

IT ADHOC COMMITTEE  
MEETING MINUTES

June 2, 2021 – 10:00 a.m.  
Howard Male Conference Room

COMMISSIONERS PRESENT: Dave Karschnick, Chair  
Bill Peterson  
Kevin Osbourne

OTHERS PRESENT: Steve Mousseau, IT Director  
Logan Kemp, Assistant IT Director  
Joshua Kuehn, Network Technician  
Mark Hall, Emergency Services Coordinator  
Kim Elkie, Administrative Assistant

INFORMATION ITEM: Mark Hall, Emergency Services Coordinator, presented to the Committee regarding the possibility of having the State place their equipment on our tower. Based on initial reporting, Mark believes the project would be beneficial to the County in a number of ways. Mark will create an outline for the Committee to illustrate the potential project. He also recommended an engineering study to verify the preliminary conclusions.

INFORMATION ITEM: Mark outlined camera upgrades for 911 that he would like to see considered using American Rescue Plan Act funds.

INFORMATION ITEM: Discussion was held regarding renewing Jeanette Tolan's contract for an additional 12 months for website maintenance (alpenacounty.org). The current contract expires June 30, 2021. The proposed new contract is identical to the current contract, with only the dates updated. This expense is budgeted for 2021 and will need to be budgeted for 2022.

Moved by Commissioner Peterson and supported by Commissioner Osbourne to approve the below action. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve the IT Director's recommendation to the renew 12-month contract with Jeanette Tolan for website maintenance (July 1, 2021 to June 30, 2022) at a rate of \$1,000.00 per month, as presented.**

INFORMATION ITEM: Steve Mousseau, IT Director, provided an update on the ongoing deployment of new computers. Approximately half the PCs have been deployed and they are pushing to finish within the next 30 days.

INFORMATION ITEM: Director Mousseau provided an update to the Committee regarding the conversion to Frontier Communications for fax (phone) lines. This committee had requested to see the contract before it is signed. Legal review of the contract has been performed with concerns regarding cancellation clause but this is typical boilerplate language and is unlikely to be negotiable. Steve pointed out to the Committee that we already have phone lines with Frontier (Plaza Pool, Central Dispatch, Sunken Lake Park, Long Lake Park, DHD#4 and a fire alarm) so this language has previously been reviewed and accepted. Moved by Commissioner Osbourne and supported by Commission Peterson to refer this item to the Finance Committee with IT Adhoc Committee recommendation to approve the contract with Frontier Communications for fax (phone) lines. Motion carried.

INFORMATION ITEM: A new SSD drive has been received that is manufactured specifically for the model of laptop the commissioners use. Commissioner Peterson provided his laptop to the IT staff for a trial install of the drive.

INFORMATION ITEM: The wireless network at the courthouse has been partially installed.

INFORMATION ITEM: Steve reported that the 911 siren computer has been sent out for configuration and should be back to us by the first of next week. The siren will need to be tested. Steve will verify the details with Mark.

INFORMATION ITEM: Director Mousseau informed the Committee that the final step to verify compliance with the Ray Baum Act was cell phones and soft phones. If anyone uses a cell phone or soft phone (which are not in use at this time but in case they are used at a future date) the user must make the call to 911 using the phone's mobile network rather than the County's computer network.

INFORMATION ITEM: The IT Department will be disposing of a number of old PCs at the upcoming County electronics collection event. All information has been wiped and any useful spare parts have been removed.

INFORMATION ITEM: Steve Mousseau informed the Committee the Sheriff's Office administrative staff has moved to the new jail; their computers are installed and configured. The corrections staff are tentatively scheduled to move in August.

INFORMATION ITEM: The IT Department is compiling a list of projects to submit for funding consideration from the American Rescue Plan Act.

INFORMATION ITEM: The cyber, data risk and media insurance policy renewal date is July 1, 2021. The paperwork has been sent to our insurance agent.

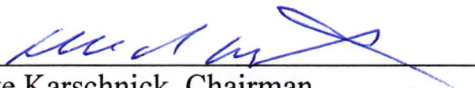
INFORMATION ITEM: IT Director Mousseau provided an update on the priority list from the most recent meeting in April:

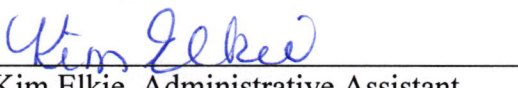
- Complete migration of the final City server – complete
- Configure Zoom Room – complete
- Test standard backup jobs – complete
- Install software for the court – in process, delayed by vendor
- Clerk's office cable install – complete.

INFORMATION ITEM: Steve Mousseau provided the following list of items on the priority list for June:

- Complete deployment of new PCs
- Complete software install for the court
- Continue working on project list for ARPA
- Install switches in the data center
- Reorganize cables
- Install application and test siren PC

Moved by Commissioner Peterson to adjourn. Supported by Commissioner Osbourne.  
Motion carried. The meeting adjourned at 10:58 a.m.

  
Dave Karschnick, Chairman

  
Kim Elkie, Administrative Assistant