

Minutes of the Meeting

COMMUNICATIONS SYSTEM ADVISORY BOARD

**November 3, 2004
5:30PM**

The Communications Advisory Board Committee was convened in open and public session on Sept 1st, 2004 at 5:30 PM, in the Sarpy County Board Meeting Room. The following members, alternates or representatives were present: Rod Buethe, Mark Wayne, Travis Mayer, Bob Roseland, Kevin Pokorny, Len Houloose, Steve Betts, Boomer Strawn, Bob Lausten, and Kirk Schuster. Notice of the meeting was given in advance by publication in the *Bellevue Leader* and the *Papillion Times*. Copies of the Proofs of Publication are on file in the Sarpy County Clerk's Office. All proceedings were taken while the convened meeting was open to the attendance of the public.

Houloose moved, seconded by Wayne, to approve the minutes of the September 1, 2004 meeting.

Director's Report: The director distributed a 3-page status report on the radio system upgrade project. The current plan was covered in detail and general timelines were provided and discussed. The director also noted that current and future access to the Douglas system key for our programming requirements has been resolved satisfactorily. Members were also informed that a special system access level key (I-button) has been procured for our use in programming all Sarpy digital radios. This will protect these assets in the event of loss or theft and make reprogramming by any other entity impossible. A question and answer period followed and all questions with regard to the upgrade process were answered. The director reviewed FY02, FY03, and FY04 Homeland Security grant procurement status highlighting funds remaining that have been approved by NEMA to cover cost of a couple extra radios, programming, installs, special multi-key flash kits, and spare batteries.

President's Report: President Mayer had no report.

Subcommittee Reports: There were no reports.

As a result of a misunderstanding concerning a short-notice Fire Chief's meeting that was to be held last week, Lausten requested that any future meetings that any member wished to call--the nature of which may potentially concern all advisory board members--should be coordinated through the president and the subject matter or issue be added to the agenda for this board's next meeting. Buethe explained the background of the meeting and that its intent was to merely better identify and consolidate questions with regard to the upgrade. The meeting was subsequently cancelled. President Mayer agreed that the proper forum and procedure for any radio system concern should be through the process of this advisory board by placement on its agenda. He asked members, in the future, to contact him as soon as possible with any questions or concerns. Buethe posed a closing question concerning the nature of the plan for new radio user training. Neil Johnson suggested customizing

Motorola's Power Point presentations. Lausten suggested that each department identify one or two individuals as a "train-the-trainer" resource to be provided this material. The director agreed and this is how we will proceed.

After determining the agenda for the January 5, 2005 meeting, Lausten moved, seconded by Buethe, to adjourn at 6:05 P.M. Motion passed unanimously.