received by DMA within 30 days following the receipt of DMA's original grant award decision. DMA will provide notice of a final determination within 14 days.

### 4.6. Recordkeeping Requirements

Grant financial and administrative records shall be maintained by grantees for a period of no less than four (4) years following the date of the closure/audit of the grant award. Equipment records shall be maintained for a period of four (4) years following the final disposition, replacement, or transfer of the equipment. Grantees shall record all match earned by its agency, including all supporting documentation.

Grantees shall keep records of different state fiscal periods separately, identified, and maintained so that backup documentation may be readily located. Grantees are also obligated to protect records adequately against fire or other damage. When records are stored away from the grantee's principal office, a written index of the location of records stored should be on hand and available.

## 5. Supplemental Funding



## 5.1. Supplemental Funding

Agencies that were previously awarded funding for the FY23 PSAP Grant Program may submit a Supplemental Funding Application requesting additional funds to complete their approved projects. Agencies can only apply for supplemental funding for projects that were already approved in their FY23 Grant Award and require additional funding to complete. Supplemental funding is an extension of the FY23 PSAP Grant Program and thus adheres to the same local match requirements, grant conditions, guidelines, restrictions, and reporting requirements found within the FY23 PSAP Grant Program unless stated otherwise. Agencies cannot apply for FY24 grant funds for the same grant projects approved in FY23 unless applying through the Supplemental Funding Application process. The total amount requested for supplemental funding including the required local match must be equal to or greater than 10% of the applicant's original total approved budget in their FY23 award.

If you were previously awarded funding during FY2023 of the PSAP Grant Program and are requesting supplemental funding, you must fill out a Supplemental Funding Form. Your submission must include the supporting documentation listed below.

## 5.2. Supplemental Application Documents

Applications must be emailed as attachments to [interop@widma.gov](mailto:interop@widma.gov) with the subject "FY24 PSAP Grant Supplemental Application":

- Supplemental Funding Form: [June 2023 Supplemental Funding Application](#)
- Updated Vendor Quote/Contract

## CONTACT INFORMATION

For general questions related to the PSAP Grant Program, please send an email to [grant.grywalsky@widma.gov](mailto:grant.grywalsky@widma.gov). If you experience difficulties with the email address above, please call [608] 888-5501.





# **KENOSHA JOINT SERVICES**

## **PUBLIC SAFETY SUPPORT SERVICES**

**Sheriff • Police • Fire • EMS**

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1000 55<sup>th</sup> Street • Kenosha, WI 53140  
Website: [www.kenoshajs.org](http://www.kenoshajs.org) • Phone: (262) 605-5050

### **Kenosha Joint Services Departments**

Administration  
Communications  
Evidence/Identification Bureau  
Fleet Maintenance  
Records/Public Counter

To: Kenosha Joint Services Board

From: Joshua Nielsen, Director

Subj: 911 System Refresh and ESInet Transition

Date: January 20, 2023

The purpose of this memorandum is to update the board for planning purposes. As documented in the 2023-2032 Capital Expenditure Plan, Joint Services has projected a need to refresh the Motorola 911 VESTA System in 2024. The original estimate included in the plan was \$400,000.

The current system went live in October 2017. The manufacturer and our current maintenance vendor, BAYCOM, recommend a refresh of the 911 system every five to seven years. The refresh includes replacing critical hardware components, upgrading the software and transitioning to the State of Wisconsin/AT&T ESInet for 911 call delivery. For Joint Services, this includes backroom and front room equipment at the Public Safety Building as well as the backup facility at the Kenosha County Center.

The back room consists of servers, network gear, text-to-911 equipment and software/licensing. The front room consists of computer workstation hardware and associated software/licensing. The ESInet Transition includes hardware, software, and configuration.

Current quotes requested through BAYCOM are attached with total costs as follows:

- Back Room Equipment \$220,717
- Front Room Equipment \$214,595
- ESInet Transition \$99,696

The ESInet Transition costs do not include potential site remediation that may be required. A site survey was requested with AT&T to determine if any remediation is needed, we are awaiting scheduling.

# BAYCOM

A Lifeline in the Moments that Matter

## Quotation For

Kenosha County Joint Services  
Michael Blodgett  
1000 55th St  
Kenosha, WI 53140

## Vendor

BAYCOM  
Kate Premo  
2040 Radisson St.  
Green Bay, WI 54302  
414-546-7628

## VESTA 911 Front Room Workstation Hardware Refresh

Quote # KP0615.2

Date 6/15/2023  
Quote valid until 7/15/2023

ITEM ID	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
A	11	<b>VESTA® Workstation Equipment &amp; Licensing -A Side</b> VBASIC MLTP PER SEAT LICENSE PER POSITION V-ANLYT STD PER SEAT LICENSE DKTP ELITE MINI 800 G6 W/O OS NIC PCIE SNGL ADPTR CARD WINDOWS 10 LTSC LIC 21H2 MONITOR HP 24IN TOUCHSCREENS KEYPAD 24-KEY USB CBL 25FT V911 SAM HARDWARE KIT, SAM EXT SPEAKER KIT V911 IWS CONFIGURATION, V911 IWS STAGING FEE CPR/SYSPREP MEDIA IMAGE	\$10,010.00	\$110,110.00
B	6	<b>VESTA® Workstation Equipment &amp; Licensing-B Side</b> VBASIC MLTP PER SEAT LICENSE PER POSITION V-ANLYT STD PER SEAT LICENSE DKTP ELITE MINI 800 G6 W/O OS NIC PCIE SNGL ADPTR CARD WINDOWS 10 LTSC LIC 21H2 MONITOR HP 24IN TOUCHSCREENS KEYPAD 24-KEY USB CBL 25FT V911 SAM HARDWARE KIT, SAM EXT SPEAKER KIT V911 IWS CONFIGURATION, V911 IWS STAGING FEE CPR/SYSPREP MEDIA IMAGE	\$10,010.00	\$60,060.00
C	1	<b>BAYCOM Onsite Configuration and Installation of Console Equipment and Software</b>	\$7,830.00	\$7,830.00
D	17	<b>One Year Support Service Items from Motorola VESTA</b> <i>*Does not include BAYCOM Support</i> SPT VPRIME 1YR, SPT V-ANLYT STD 1YR M&R WKST AGENT LICENSE, M&R PM AV WKST SRVC 1YR, MGD SERV DEV & IMPL, SEC MGMT 3.1 SVC 1YR	\$2,169.71	\$36,885.00

E	17	<b>Extended Hardware Warranties</b> WARRANTY NBD Z240/Z2 WKST 5YR Pricing shown is for all 17	\$5,270.00	OPTIONAL
F	1	<b>Recommended Hardware Spares</b> Workstation Equipment WKST Z2 G5 SFF SSD W/O OS WINDOWS 10 LTSC LIC 21H2 NIC PCIE SNGL ADPTR CARD HP TOUCH SCREEN MONITOR 24IN KEYPAD 24-KEY USB CBL 25FT V911 SAM HDWR KIT, SAM EXT SPKR KIT	\$6,145.00	OPTIONAL

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<b>Approved By</b>		<b>Total :</b>	<b>\$214,885.00</b>
		<b>Shipping:</b>	<b>\$0.00</b>
		<b>Tax:</b>	<b>EXEMPT</b>
<b>PO #</b>		<b>Total:</b>	<b>\$214,885.00</b>

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**Quotation For**

Kenosha County Joint Services  
Michael Blodgett  
1000 55th St  
Kenosha, WI 53140

**Vendor**

BAYCOM  
Kate Premo  
2040 Radisson St.  
Green Bay, WI 54302  
414-546-7628

**VESTA 911 Backroom Only Hardware Refresh**

**Quote #** KP0615.1

**Date** 6/15/2023  
**Quote valid until** 7/15/2023

ITEM ID	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
A	1	<b>VESTA Site Licensing -A Side</b> V911 R7.9 LIC/DOC/MED UPGRADE, V911 CAD INTF LICENSE UPGRADE, VPRIME MLTP PER SEAT LICENSING, VPRIME MUTIPLE SEAT LICENSE FEE, GEO-DIVERSE LICENSING A SIDE	\$4,760.00	\$4,760.00
B	1	<b>VESTA Medium Site Server Bundle A Side</b> V-DL MED SVR BNDL SINGLE, VIRTUAL MEDIA SET R7.0.016, CAD INTERFACE KIT	\$24,500.00	\$24,500.00
C	1	<b>SMS Deployment, Text to 911 A, B, and Remote</b> Services include: Firewall Configuration, Firewall Configuration, Import VESTA SMS VM's, Preparation of screen layouts, TCC Testing, Carrier Testing, Engineering of software layout and VM Configuration VESTA 9-1-1 SMS SOFTWARE SITE LICENSING 5YRS V911 ADV DATA LIVE 5 YR SUBSCRIPTION	\$9,700.00	\$9,700.00
D	1	<b>A Side Network Equipment</b> FIREWALL 60F, FIREWALL CONFIGURATION SERVICE, 1YR WARRANTY, QTY 2- SWITCH 9200 24-PORT WITH 24X7 5YR WARRANTY & USB CONSOLE CABLE	\$19,270.00	\$19,270.00
E	1	<b>A Side Peripherals, Gateways, Rack Equipment</b> FXO GATEWAY MP118 8-PORT FXS GATEWAY MP118 8-PORT MP114 FIRMWARE	\$5,920.00	\$5,920.00
F	1	<b>A Side ALI/CAD Output Hardware</b> BLKBX TL159A 8-PORT DATACAST 1U 110/220VAC, KIT CBL RJ11 ADPTR DB25, CABLE,CBL NULL MODEM DB25M/M	\$2,816.00	OPTIONAL



G	1	<b>VESTA® Analytics Standard All Sites</b> V-ANLYT USER LICENSE, V-ANLYT STD PER SEAT LICENSING, V-ANLYT 3.6 MEDIUM,V-ANLYT STD LICENSE, V-ANLYT STD PER SEAT LICENSE, V-ANLYT ADV RPT PKG LICENSE, V-ANLYT STD ADD-ON, Additional Hardware to be installed in DDS-B Server.	\$35,162.00	\$35,162.00
H	1	<b>VESTA Field Engineering and BAYCOM Onsite Configuration and Installation of A Side Equipment and Software</b>	\$23,723.00	\$23,723.00
I	1	<b>VESTA Site Licensing -B Side</b>  V911 R7.9 LIC/DOC/MED, GEO-DIVERSE SYSTEM LICENSE	\$4,760.00	\$4,760.00
J	1	<b>VESTA Medium Site Server Bundle B Side</b> V-DL MED SVR BNDL SINGLE, VIRTUAL MEDIA SET R7.0.016, CAD INTERFACE KIT	\$25,575.00	\$25,575.00
K	1	<b>B Side Network Equipment</b> FIREWALL 60F, FIREWALL CONFIGURATION SERVICE, 1YR WARRANTY, QTY 2- SWITCH 9200 48-PORT WITH 24X7 5YR WARRANTY & USB CONSOLE CABLE	\$28,980.00	\$28,980.00
L	1	<b>A Side Peripherals, Gateways, Rack Equipment</b> FXO GATEWAY MP118 8-PORT FXS GATEWAY MP118 8-PORT  MP114 FIRMWARE, LCD 19IN MONITOR	\$2,673.00	\$2,673.00
M	1	<b>B Side ALI/CAD Output Hardware</b>  BLK BX TL159A 8-PORT DATACAST 1U 110/220VAC, KIT CBL RJ11 ADPTR DB25, CABLE,CBL NULL MODEM DB25M/M <i>*Plan to reuse existing, or A side spares, A Side quoted for replacement.</i>	\$2,816.00	OPTIONAL
N	1	<b>VESTA Field Engineering and BAYCOM Onsite Configuration and Installation of B Side Equipment and Software</b>	\$23,386.00	\$23,386.00
O	1	<b>VESTA 9-1-1 DIRECT PSAP CONNECT- Remote Site</b>	\$5,130.00	OPTIONAL
P	1	<b>Remote Site Network Equipment, Peripherals &amp; Gateways</b> SWITCH 2960-X+CBL 48-PORT w 5 YR WARRANTY FXS GATEWAY 4-PORT, MP114 FIRMWARE REMOTE PERIPHERAL KIT	\$30,850.00	\$30,850.00
Q	1	<b>Remote Site ALI/CAD Output</b> RS-232 2-PORT SHARING 1U 110/220VAC	\$5,550.00	OPTIONAL

TS-4 PORT TERMINAL SERVER, CBL RJ45-10P/DB25M 4FT  
 KIT CBL RJ11 ADPTR DB25,CABLE NULL MODEM DB25M/M  
 8-PORT RS-232 DATACAST 1U 110/220VAC  
*\*Plan to reuse existing, or A side spares, A Side quoted for replacement.*

R	1	<b>VESTA Field Engineering and BAYCOM Onsite Configuration and Installation of Remote Site Equipment and Software</b>	\$4,252.00	\$4,252.00
S	1	<b>One Year Support Items from Motorola VESTA</b> <i>Does not include BAYCOM support</i> V-SVR BASIC SPT 1YR SW SPT ANALOG GATEWAY 1YR SPT V-ANLYT STD 1YR MGD SERV DEV & IMPL SW SPT ANALOG GATEWAY 1YR SEC MGMT 3.1 SVC 1YR M&R NETWORK/IP AGENT LIC M&R IP DEVICE SRVC 1YR	\$8,246.00	\$8,246.00
T	1	<b>Extended Hardware Warranties</b> WARR NBD DL380G10 5YR VESTA 2 Servers WARR NBD 600/705/805 G2/G3/G4/G5/G6 5YR-2 Admin Workstations WARR 2960-X 48P 24X7 5YR-Network Switches 6 WARR FIREWALL 60F 5YR- 6 Firewalls	\$41,830.00	<b>OPTIONAL</b>
U	1	<b>Recommended Hardware Spares</b> Gateways and Equipment M800C HA PAIR PSAP BNDL W/1YR SPT SWITCH 2960-X +CBL 48-PORT, WARR 2960-X 48P 24X7 5YR	\$24,400.00	<b>OPTIONAL</b>

\*Proposal assumes Netclock time sync hardware, equipment rack at A Side, equipment rack at

\*Workstations quoted separately. All licensing, hardware and software for workstation update removed from proposal.

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<b>Approved By</b>	<b>Total :</b>	<b>\$251,757.00</b>
	<b>Shipping:</b>	<b>\$0.00</b>
	<b>Tax:</b>	<b>EXEMPT</b>
<b>PO #</b>	<b>Total:</b>	<b>\$251,757.00</b>

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Kenosha, WI 53140

**Vendor**

BAYCOM  
Kate Premo  
2040 Radisson St.  
Green Bay, WI 54302  
414-546-7628

**VESTA 911 ESInet Transition**

**Date** 6/15/2023

**Quote valid until** 7/15/2023

**Quote #** KP0615.3

ITEM ID	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
A	1	<b>A Side ESInet Interface Module (EIM)-IP Call Delivery</b> <b>Hardware, Software, Configuration</b> VESTA FIELD ENGINEERING, PROJECT MANAGEMENT V911 LIC EIM MODULES-QTY 11 FIREWALL 60F WITH WARRANTY & CONFIGURATION QTY 2 BAYCOM Installation, Configuration, Testing, Cutover Support Includes: - Firewall Configuration - EIM Configuration - Carrier Failover Testing, - Operational Readiness Testing	\$58,572.00	\$58,572.00
B	1	<b>B Side ESInet Interface Module (EIM)-IP Call Delivery</b> <b>Hardware, Software, Configuration</b> VESTA FIELD ENGINEERING, PROJECT MANAGEMENT V911 LIC EIM MODULES-QTY 6 FIREWALL 60F WITH WARRANTY & CONFIGURATION QTY 2 BAYCOM Installation, Configuration, Testing, Cutover Support Includes: - Firewall Configuration - EIM Configuration - Carrier Failover Testing, - Operational Readiness Testing	\$39,800.00	\$39,800.00
C	1	<b>Remote Site ESInet Interface Module (EIM)-IP Call Delivery</b> <b>Hardware, Software, Configuration</b> VESTA Field Engineering Firewall Configuration, EIM Configuration, Carrier Failover Testing, Operational Readiness Testing	\$3,644.00	\$3,644.00

**Approved By**

**PO #**

<b>Total :</b>	<b>\$102,016.00</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Tax:</b>	<b>EXEMPT</b>
<b>Total:</b>	<b>\$102,016.00</b>

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## **TECHNICAL & EXECUTIVE SUMMARY**

### *Kenosha County Classification & Compensation Study – Kenosha Joint Services*

#### **Background**

Kenosha County (“the County”) retained our firm to systematically evaluate job content, conduct a market analysis, and produce a new classification and compensation plan, including implementation and plan management recommendations. During the course of this project work, 19 additional positions were added to include Kenosha Joint Services (KJS). The following summarizes our process, findings, and recommendations. It’s important to note that KJS needed information sooner than the County. Because of the timeline, preliminary data was used as of September of 2022.

#### **Comparable Communities**

During our initial meetings with the County, we agreed to assess the following organizations for the pool of comparable communities and make a recommendation following a review of the market data:

- Counties: Brown, Dodge, Eau Claire, Fond du Lac, La Crosse, Lake, Marathon, Milwaukee, Outagamie, Ozaukee, Racine, Rock, Sheboygan, Walworth, Washington, Waukesha, Winnebago.
- Cities: Janesville, Kenosha, Milwaukee, Racine, Waukegan, Waukesha, and West Allis.

As the above list suggests, this is a comprehensive listing, and it is representative of those communities that either compete for the talent the County is seeking or are similar in size or structure. We determined benchmarks and analyzed public-sector market data from the selected comparable communities. Private-sector market data, when appropriate, was obtained from the Bureau of Labor Statistics, CompData, Payfactors, Economic Research Institute, and Willis Towers Watson.

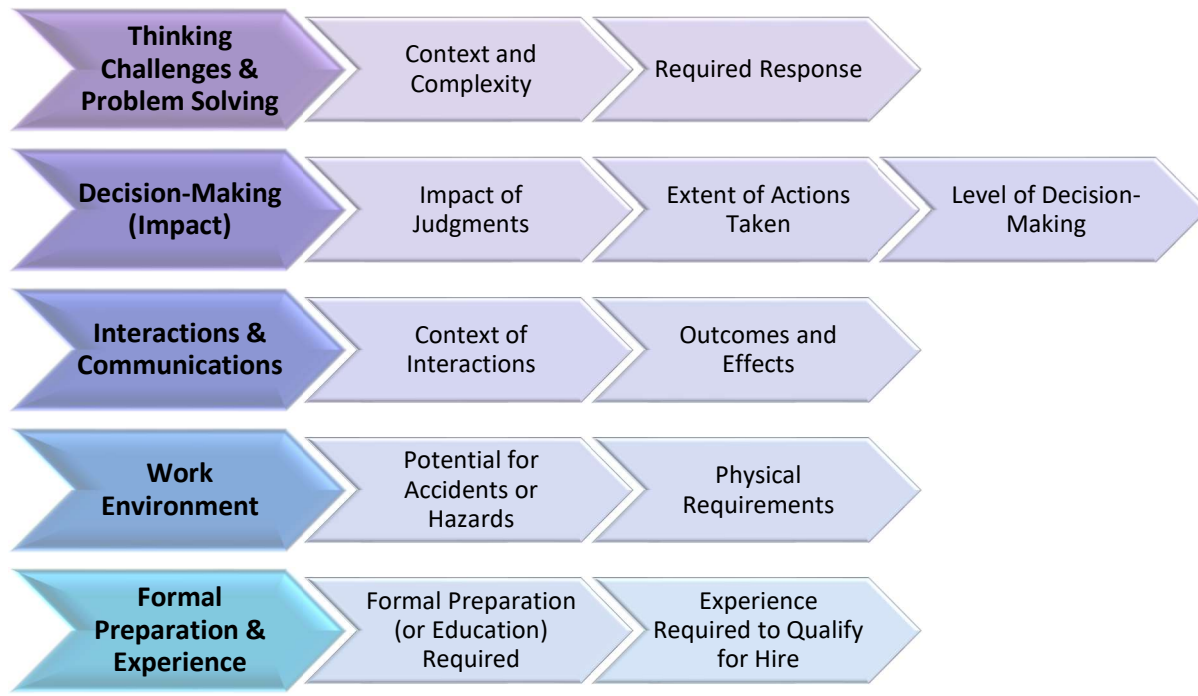
Due to the lack of similar Joint Services agencies in the comparable pool, the Joint Services data was used in concert with the County data to ensure reliability.

#### **Methodology**

CDC consistently recommends pay plans balanced for (1) internal equity, as measured by objective job evaluation, and (2) competitiveness, as measured by our market data. We also tailor our recommendations to the organizational culture and affordability.

#### **Job Evaluation**

At the beginning of the project, we obtained Job Descriptions from the County for each position that was part of the Classification and Compensation Study. This is the stage at which KJS positions were added to the project. An additional 19 positions were submitted for job evaluation and review. We then evaluated each Job Description using our firm’s Point Factor Job Evaluation System. Our system breaks jobs down into specifics related to five major evaluation factors, with sub-factors for each of the five major factors:



Our objective evaluation results in point scores that accumulate to a total point score for each job, allowing us to compare varied jobs using a common rating method. The recommended grade order list capturing the hierarchy for these positions is included in Appendix A.

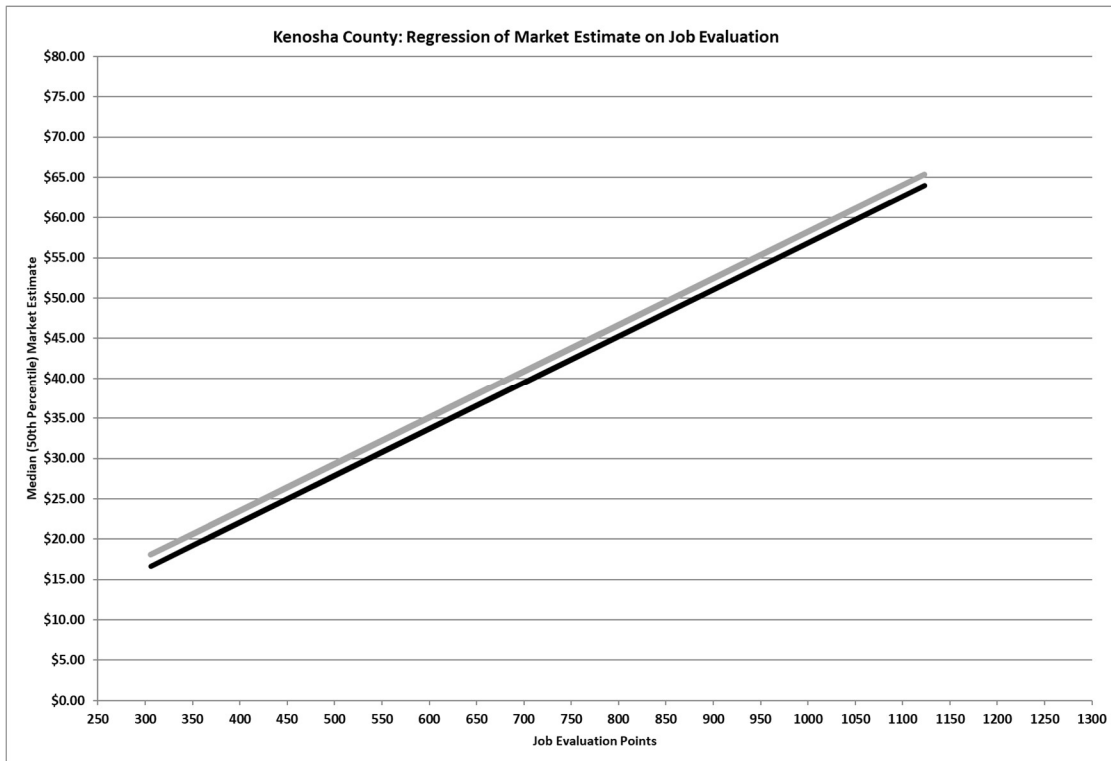
**Benchmark Jobs**

The job documentation and feedback from the County provided a solid basis for matching the jobs to the external marketplace, both public and private sectors (as relevant and appropriate). Due to a variety of reasons, it is not possible to match every position in the pay plan to a corresponding job in the selected marketplace. Instead, we measured a set of “benchmark jobs”. Benchmark jobs are those that have similar duties and responsibilities across different organizations. Benchmark jobs were chosen to cover jobs spanning across the entire County’s pay plan. These are then used to serve as the anchors in the development of a structure which is both internally consistent and externally competitive. Either due to the lack of sufficient data among the comparable employers, or due to the unique nature of the job, several jobs are not designated as “benchmark jobs”. The term “benchmark job” simply means that a job has solid and reliable representation in the marketplace.

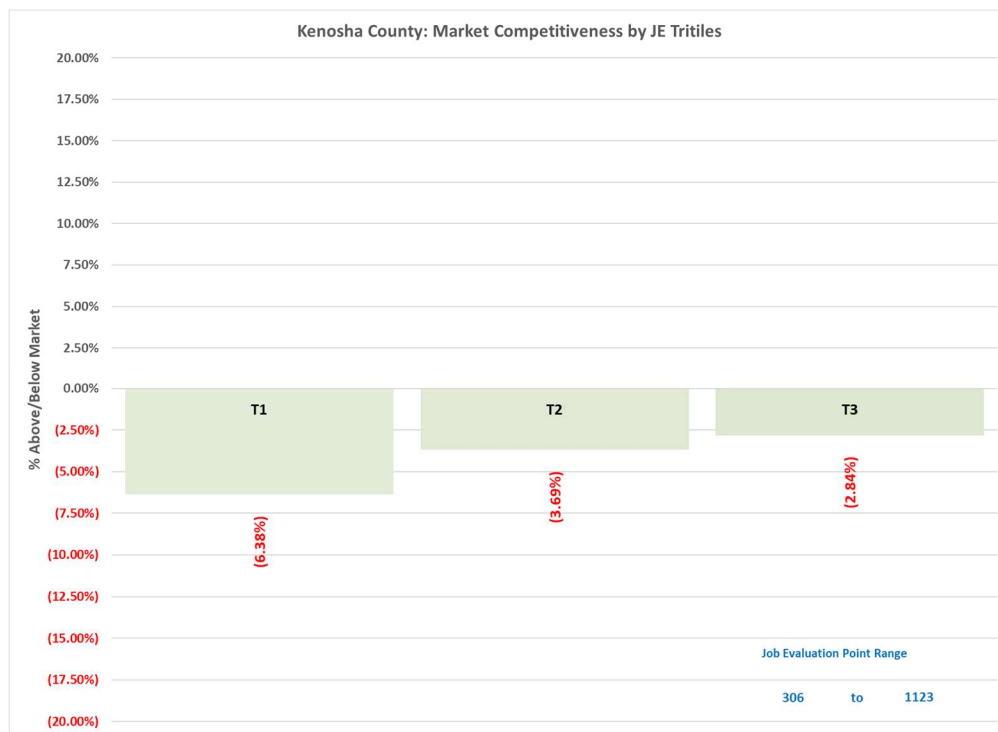
Even if a job is not deemed to be a benchmark job, it is placed into proper grade on the wage schedule based on its job evaluation score.

**Market Competitiveness**

In terms of overall market competitiveness, as it relates to the benchmark positions utilized for the KJS portion of the study, KJS is currently paying slightly below the median market throughout most of the measured benchmark positions. We use a measure called a “market index” to compare a benchmark’s base salary to the market estimate for the position. For KJS, the overall market index is approximately 98%. The statistic is an average of the benchmark market indices. The statistic provides us with a good measure of how competitive an organization is on an overall basis. A market index of 98% is an indication that KJS is slightly behind but still relatively competitive overall.

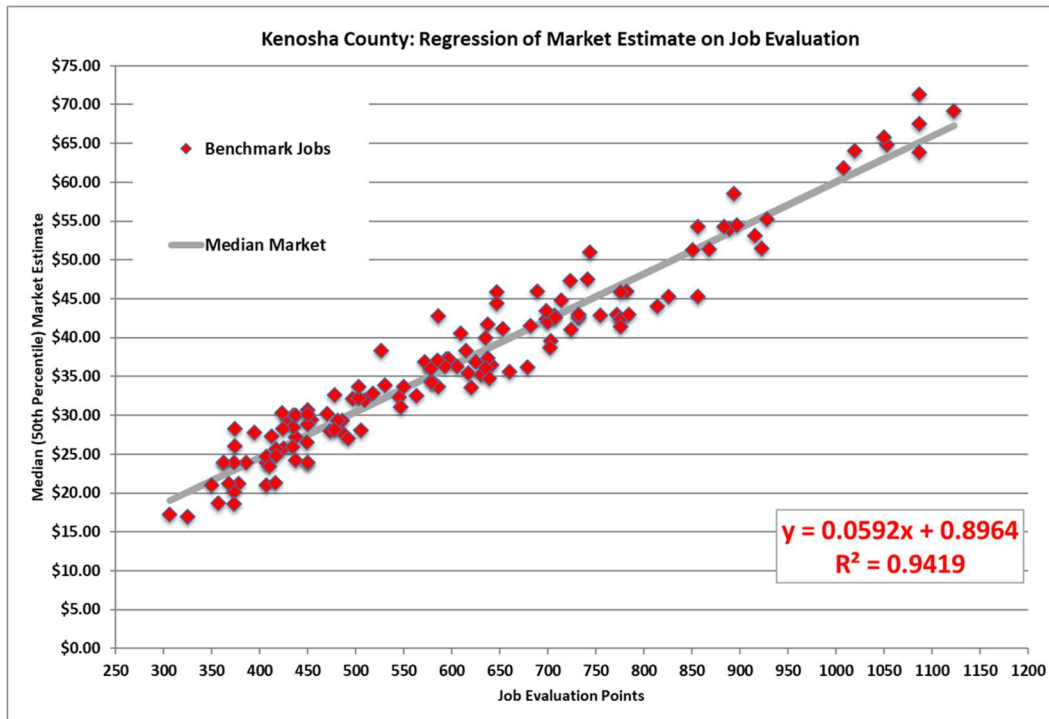


Another way to assess the competitiveness of KJS's pay is to look at the hierarchy of benchmark jobs in segment. The largest gap is found at the bottom of the hierarchy. We are not surprised given the first quartile of wage earners has experienced the greatest increases in the last 18 months. This is not meant to suggest that all staff members are paid below market; there are some jobs paid above the market and some below.



## Analysis of the “Pay Line”

The balance between internal equity and external competitiveness is achieved by using regression analysis to develop the recommended compensation structure. A scatter graph of job evaluation scores and market rates for all the County’s and KJS’s benchmarks are below. The graph shows that as the internal value of jobs increase, measured by job evaluation scores, market pay increases, as well. As the graph indicates, the trend is very clear.



Each data point on the graph is one of the benchmark positions, representing the job evaluation score for that benchmark and the corresponding measured market estimate. The trend line (i.e. regression line, pay line, etc.) through these data points for the benchmark jobs is called a line of best fit, or regression line.

The  $r^2 = 0.9419$  shown below the equation on the graph is the coefficient of determination. This is the measured correlation between job evaluation results vs. market analysis for benchmark positions. The job evaluation results are an excellent predictor of market value for the organization’s positions. The linear regression analysis, or line-of-best-fit, is used to set the “control point” of the recommended pay ranges. This represents the best approximation of the market for a given job in a given pay grade.

Due to the highly competitive economic environment for talent and the general lag that occurs with market data measurement, it was recommended to the County to consider a target market blend of something greater than the median market. CDC recommended and built the final pay structure using a blend of the 50<sup>th</sup> and 75<sup>th</sup> percentile market measurements. This blended target market represents the likely movement of the market that has occurred (or will occur) since the collection of the market data used for analysis. KJS also moved forward with this blended target market.

## **Pay Structure**

There are several variables to consider when designing a pay structure including: employee movement in the structure, internal hierarchy/job evaluation ratings, compression concerns, unique market pressures, financial/budget pressures, connection to performance, and recruitment and retention strategy. Each of these factors was considered when designing the recommended pay structure.

Although the County moved forward with an open range pay plan, KJS decided on a step structure. The KJS structure is comprised of eleven steps each measuring 2.5% of the control point. The minimum of the range is set to 87.5% of the control point and the maximum is set to 112.5% of the control point. Appendix B contains the adopted wage structure for the County’s Joint Services. This structure was developed using a January 1, 2023, aged to date.

**Project Update**

The County adopted their final pay structure in April of 2023. Between September of 2022 and the final adoption in 2023, job alignment and market data continued to be refined and adjusted. Each of these changes resulted in slight adjustments to the regression analysis used to develop the final pay structure for the County. In addition to these changes, the County’s adopted structure had a 1% premium built into it for exempt staff and the structure was aged forward to July 1, 2023. These modifications explain the difference in Control Points from the KJS adopted structure and the County’s adopted structure.

Grade	Kenosha Joint Services Adopted C/P	Kenosha County Adopted C/P	Structure Index
19	\$57.06	\$58.67	97%
18	\$52.84	\$54.61	97%
17	\$48.90	\$50.83	96%
16	\$45.22	\$47.29	96%
15	\$41.79	\$43.99	95%
14	\$38.62	\$40.94	94%
13	\$35.66	\$38.48	93%
12	\$32.90	\$35.79	92%
11	\$30.33	\$32.97	92%
10	\$27.95	\$30.68	91%
9	\$25.75	\$28.58	90%
8	\$23.72	\$26.62	89%
7	\$21.82	\$24.79	88%
6	\$20.04	\$23.08	87%
5	\$18.39	\$21.50	86%
4	\$16.86	\$20.03	84%
3	\$15.43	\$18.66	83%

This project update is meant to serve as a final update to the compensation project. KJS adopted their plan and invested in base wages to implement it in the Fall of 2022. Ultimately, the County’s plan lifted the bottom wages of their pay plan more significantly than the adopted KJS structure. At this point, it is recommended that KJS determine if linking their pay structure to the County’s is necessary and feasible. If it is desired to have the KJS structure align with the County’s plan, then the next decision point is to determine if an immediate change is necessary or if KJS will incrementally close the gap over the next several years.



There are approaches and strategies to work through either option. The Carlson Dettmann Consulting team is happy to assist in exploring options that best align with the organization's objectives.

**Appendix A – Joint Services Grade Order List**

Grade	Title	Department
19	Director	Administration
18	<i>Vacant</i>	
17	<i>Vacant</i>	
16	Assistant Director	Administration
15	Communications Manager	Communications
14	Evidence/Identification Manager	Evidence
	Fleet Maintenance Manager	Fleet
	Records Manager	Records
13	Communications Assistant Manager	Communications
12	Communications Shift Supervisor	Communications
	Finance Assistant	Administration
	Human Resource Coordinator	Administration
11	Evidence/Identification Supervisor	Evidence
	Records Supervisor	Records
10	911 Telecommunicators	Communications
	Automotive Fleet Technician	Fleet
9	<i>Vacant</i>	
8	Fleet Maintenance Clerk/PT Admin Clerk	Fleet/Admin
	Identification Technician	Evidence
	Records Clerk	Records
7	<i>Vacant</i>	
6	<i>Vacant</i>	
5	<i>Vacant</i>	
4	<i>Vacant</i>	
3	Vehicle Cleaning Operator	Fleet

## Appendix B – Joint Services Wage Structure

Grade	Min					Control Point					Maximum
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	
	87.5%	90.0%	92.5%	95.0%	97.5%	100.0%	102.5%	105.0%	107.5%	110.0%	112.5%
19	\$49.93	\$51.35	\$52.78	\$54.21	\$55.63	\$57.06	\$58.49	\$59.91	\$61.34	\$62.77	\$64.19
18	\$46.24	\$47.56	\$48.88	\$50.20	\$51.52	\$52.84	\$54.16	\$55.48	\$56.80	\$58.12	\$59.45
17	\$42.79	\$44.01	\$45.23	\$46.46	\$47.68	\$48.90	\$50.12	\$51.35	\$52.57	\$53.79	\$55.01
16	\$39.57	\$40.70	\$41.83	\$42.96	\$44.09	\$45.22	\$46.35	\$47.48	\$48.61	\$49.74	\$50.87
15	\$36.57	\$37.61	\$38.66	\$39.70	\$40.75	\$41.79	\$42.83	\$43.88	\$44.92	\$45.97	\$47.01
14	\$33.79	\$34.76	\$35.72	\$36.69	\$37.65	\$38.62	\$39.59	\$40.55	\$41.52	\$42.48	\$43.45
13	\$31.20	\$32.09	\$32.99	\$33.88	\$34.77	\$35.66	\$36.55	\$37.44	\$38.33	\$39.23	\$40.12
12	\$28.79	\$29.61	\$30.43	\$31.26	\$32.08	\$32.90	\$33.72	\$34.55	\$35.37	\$36.19	\$37.01
11	\$26.54	\$27.30	\$28.06	\$28.81	\$29.57	\$30.33	\$31.09	\$31.85	\$32.60	\$33.36	\$34.12
10	\$24.46	\$25.16	\$25.85	\$26.55	\$27.25	\$27.95	\$28.65	\$29.35	\$30.05	\$30.75	\$31.44
9	\$22.53	\$23.18	\$23.82	\$24.46	\$25.11	\$25.75	\$26.39	\$27.04	\$27.68	\$28.33	\$28.97
8	\$20.76	\$21.35	\$21.94	\$22.53	\$23.13	\$23.72	\$24.31	\$24.91	\$25.50	\$26.09	\$26.69
7	\$19.09	\$19.64	\$20.18	\$20.73	\$21.27	\$21.82	\$22.37	\$22.91	\$23.46	\$24.00	\$24.55
6	\$17.54	\$18.04	\$18.54	\$19.04	\$19.54	\$20.04	\$20.54	\$21.04	\$21.54	\$22.04	\$22.55
5	\$16.09	\$16.55	\$17.01	\$17.47	\$17.93	\$18.39	\$18.85	\$19.31	\$19.77	\$20.23	\$20.69
4	\$14.75	\$15.17	\$15.60	\$16.02	\$16.44	\$16.86	\$17.28	\$17.70	\$18.12	\$18.55	\$18.97
3	\$13.50	\$13.89	\$14.27	\$14.66	\$15.04	\$15.43	\$15.82	\$16.20	\$16.59	\$16.97	\$17.36