



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: www.kenoshajs.org • Phone: (262) 605-5050

A G E N D A

KENOSHA JOINT SERVICES BOARD MEETING

Kenosha County Safety Building, 1000 55th Street • Kenosha, WI

Kenosha Joint Services Training Room 1216

March 26, 2024 • 4:30 P.M.

- I. Call to Order
- II. Roll Call
- III. Citizen Comments
 - a. Documents: [Guidelines for Citizen Comments at Kenosha Joint Services Board Meetings](#)
- IV. Approval of Minutes from Open Session – February 27, 2024
- V. 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
- VI. Items for Board Review and/or Action
 - a. 9-1-1 Refresh and ESI Net Implementation Project Status Report
 - b. ERP (Enterprise Resource Planning) Replacement Project Status Report
 - c. Fleet Maintenance Technician Vacancy
 - d. Kenosha County Simulcast Radio System Status Report
- VII. Board Member Comments
- VIII. Adjournment

KENOSHA JOINT SERVICES BOARD

February 27, 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 Brian Bashaw, Alderperson Curt Wilson, Member at Large Paris Fire Chief Colin Hennessey and Youth in Governance JJ Castro.

The **Members not in Attendance**, Youth in Governance Rylee Chamberlin was excused.

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

Under, **Approval of Minutes of Open Sessions January 23, 2024**, Mr. Wilson made a motion to approve. Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, **Director's Report**, Director Nielsen presented the Director's Report and reported on Joint Services being Approved for the GI Bill® and the benefits of that approval.

Ms. Kerkman inquired about the status of potential coverage issues on the Simulcast Radio System for some County Fire agencies. Director Nielsen provided an update. Chairperson Yuhas requested a recurring monthly status update be provided.

Mr. Bashaw inquired about safety precautions in the Evidence/Identification Department related to fentanyl exposure. Director Nielsen reported on safety measures in place.

Mr. Morrissey inquired about the added Identification Technician position and whether it has made a difference at this point. Director Nielsen reported on the ongoing hiring process to fill this position.

Chief Patton spoke about Senate Bill 789, allowing agencies to charge a fee for redaction of video and audio. Ms. Kerkman provided information on the status of this bill.

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.

The Board accepted the information as presented.

Under, **ERP Replacement Project**, Director Nielsen reported on the status of the ERP replacement project.

The Board accepted the information as presented.

Under, **Carryover of Funds from 2023**, Mr. Morrissey made a motion to approve the carryover, Mr. Wilson seconded the motion. Motion approved unanimously.

Under, **Year-end 2023 Budget Transfers**, Mr. Morrissey made a motion to approve the transfers, Ms. Kerkman seconded the motion. Motion approved unanimously.

Under, **OPEB Table updates**, Mr. Morrissey made a motion to receive and file, Chief Patton seconded. This was approved unanimously.

Under, ***Board Comments***, Mr. Bashaw noted the call answering times for incoming 911 calls. He thanked the Communications Center staff for their diligence.

Ms. Kerkman also noted that she had the need to call 911 several times in the past month and had positive interactions with staff and each incident had an appropriate outcome.

At 4:53 p.m., Mr. Bashaw made a motion to ***Adjourn the Meeting***. Mr. Hennessey 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: March 22, 2024

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):

There are six Telecommunicator vacancies and one Supervisor vacancy

Two applicants are expected to start on April 11, 2024. Another hiring process is underway with eleven applicants heading to Panel Interviews in April.

There is a Supervisor hiring process underway with applications being accepted until March 26, 2024.

Records (17 Clerks, 3 Supervisors, 1 Manager):

There is one Records Clerk Vacancy

Three candidates will attend final interviews on March 25, 2024, and we are hoping to extend an offer to the finalist soon after.

Fleet Maintenance (5 Technicians, 1 Clerk, 1 Vehicle Cleaning Operator, 1 Manager):

There is one Automotive Fleet Technician vacancy.

A hiring process for one Automotive Fleet Technician is underway and the application process will end on 03/31/2024. Lead Technician Shane Zdravkovic submitted his resignation.

The part-time Vehicle Cleaning Operator started March 21, 2024.

Kenosha Joint Services – Board Report

Evidence/Identification (7 Technicians, 1 Supervisor, 1 Manager):

There are two Identification Technician vacancies.

Fourteen candidates participated in panel interviews on March 18th and 19th and the process will continue with backgrounds.

Additional CrewForce Access for Local Agencies

Assistant Director Stephanie Lorenzo has been working with two county fire agencies that have expressed an interest obtaining CrewForce licenses, a mobile app offered by Tyler Technologies. CrewForce provides fire crews routing information and map data, as well as pre-plan information and the ability to view live CAD data directly from the app. Assistant Director Lorenzo worked with Bristol Fire to purchase two additional CrewForce licenses for their fleet. Somers Fire & Rescue has expressed interest in the software as well. By extending the power of computer aided dispatch information into the field, fire crews can remove the unknown from a fire emergency through access to data at the station, in transit, and on scene

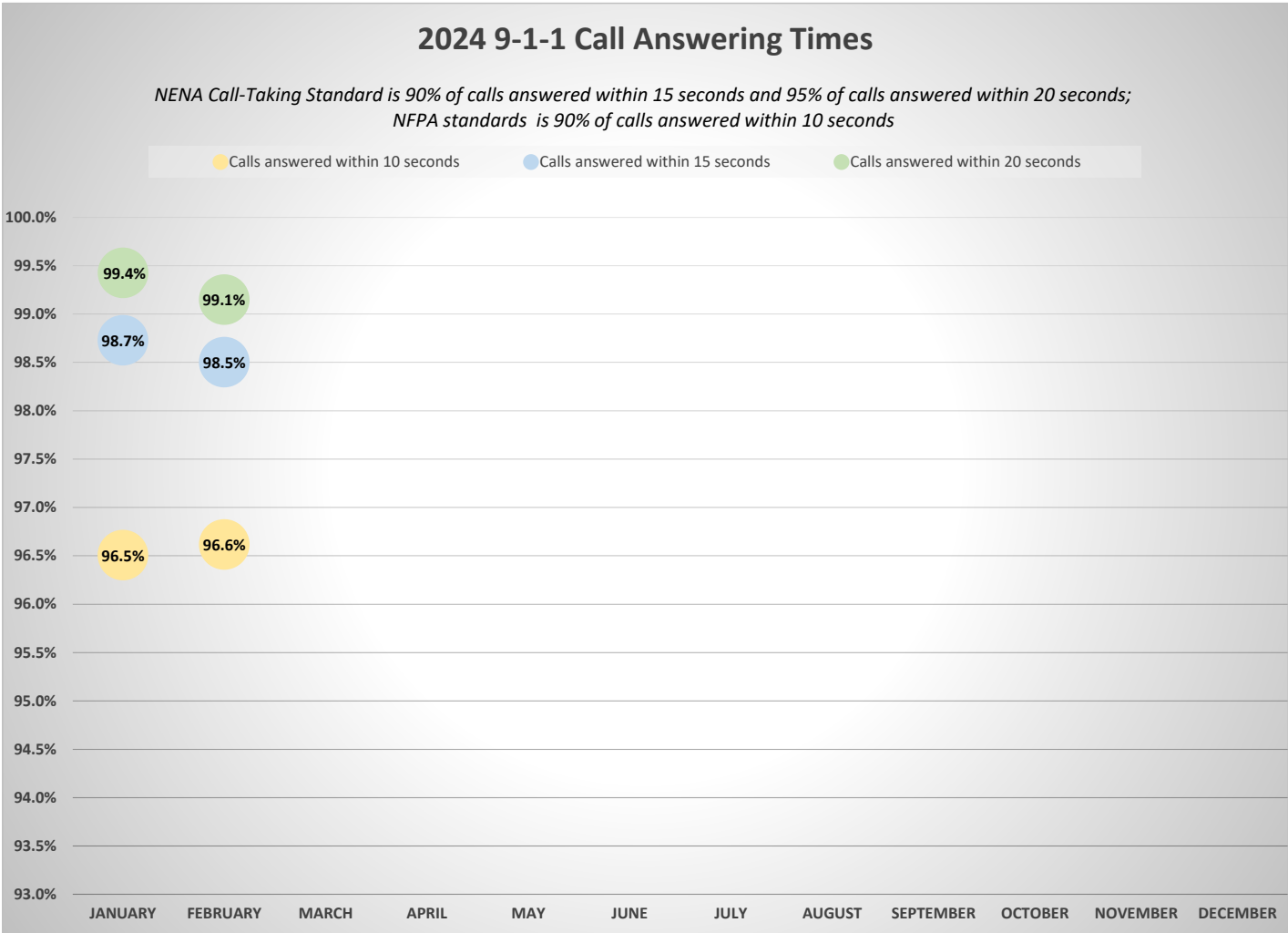
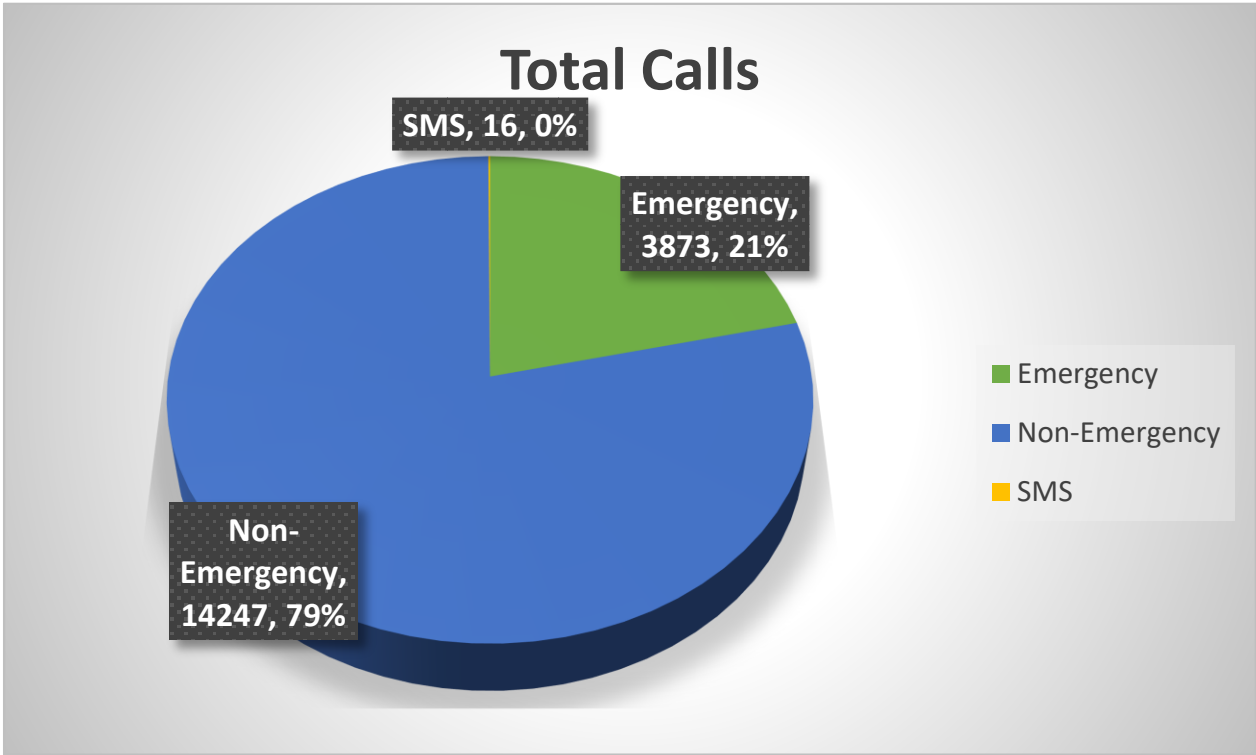
COMMUNICATIONS DEPARTMENT:

Ashley Durand has completed her last phase of training. She is now fully trained and will receive a permanent assignment to second shift. Grace Moote has begun her final phase of training at Sheriff. It is anticipated that she will finish all training in Spring of 2024. Cassie McDannel remains in Fire Training. It is anticipated she will complete all training late Spring/early Summer of 2024. Stefanie Street remains in Fire Training. She is anticipated to complete training mid-Summer 2024. Maxwell Rebman has finished training at Fire. He will begin his training at Sheriff mid-April. He is anticipated to complete training mid-Summer 2024. Anne Boie is training at the Police console. She is anticipated to complete training late Summer/early Fall 2024.

Two new hires will be starting on April 11, 2024, they will begin their orientation phase.

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

In February, 3,873 9-1-1 calls were received by the communications department with 97% of these calls answered in under ten seconds, and 98% in under fifteen seconds. There were 14,247 non-emergency calls handled and sixteen text messages received during this month.



Kenosha Joint Services – Board Report

RECORDS DEPARTMENT:

Amanda Harvey has effectively completed her training. Amanda will transition to the role of counting Records Clerk and will be assigned to third shift starting in March. Joyce Morgan is currently training on Warrants. Two new Records Clerks, Jayne Manders and Makayla Turner, started on February 29, 2024, and are in the beginning stages of training.

In the month of February 2024, our Records Clerks processed 207 jail bonds at the Front Counter.

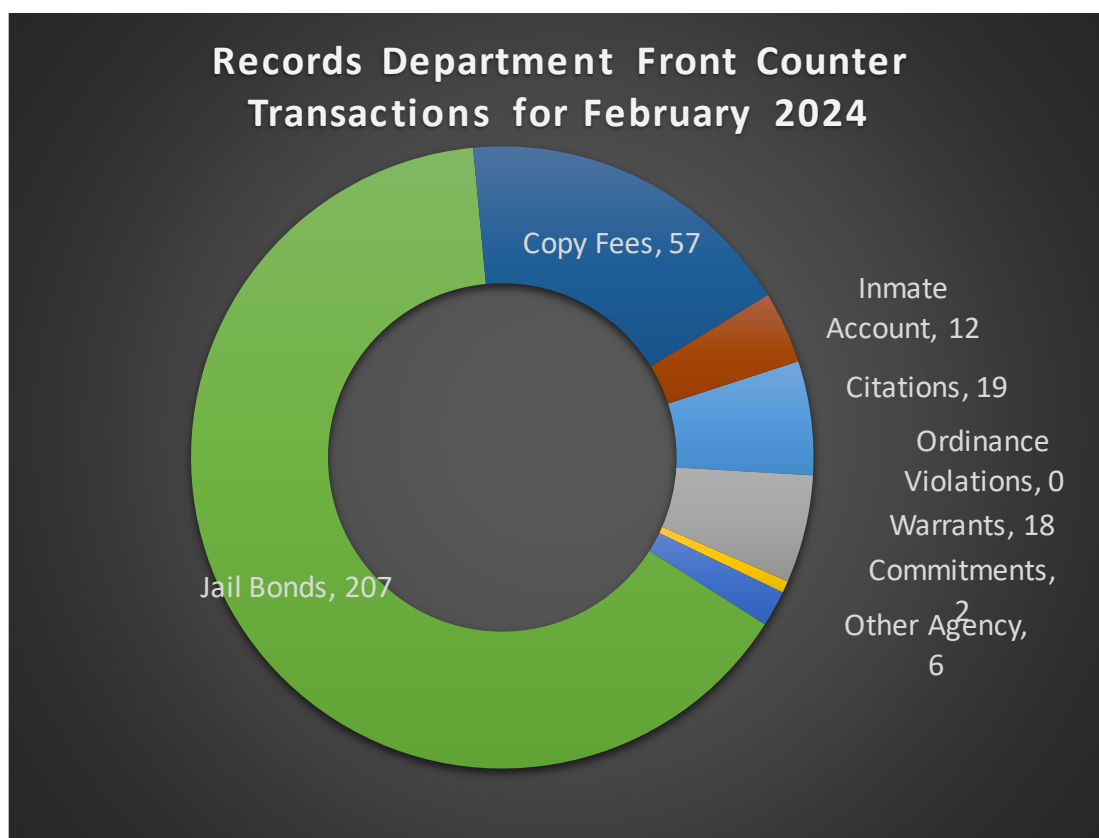
Records Clerks entered 343 warrants into the TIME System. They recalled 110 per Circuit Court and Municipal Court. They also canceled 184 warrants that were served by law enforcement during the month of February.

Records Clerks have entered, updated or dismissed twenty-eight orders of protection in February.

Records Clerks merged 3,007 reports in the month of February. The Records Department reviewed 1,571 incoming case reports and supplements from 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 February, Records Clerks have taken twenty-three complaints and written reports while serving citizens at the Front Counter. They entered and wrote seventy-nine repossession reports in February. In addition, Records Clerks booked nine juveniles after hours.

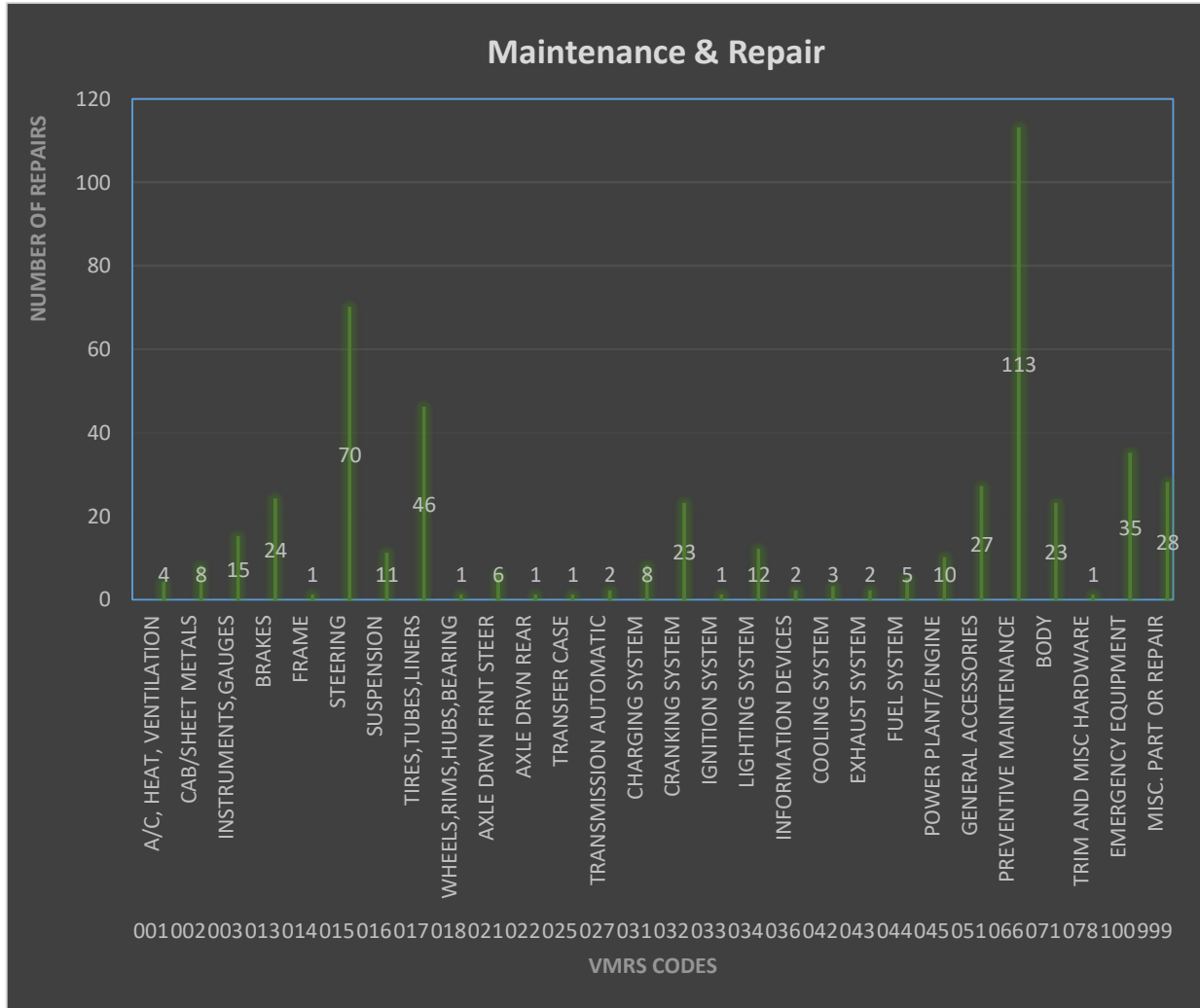
There were a total of thirty-seven hours of overtime used in the month of February.



Kenosha Joint Services – Board Report

FLEET MAINTENANCE:

The fleet maintenance staff continue vehicle maintenance and repair as scheduled. There were 243 work orders generated with a total of 483 maintenance and repair lines completed during the month of February.

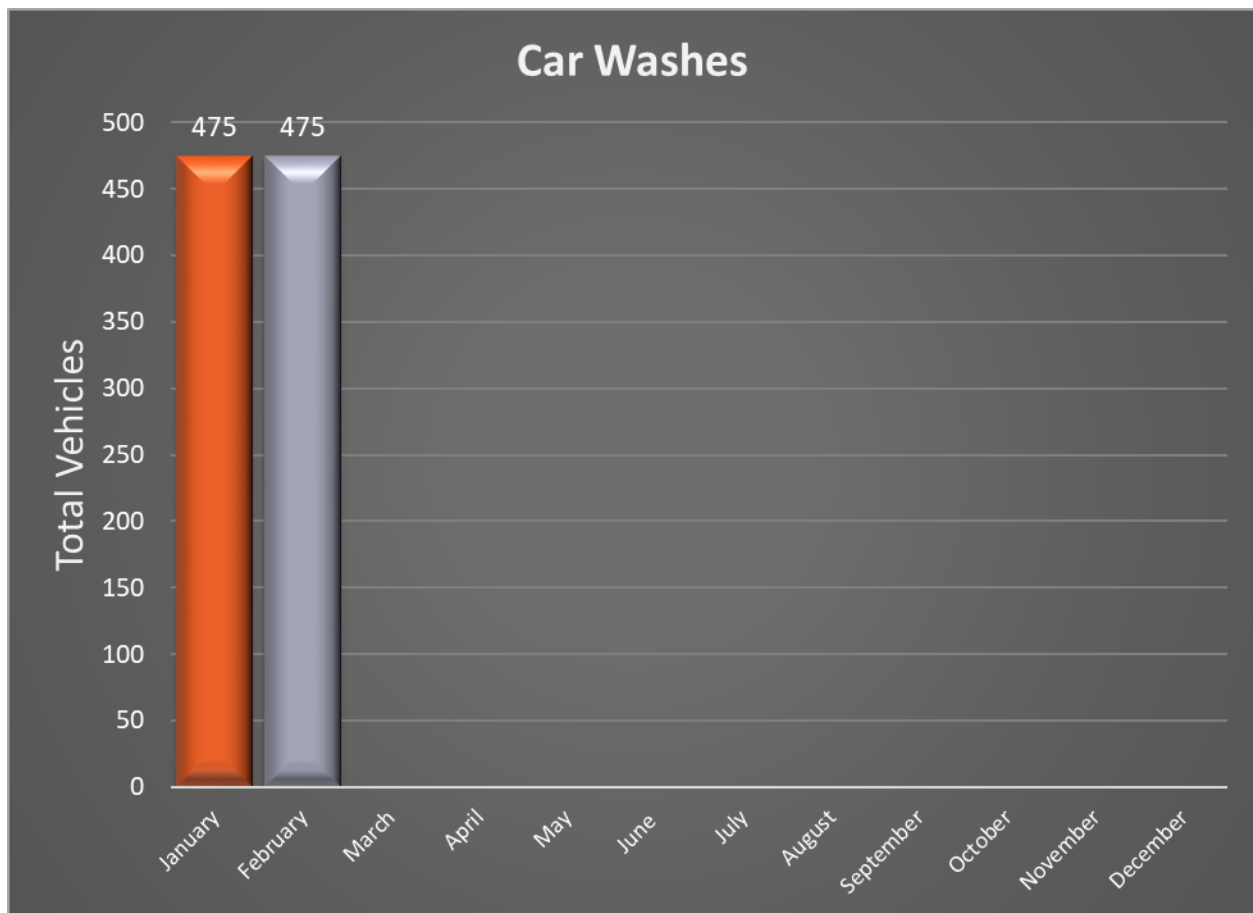


During the month of February, a total of thirty-eight brake rotors required replacement or resurfacing. Of those rotors, sixteen were within tolerances and were machined instead of replaced. The total cost of new rotors purchased for replacement during this period was \$1,710.58. The ability to machine rotors during this period saved \$1,400.90. Since the brake lathe was put into service on March 15, 2023, there has been an approximate cost savings of \$18,636.76.

Manager Pat Sepanski continues to work with Kenosha County Public Works and Facilities on a project that replaces the fuel system software. Joint Services uses this software to appropriately bill out fuel use at the Public Safety Building. As of March 15, data from the Kenosha County fuel system was exported to Joint Services RTA software using a manual data export and import. Currently, work is focused on the data extraction to be automated. New vehicle up-fitting continues for both Police and Sheriff.

Kenosha Joint Services – Board Report

There were 475 automatic car washes in the month of February.



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

EVIDENCE/IDENTIFICATION DEPARTMENT:

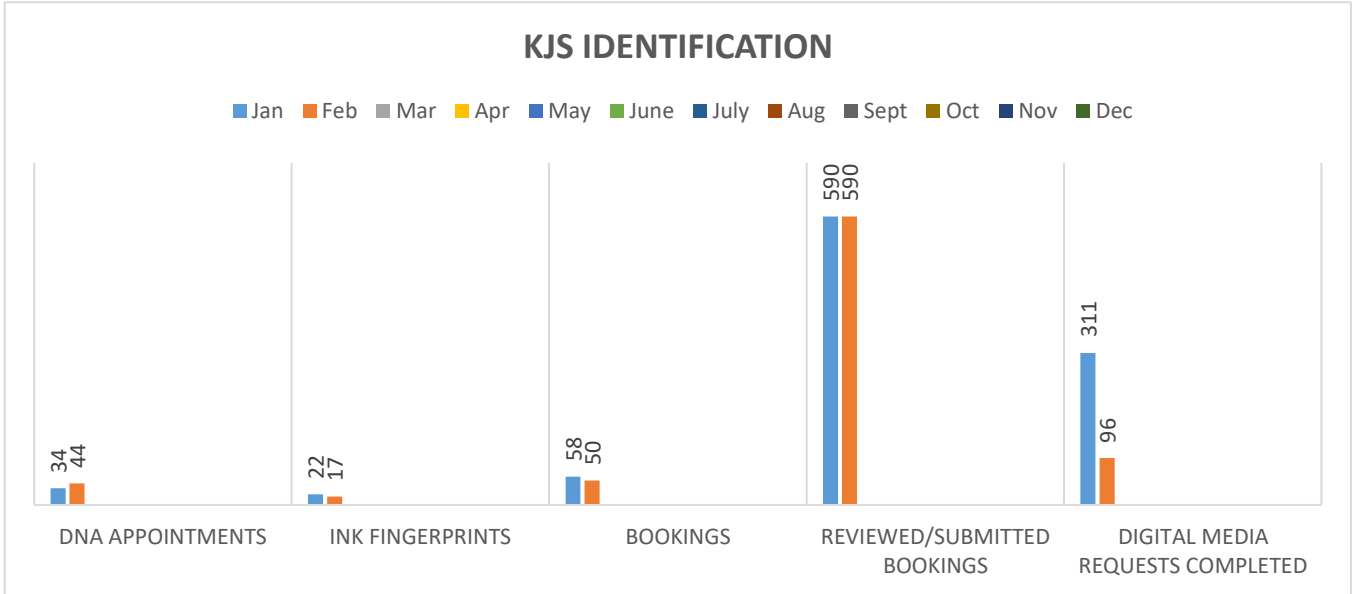
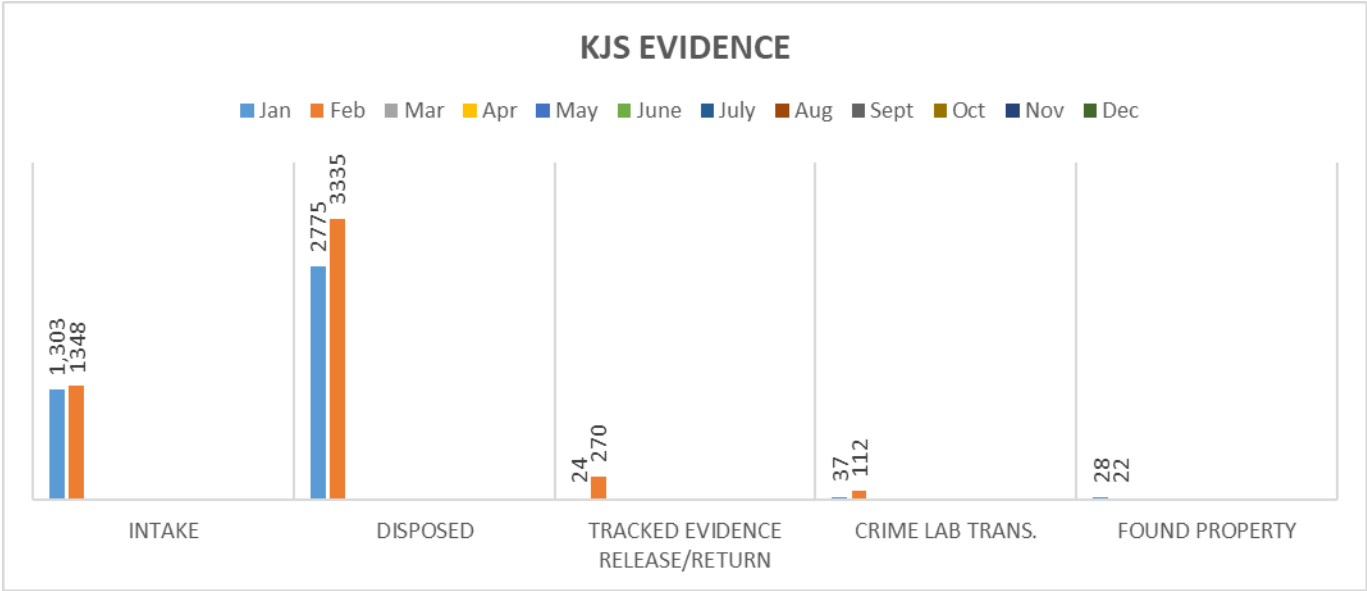
The Evidence/Identification Manager, Charles Scoles, along with leadership within the KPD and KSD, is in the process of reviewing the current workflows and methods of evidence / property rooms and the utilization of the Forensics Room for fingerprint identification from firearms. Management is also meeting with staff from the Kenosha Police Department and Kenosha Sheriff's Department to review enhanced packaging procedures as required by the State of Wisconsin Crime Lab and explore a dedicated drug drop box for packaging dangerous controlled substances (Fentanyl).

Department staff members are continuously reviewing 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.

Narcan administration training is scheduled for March 25, 2024 at 3:00 PM, with the Kenosha County Public Health Department, to provide Evidence / ID Staff members with updated Narcan training.

Kenosha Joint Services – Board Report

In the month of February, ID technicians took in 1,348 items, disposed of 3,335 items, handled an additional 270 items tracked as evidence that were released to other entities (Law Enforcement, Labs, etc.) and/returned to the property room, transported 112 items to the Crime Lab, processed 22 pieces of found property, made 44 DNA collection appointments, completed 17 ink fingerprint cards, completed 50 bookings, reviewed and submitted charges for 590 total bookings to the WI Dept. of Justice (WI DOJ), and completed 96 digital media requests.

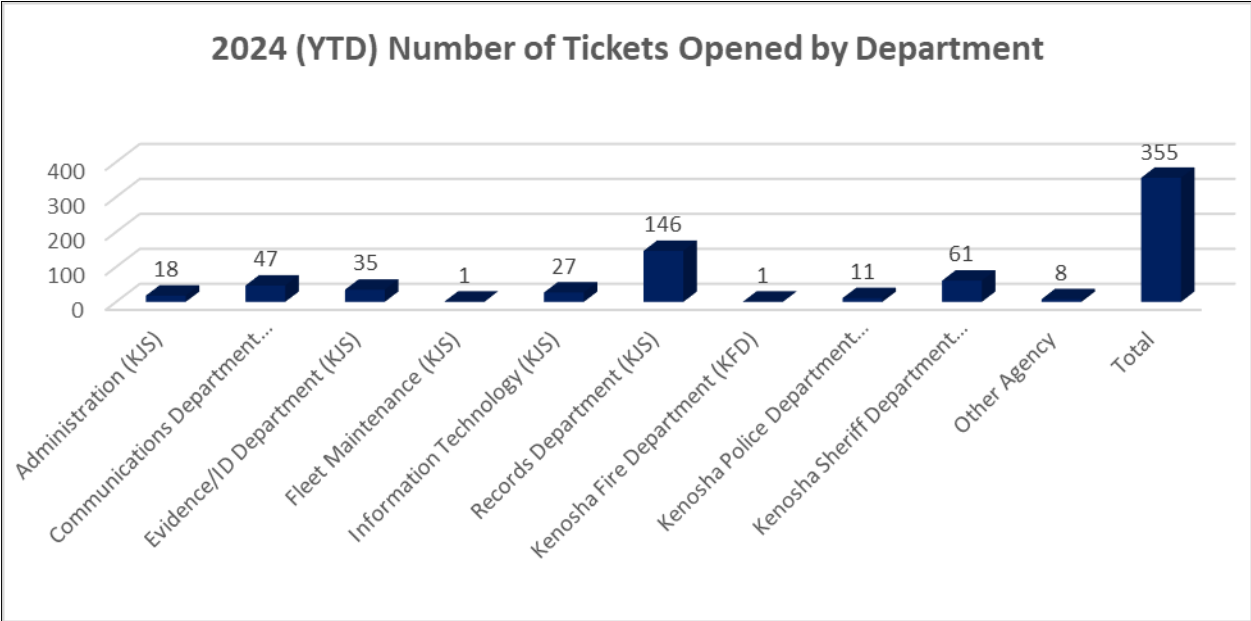
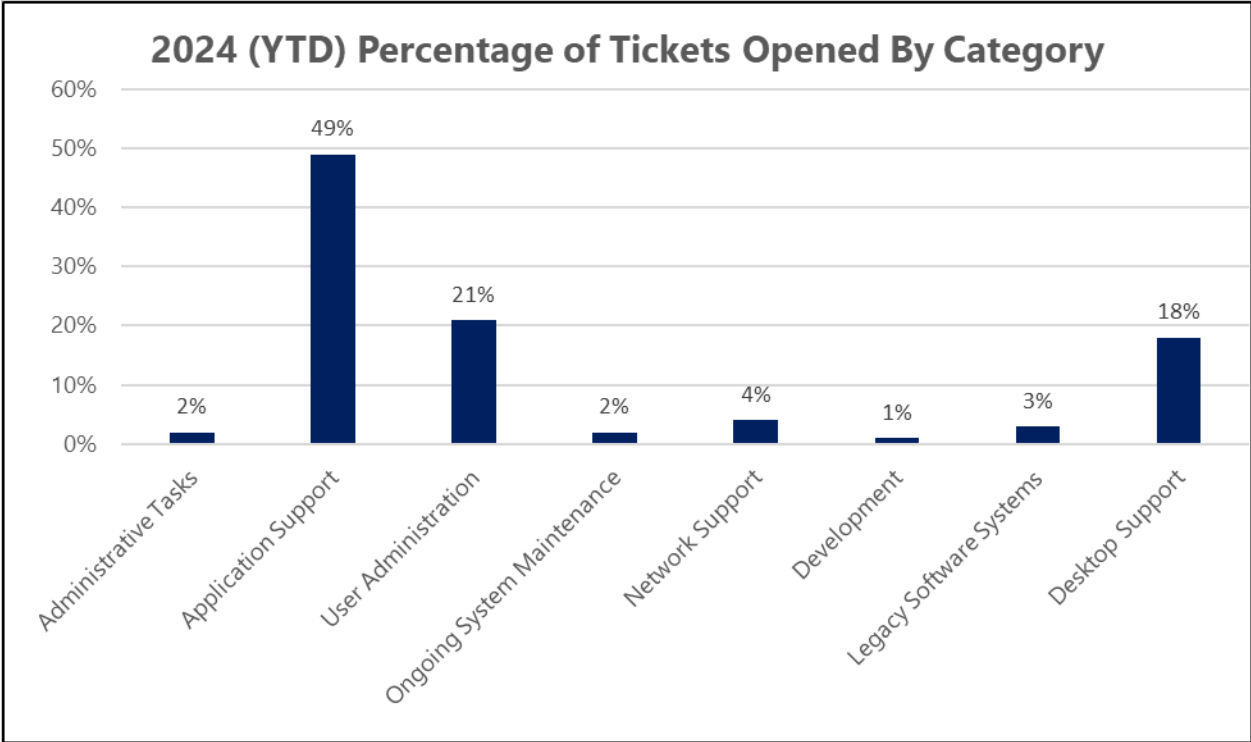


Kenosha Joint Services – Board Report

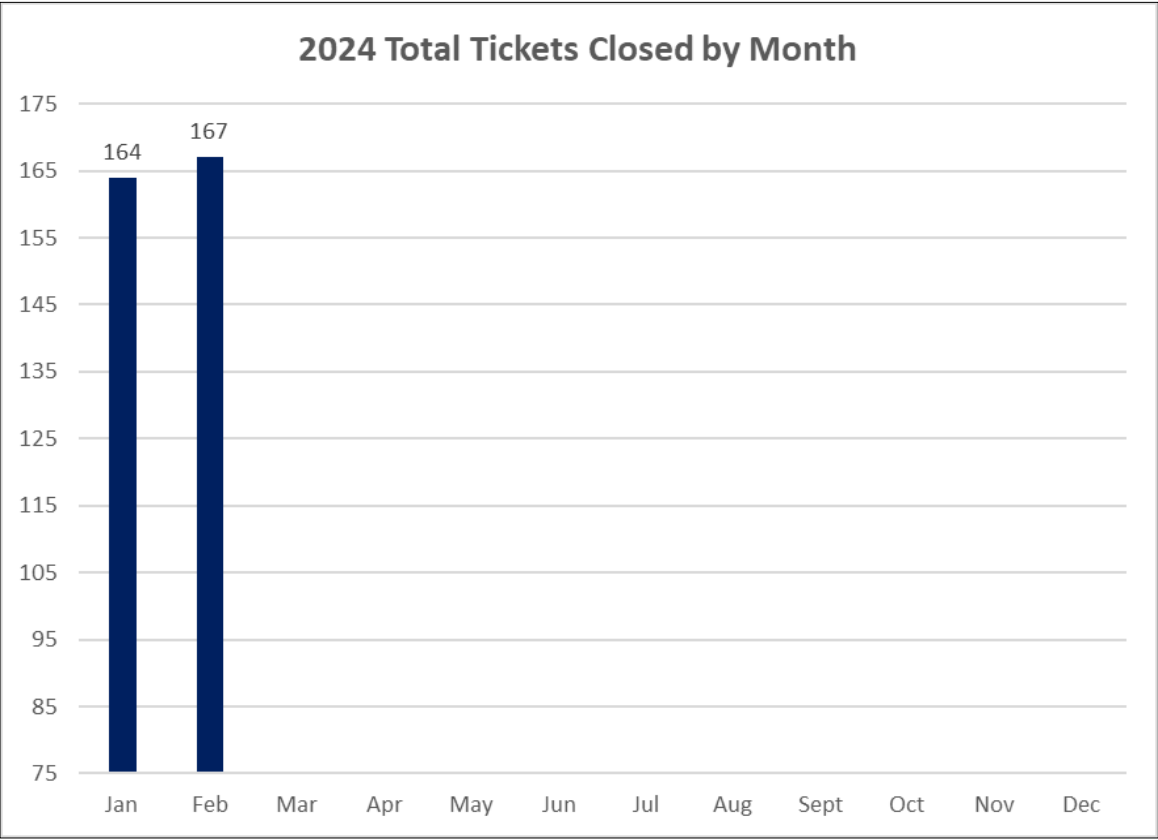
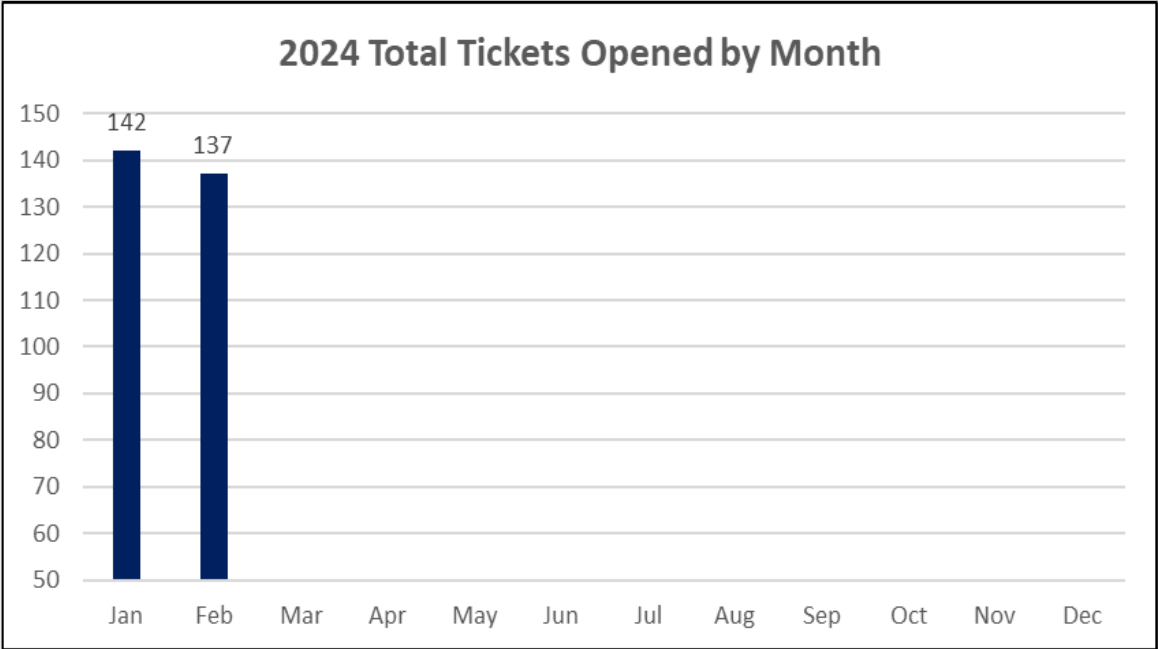
INFORMATION TECHNOLOGY

- Cybersecurity Training
 - Ongoing: Next training scheduled for April 16
- ERP
 - Complete: Data conversion
 - Complete: Kick-off conference call August 10th
 - Complete: Tyler Technologies System Infrastructure Audit
 - Complete: Server creation and configuration
 - In Progress: Implementation Training
- Vulnerability Scans
 - Complete: 1st Quarter Scans
- TRACS Interface
 - In Progress: Working with Tyler Technologies on interface control documentation
 - In Progress: Working with Kenosha Police Department and Kenosha Sheriff's Department on creating and importing test tickets
- Communications Workstation Redundant Ethernet
 - Complete: Working with Communications staff to determine availability of cabling for dual ethernet connections on the client workstations
 - In Progress: Connecting each workstation to redundant switches
- Driver's License Readers
 - In Progress: Working with Kenosha Police Department and Kenosha Sheriff's Department to install and configure driver's license readers in squad cars to interface with New World Public Safety Software.
- LexisNexis
 - Complete: Develop interface between Kenosha Joint Services and LexisNexis that will automatically upload TraCs accident reports from Kenosha Police Department and Kenosha Sheriff's Department on a daily basis.
 - In Progress: Working with Records Department on adding link to Kenosha Joint Services website.
- FastID
 - In Progress: Working with Kenosha Police Department and Kenosha Sheriff's Department to configure network mapping for FastID.

Kenosha Joint Services – Board Report



Kenosha Joint Services – Board Report

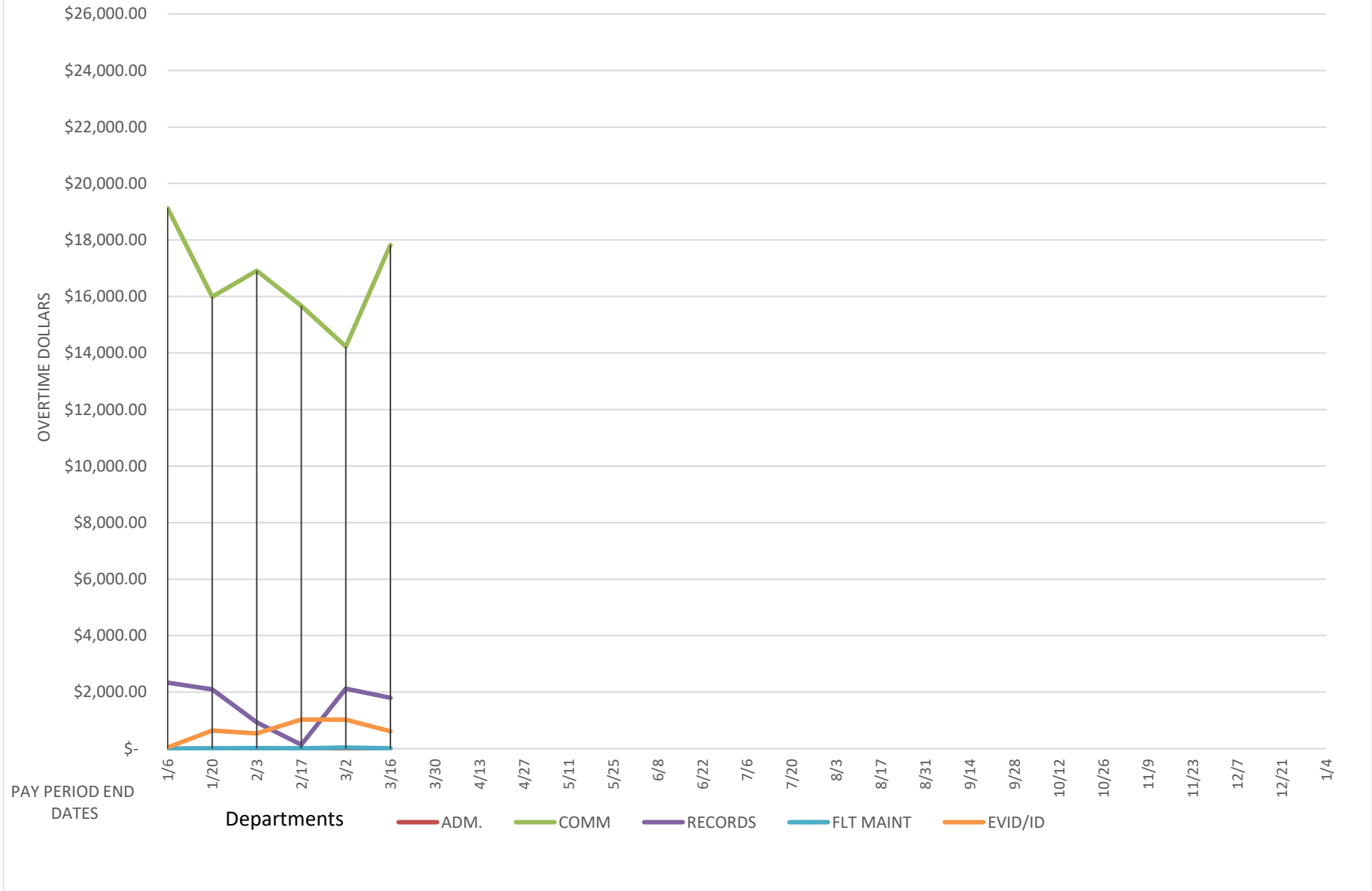


**KENOSHA JOINT SERVICES
KENOSHA, WISCONSIN
2024 - OVERTIME REPORT**

	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL	HOURS PAYROLL	EARNINGS PAYROLL
	02/04-02/17/24	02/04-02/17/24	02/18-03/02/24	02/18-03/02/24	3/03-03/16	3/03-03/16
Administration	0.00	\$ -	0.00	\$ -	0.00	\$ -
Communications	349.80	\$ 15,670.44	319.65	\$ 14,232.24	391.80	\$ 17,824.96
Records	4.20	\$ 139.04	56.30	\$ 2,121.12	51.40	\$ 1,801.97
Fleet Maintenance	0.30	\$ 12.25	0.80	\$ 39.68	0.20	\$ 8.17
Evidence/ID	25.75	\$ 1,031.34	25.30	\$ 1,023.86	15.20	\$ 613.07
	380.05	\$ 16,853.07	402.05	\$ 17,416.90	458.60	\$ 20,248.17

	Budgeted Funds for 2024	Total Salaries Expensed YTD	Total Hours YTD	Average Hours Per Pay Period	Avg Salaries Per Pay Period	Average Hourly Rate for OT	GL Account Balances	Annual Percent EXPENDED
Administration	\$ -	\$ -	0.00	0.00	\$ -	\$ -	\$ -	0%
Communications	\$ 207,020.00	\$ 99,763.76	1934.65	386.93	\$ 19,952.75	\$ 51.57	\$ 107,256.24	48%
Records	\$ 29,209.00	\$ 9,428.83	211.00	42.20	\$ 1,885.77	\$ 44.69	\$ 19,780.17	32%
Fleet Maintenance	\$ 17,178.00	\$ 92.19	2.00	0.40	\$ 18.44	\$ 46.10	\$ 17,085.81	1%
Evidence/ID	\$ 20,135.00	\$ 3,896.40	97.05	19.41	\$ 779.28	\$ 40.15	\$ 16,238.60	19%
Joint Services Total	\$ 273,542.00	\$ 113,181.18	2244.70	89.79	\$ 4,527.25	\$ 36.50	\$ 160,360.82	

KJS
2024 OVERTIME



KENOSHA JOINT SERVICES
INCOME STATEMENT
JANUARY 2024
KENOSHA, WISCONSIN

REVENUE

	2024 Projected <u>Revenue</u>	Actual <u>Current Month</u>	Actual <u>Year-to-Date</u>	Percent of <u>Projected</u>
City Operating	\$4,681,098.00	\$390,091.50	\$390,091.50	8.33%
County Operating	\$5,433,209.00	\$452,767.38	\$452,767.38	8.33%
Bank Interest	\$1,000.00	\$326.73	\$326.73	32.67%
Photograph Revenue	\$0.00	\$0.00	\$0.00	0.00%
KSD Livescan Maint	\$2,660.00	\$0.00	\$0.00	0.00%
CD/DVD Revenue	\$3,000.00	\$112.40	\$112.40	3.75%
Report Copies	\$3,000.00	\$63.66	\$63.66	2.12%
False Alarms	\$39,000.00	\$0.00	\$0.00	0.00%
Other	<u>\$5,000.00</u>	<u>\$25.00</u>	<u>\$25.00</u>	<u>0.50%</u>
	\$10,167,967.00	\$843,386.67	\$843,386.67	8.29%

Fund Balance \$560,532.00
FM - Fuel & Parts \$766,618.00

2024 ORIGINAL BUDGET \$11,495,117.00

2023 CARRYOVER & ENCUMBRANCE

Range Bench/Cabinet \$4,750.00
Fleet Maint Salaries \$14,489.00

2024 WORKING BUDGET \$11,514,356.00

EXPENDITURES (All Departments)

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Y-T-D EXP</u>	<u>Encumbrances</u>	<u>Balance</u>
Personnel Services	\$8,200,768.00	\$478,566.81	\$478,566.81	\$14,489.00	\$7,707,712.19
Contractual Serv	\$2,285,015.00	\$215,859.15	\$215,859.15	\$75,376.75	\$1,993,779.10
Supplies & Mat	\$935,992.00	\$61,779.30	\$61,779.30	\$4,018.27	\$870,194.43
Capital Outlay	<u>\$92,581.00</u>	<u>\$3,632.69</u>	<u>\$3,632.69</u>	<u>\$0.00</u>	<u>\$88,948.31</u>
	\$11,514,356.00	\$759,837.95	\$759,837.95	\$93,884.02	\$10,660,634.03
TOTAL EXPENDITURES	\$11,514,356.00				

Percent of budget expended: 7.41%

KENOSHA JOINT SERVICES
 INCOME STATEMENT
 JANUARY 2024
 KENOSHA, WISCONSIN

Fleet Maintenance

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	\$75,118.00	\$14,475.34	\$14,475.34	\$60,642.66	19.27%
County Parts/Labor	\$100,000.00	\$10,200.98	\$10,200.98	\$89,799.02	10.20%
City Fuel	\$341,250.00	\$22,034.54	\$22,034.54	\$319,215.46	6.46%
County Fuel	\$250,250.00	\$14,741.32	\$14,741.32	\$235,508.68	5.89%
Other	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
TOTAL REVENUES	\$766,618.00	\$61,452.18	\$61,452.18	\$705,165.82	8.02%

EXPENDITURES

	<u>Budgeted Amt</u>	<u>Current Month</u>	<u>Year-to-Date</u>	<u>Balance</u>	<u>Percent of Projected</u>
Parts/Labor	\$175,118.00	\$317.98	\$317.98	\$174,800.02	0.18%
Fuel	<u>\$591,500.00</u>	<u>\$19,920.99</u>	<u>\$19,920.99</u>	<u>\$571,579.01</u>	<u>3.37%</u>
	\$766,618.00	\$20,238.97	\$20,238.97	\$746,379.03	2.64%

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 3/18/24
 PAGE 1

TIME 20:35:40

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/29

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
47161	2/01	ANNE BOIE	150-01-50002-203-000	MEAL/GAS REIM-AB	136.44
47162	2/01	BLUE WATER BENEFITS	150-01-50004-216-000	1095/1094 RPRNTG	436.75
			150-01-50004-216-000	Q4 RPTNG	150.00
			 CHECK TOTAL	586.75
47163	2/01	COURTNEY KAUFFMAN	150-01-50007-203-000	MEAL/GAS REIM-CK	90.37
47164	2/01	DATAWORKS PLUS LLC	150-01-50007-212-000	'24 LV SCAN MAINT	5,320.00
47165	2/01	FOSTER & FOSTER INC	150-01-50004-201-000	OPEB TABLE UPDATES	800.00
47166	2/01	KENOSHA SHERIFF'S DEPT	150-01-50004-225-000	BCKGND CK	291.25
47167	2/01	LAURA STREHLOW	150-01-50006-303-000	WORK BOOT REIM-LS	125.00
47168	2/01	NICOLE BERANIS	150-01-50002-203-000	NENA AF,HTL,ML-NB	1,604.20
47169	2/01	SECURIAN FINANCIAL GROUP INC	150-00-21786-000-000	FEB'24	714.59
			150-01-50002-124-000	FEB'24	318.74
			150-01-50003-124-000	FEB'24	135.60
			150-01-50006-124-000	FEB'24	95.94
			150-01-50001-124-000	FEB'24	67.75
			150-01-50007-124-000	FEB'24	38.35
			 CHECK TOTAL	1,370.97
47170	2/01	SHARON MAY	150-00-21786-000-000	FEB'24 LIFE INS	84.24
47171	2/01	TYLER TECHNOLOGIES	150-01-50008-206-000	'24 ESCROW	1,550.64
47172	2/01	WCA GROUP HEALTH TRUST	150-01-50002-122-000	FEB'24	54,132.25
			150-01-50003-122-000	FEB'24	34,143.58
			150-01-50007-122-000	FEB'24	18,701.77
			150-01-50006-122-000	FEB'24	12,868.17
			150-01-50001-122-000	FEB'24	12,610.82
			 CHECK TOTAL	132,456.59

JOB NAME: JVNSUMM
 PROGRAM ID. FVN078
 RUN DATE 3/18/24
 PAGE 2

KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

TIME 20:35:40

START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/29

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
47173	2/01	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KSD-TIME SYSTEM	3,316.50
47174	2/01	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KJS-TIME SYSTEM	3,900.00
47175	2/01	WI DEPT OF JUSTICE - TIME	150-01-50004-322-000	KPD-TIME SYSTEM	2,640.75
47176	2/07	ACCURATE PRINTING CO INC	150-01-50007-309-000	3M CD/2M DVD LABELS	1080.00
			150-01-50007-309-000	BUS CARDS-SCOLES, C	45.00
			 CHECK TOTAL	1,125.00 VOIDED
47177	2/07	AT&T MOBILITY	150-01-50003-212-000	ATT SPRVSRS	28.44
			150-01-50002-212	ATT SPRVSRS	18.96
			 CHECK TOTAL	47.40 VOIDED
47178	2/07	AUCA CHICAGO MC LOCKBOX	150-01-50006-320-000	THRU 1/31	218.16
			150-00-12530-000-000	THRU 1/31	584.19
			 CHECK TOTAL	802.35
47179	2/07	AURORA MEDICAL GROUP	150-02-50004-221-000	PHYS-MT,CS,JM	306.00
47180	2/07	BAYCOM INC	150-01-50002-212-000	VESTA SVC AGREEMENT	78,760.00
			150-01-50002-212-000	VESTA SVC AGREEMENT	6,563.37
			150-01-50002-212-000	CREDIT VESTA SVC AGRMNT	-6,563.37
			150-01-50002-212-000	VESTA SVC AGREEMENT	21,616.00
			 CHECK TOTAL	100,376.00
47181	2/07	BELLE CITY FIRE & SAFETY	150-00-12530-000-000	5LB VEHICLE BRACKET	450.00
47182	2/07	BLUEALLY TECHNOLOGY	150-01-50008-206-000	FORTIGATE 100F UNIFI	3,570.00
			150-01-50008-206-000	FORTICLIENT ANTIVIRUS	6,698.00
			150-01-50008-206-000	FORTIAUTHENTICATOR L	1,398.25
			 CHECK TOTAL	11,666.25
47183	2/07	CARQUEST AUTO PARTS	150-00-12530-000-000	THRU 1/31	2,450.75
			150-01-50006-305-000	2%DISC TAKEN	-49.02
			 CHECK TOTAL	2,401.73

JOB NAME: JVNSUMM
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PAGE 3

KENOSHA JOINT SERVICES
DISBURSEMENT JOURNAL

TIME 20:35:40

START DATE FOR SUMMARY: 2/01 END DATE FOR SUMMARY: 2/29

CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
47184	2/07	COMPLETE OFC OF WISCONSIN	150-01-50002-301-000	02 THRU 1/31	451.00
			150-01-50001-301-000	01 THRU 1/31	60.49
			 CHECK TOTAL	511.49
47185	2/07	DW DAVIES & CO., INC	150-00-12530-000-000	KLEARVIEW 55 GAL	432.30
			150-01-50006-308-000	WASH N WAX	570.98
			150-01-50006-308-000	WASH N WAX	7.50
			 CHECK TOTAL	1,010.70
47186	2/07	EBSO, INC (DBA:GGG)	150-00-21787-000-000	PR020924	244.70
47187	2/07	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	89 OCT UNL FUEL	20,535.91
47188	2/07	FASTENAL COMPANY PURCHASING	150-01-50006-305-000	INDUSTRIAL SUPPLIES	316.34
47189	2/07	HEARTLAND BUSINESS SYSTEMS	150-01-50003-212-000	HEARTLAND MAINT AGRE	845.00
47190	2/07	JENSEN TOWING	150-01-50007-202-000	13 HNCA ACCRD	75.00
47191	2/07	LIONS AUTO GLASS	150-00-12530-000-000	WINDSHIELD	245.00
			150-00-12530-000-000	MOLDING	100.00
			 CHECK TOTAL	345.00
47192	2/07	METROPOLITAN LIVE INSURANCE	150-00-21795-000-000	PR 020924	326.88
47193	2/07	NATIONAL CAR WASH SOLUTIONS	150-01-50006-304-000	CAR WASH REPAIR	910.94
47194	2/07	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PR 020924	5,753.00
47195	2/07	POMPS TIRE SERVICE	150-00-12530-000-000	MISC TIRE PURCHASES	9,032.66
47196	2/07	PORCARO FORD	150-00-12530-000-000	THRU 1/31	6,376.11
47197	2/07	PROPIO LS LLC	150-01-50002-212-000	JAN'24	258.54

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KENOSHA JOINT SERVICES
 DISBURSEMENT JOURNAL

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47198	2/07	SECURIAN FINANCIAL GROUP INC	150-01-50001-124-000	MAR'24	67.75
			150-01-50002-124-000	MAR'24	313.81
			150-01-50003-124-000	MAR'24	108.92
			150-01-50006-124-000	MAR'24	95.94
			150-01-50007-124-000	MAR'24	97.86
			150-00-21786-000-000	MAR'24	733.00
			 CHECK TOTAL	1,417.28
47199	2/07	STAPLES BUSINESS ADVANTAGE	150-01-50003-301-000	03 THRU 11/30 REISSUE	527.03
			150-01-50001-301-000	01 THRU 1/31	263.23
			150-01-50003-301-000	03 THRU 1/31	583.96
			 CHECK TOTAL	1,374.22
47200	2/07	VILLA D'CARLO	150-00-40090-000-000	FALSE ALARM REFUND	25.00
47201	2/07	ACCURATE PRINTING CO INC	150-01-50007-309-000	3M CD/2M DVD LABELS	1080.00
			150-01-50007-309-000	BUS CARDS-SCOLES, C	45.00
			 CHECK TOTAL	1,125.00
47202	2/07	AT&T MOBILITY	150-01-50003-212-000	ATT SPRVSRS	28.44
			150-01-50002-212	ATT SPRVSRS	18.96
			 CHECK TOTAL	47.40
47203	2/12	BUMPER TO BUMPER AUTO PARTS	150-00-12530-000-000	THRU 1/31	3,697.29
			150-01-50006-305-000	2%DISC TAKEN	73.95CR
			 CHECK TOTAL	3,623.34
47204	2/12	CDW-G	150-01-50009-520-000	NETWORK SWITCH JUNIP	40,518.06
47205	2/12	CROWN TROPHY	150-01-50001-301-000	RTMNT PLQ-KW	66.00
47206	2/12	JENSEN TOWING	150-01-50007-202-000	24-4816 DGD NITRO	75.00
47207	2/12	KENOSHA COUNTY	150-01-50005-210-000	LEASE OF SPACE	72,645.87
47208	2/12	PALMEN GMC, BUICK	150-00-12530-000-000	THRU 1/31	227.12

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
47209	2/12	PRIORITY DISPATCH CONSULTANT	150-01-50002-301-000	V14 EMD PILOT GUIDES	995.00
			150-01-50002-301-000	S&H	10.00
			 CHECK TOTAL	1,005.00
47210	2/12	SHRED-IT USA	150-01-50003-212-000	SHREDDING	42.88
			150-01-50002-212-000	SHREDDING	42.88
			 CHECK TOTAL	85.76
47211	2/12	ULINE	150-01-50007-301-000	MISC EVID/ID SUPPLY	145.83
47212	2/12	WISCONSIN FUEL & HTNG INC	150-00-12531-000-000	VEHICLE FUEL	39.19
47213	2/12	COMSYS INC	150-01-50008-201-000	IT SERVICES	40,556.25
47214	2/13	GOVERNMENT FINANCE OFFICERS	150-01-50009-540-000	GFOA SERVICES	250.00
47215	2/13	TYLER TECHNOLOGIES	150-01-50009-540-000	SOFTWRE LIC PYMNT2	30,309.00
			150-01-50009-540-000	STAGE 1 CNTRL PT1	2,497.00
			 CHECK TOTAL	32,806.00
47216	2/20	KENOSHA COUNTY	150-01-50005-217-000	'23 INDIRECT COSTS	77,000.00
47217	2/20	ACCURATE PRINTING CO INC	150-01-50001-309-000	24 2024 KJS BUDGETS	364.32
47218	2/20	APCO INTERNATIONAL INC	150-01-50002-211-000	D.WENBERT CTO RECERT	30.00
			150-01-50002-211-000	S. MASON CTO RECRET	30.00
			 CHECK TOTAL	60.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
47219	2/20	BLACK DIAMOND SOLUTIONS INC	150-01-50008-206-000	NETMOTION FULL ACCES	17,322.50
			150-01-50008-206-000	MICROSOFT WINDOWS DA	9,414.72
			150-01-50008-206-000	MICROSOFT SQL SERVER	7,694.88
			150-01-50008-206-000	WINDOWS ENTERPRISE L	5,397.00
			150-01-50008-206-000	MICROSOFT WINDOWS SE	3,882.70
			150-01-50008-206-000	MICROSOFT WINDOWS SE	1,042.32
			150-01-50008-206-000	NETMOTION FULL ACCES	169.00
			 CHECK TOTAL	44,923.12
47220	2/20	CDW-G	150-01-50008-301-000	2 WIRELESS KYBRDS	34.98
47221	2/20	CRAIG D CHILDS PHD SC	150-01-50004-223-000	PSY-BMAR.	850.00
47222	2/20	CULLIGAN WATER TREATMENT	150-01-50001-301-000	MAR'24	11.00
47223	2/20	DIVERSIFIED BENEFIT SERVICES	150-01-50004-122-000	FEB'24	197.87
47224	2/20	EBSO, INC. (DBA:GGG)	150-00-21787-000-000	PY 02/23/24	244.16
47225	2/20	ENERGY SOLUTION PARTNERS LLC	150-00-12531-000-000	89 OCTANE MID	23,308.36
47226	2/20	IAED	150-01-50002-211-000	EMD - ANNE BOIE	425.00
47227	2/20	INNOVATIVE PRODUCTS INC	150-00-12530-000-000	MAGNETIC MIC	1,649.50
			150-00-12530-000-000	SHIPPING	12.48
			 CHECK TOTAL	1,661.98
47228	2/20	JENSEN TOWING	150-01-50007-202-000	CS#17-071103 DGE STR	75.00
47229	2/20	METROPOLITAN LIFE INSURANCE	150-00-21795-000-000	PY 02/23/24	318.16
47230	2/20	POLICE & FIRE CREDIT UNION	150-00-21784-000-000	PY 02/23/24	5,353.00
47231	2/20	TYLER TECHNOLOGIES	150-01-50008-211-000	'24 TYLER CONN	1,199.00
			150-01-50003-211-000	'24 TYLER CONN	1,199.00
			150-01-50001-211-000	'24 TYLER CONN	1,199.00
			 CHECK TOTAL	3,597.00
47232	2/20	WAUKESHA COUNTY TECH COLLEGE	150-01-50007-211-000	PROF DEV SMNR-CK	350.00

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CHECK #	CHECK DATE	VENDOR NAME	ACCOUNT	DESCRIPTION	AMOUNT
47233	2/20	WISCONSIN SUPREME COURT	150-01-50003-206-000	CCAP REST AGMT	6,250.00
GRAND TOTAL FOR PERIOD *****					677,874.60

Project Status Report

Project Information

Project Name:	911 System Replacement and ESInet transition
Date:	March 15, 2024
Project Ownership:	Kenosha Joint Services Communications Department
Prepared by:	Michael Blodgett, Asst. Communications Manager

Report on Recent Project Activities

- ✓ Data collection process continues in coordination with Intrado, Baycom and Motorola.
- ✓ Completed RFP process for Land Information Department for vendor to work on GIS data cleanup for NG9-1-1 use.
- ✓ Monthly project meeting with Intrado project manager and other stakeholders.
- ✓ ECaTS (Emergency Call Tracking System) equipment installed. This equipment will collect data on 911 calls and provide additional information regarding call delivery to both our agency and to the State.
- ✓ Began coordination with Intrado regarding conversion of Text to 911 capability from our current delivery method to the ESInet upon completion of that project.

Financial Status

Category	Spent to Date	Allocated	Notes
Total	\$0	\$628,074	Total Includes Grant (\$450,000)

Risk \ Issue Review

- *Because this project is currently in early stages, there are no risks or issues which require project attention at this time.*

Milestones / Deliverables

Milestones	Deliverables	Due Date	Completed Date	Reason for Slippage	Actions and Resolutions
Planning	<ul style="list-style-type: none"> Place Hardware Order Develop Project Plan Kickoff calls with Vendors Create Initial Project Schedule Plan for ECaTS equipment installation 	04 /31 /24	-- / -- / --		
Hardware Installation	<ul style="list-style-type: none"> ECaTS – completed 03/14/24 	Ongoing			

Planned Activities for Next Time Period

Activity	Deliverables	Comments
Planning	Continue work on project schedule	This activity will be ongoing as the project progresses.
Planning	Continue data collection for Intrado/AT&T	
Planning	Project kickoff call with Baycom scheduled for March 22, 2024.	It is anticipated that we will know more regarding the timeline for 911 equipment installation following this meeting.

Project Status Report

Project Information

Project Name:	Enterprise Resource Planning System
Date:	March 22, 2024
Project Ownership:	Kenosha Joint Services Administration
Prepared by:	Joshua Nielsen, Director

Report on Recent Project Activities

- ✓ Continuing configuration training for implementation team
- ✓ Completed Chart of Account Mapping
- ✓ Reviewing General Ledger Reports
- ✓ Completed Current, Future State Analysis for Accounts Payable Automation

Financial Status

Category	Spent to Date	Allocated	Notes
Software License	\$56,792	\$81,603	Includes SQL Database
Implementation Services	\$3,586	\$77,019	
GFOA Consulting	\$23,375	\$49,000	
Total	\$84,003	\$207,622	Total CIP Amount \$368,000

Risk \ Issue Review

- Changes to Chart of Accounts and mapping.
- Comsys working on Cashiering and Receipting to capture court information.

Milestones / Deliverables

Milestones	Deliverables	Due Date	Completed Date	Reason for Slippage	Actions and Resolutions
Stage 1 Initiate and Plan	<ul style="list-style-type: none"> Project Operation Plan Project Management Plan Initial Project Schedule 	12 / 08 / 23	12 / 08 / 23		
Stage 2 Assess and Define	<ul style="list-style-type: none"> CFSA Modification Specification Document Solution Orientation Data Conversion Plan 	06 / 07 / 24	-- / -- / --		
Stage 3 Prepare Solution	<ul style="list-style-type: none"> Software is Installed Installation Checklist Conversion Iterations and Review 	09 / 27 / 24	-- / -- / --		
Stage 4 Production Readiness	<ul style="list-style-type: none"> Solution Validation Report Update Go-Live Action Plan End User Training 	10 / 04 / 24	-- / -- / --		
Stage 5 Production	<ul style="list-style-type: none"> Converted Data available in production environment Updated Issues Log Client Services Support Document 	10 / 18 / 24	-- / -- / --		
Stage 6 Close	<ul style="list-style-type: none"> Post Project Report 	10 / 18 / 24	-- / -- / --		

Planned Activities for Next Time Period

Activity	Deliverables	Comments
Stage 3	Configure Document Content Manager	
Stage 3	Review Converted Data and Reconcile	
Stage 3	Configure Core Financials	
Stage 3	Configure Purchasing / Cashiering	
Stage 4	Perform readiness assessments	
Stage 4	Conduct Go live planning	
Stage 4	Develop Go live checklists	
Stage 5	Proof final converted data	



KENOSHA JOINT SERVICES

PUBLIC SAFETY SUPPORT SERVICES

Sheriff • Police • Fire • EMS

1000 55th Street • Kenosha, WI 53140
Website: 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
Date: March 22, 2024
Subj: Fleet Maintenance Technician Vacancy

Fleet Maintenance Technician Shane Zdravkovic has submitted a resignation notice. His last day is March 29, 2024. Obligated payouts will result in a delay of filling this position. The Fleet Maintenance Manager is requesting to hire a technician to fill the vacancy as soon as possible so that Joint Services can continue to meet the needs of the Kenosha Police and Sheriff's Departments.

The process to find a replacement has begun. If we were to immediately fill this vacancy, based on the estimated payouts and projected expenses, we estimate that Fleet Maintenance personnel services accounts for wages and benefits may exceed budgeted amounts in 2024 due to filling this vacancy. This would include no more than \$30,000 depending on hiring dates and benefit levels.

Given the potential, I am requesting Board authorization to fill the vacancy as soon as possible understanding that this may result in a need to transfer funds in the future.

Respectfully,

A handwritten signature in black ink that reads 'Joshua Nielsen'. The signature is written in a cursive style with a large initial 'J' and 'N'.

Joshua Nielsen, Director