



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Information Technology Board

Wednesday, March 1, 2017

6:30 PM

Council Chambers

1. Call to Order

Present 6 - Fabian, Gulbransen, Skinner, Manion, Sanchez, and Bruders

2. Approval of Minutes

A. [ID#17-0273](#) Approval of minutes for 2/1/17

A motion was made by Member Gulbransen, seconded by Member Sanchez, that the minutes from 2/1/17 be approved. The motion carried unanimously.

Aye: 6 - Fabian, Gulbransen, Skinner, Manion, Sanchez and Bruders

3. Discussion and Recommendation:

A. [ID#17-0243](#) Review and act on establishing one standard door and camera security system for all City of Waukesha Municipal Buildings.

Sponsors: Public Works

Bob Bruder arrived @6:31pm

A motion was made by Chairperson Skinner, seconded by Member Gulbransen, that this Business item be Referred to the Finance Committee. The motion carried by the following vote:

Aye: 6 - Fabian, Gulbransen, Skinner, Manion, Sanchez and Bruders

B. [ID#17-0237](#) Review and act on a request to approve a contract with US Digital Designs for the purchase and installation of a replacement station alerting system for a price not to exceed \$300,000. The system will be installed in the City's five (5) fire stations and police/fire dispatch center as approved in the 2017 Capital Improvement budget. This action will authorize the final contract to be reviewed and approved by the City Attorney's Office prior to the signing of the contract by the Mayor, City Clerk and Finance Director.

A motion was made by Chairperson Skinner, seconded by Member Bruders, that this Business item be Referred to the Finance Committee. The motion carried by the following vote:

Aye: 6 - Fabian, Gulbransen, Skinner, Manion, Sanchez and Bruders

C. [ID#17-0001](#) Incident Management Policy

Approve the Incident Management Policy with the addition of the major incident definition, as well as adding that the City Administrator, the IT Director, or IT Management staff with consultation of the City Administrator can declare an Incident a Major Incident.

Aye: 6 - Fabian, Gulbransen, Skinner, Manion, Sanchez and Bruders

- D. [ID#17-0002](#) IT Technical Assessment
- E. [ID#17-0296](#) Data Management Policies

4. Communications and Referrals

5. Adjournment

A motion was made by Member Fabian that this be approved. The motion carried by the following vote:

Aye: 6 - Fabian, Gulbransen, Skinner, Manion, Sanchez and Bruders

"A majority of the Council members may be in attendance"

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Fred Abadi 48 hours prior to the meeting at 524-3600, Fax 524-3898, or the Wisconsin Telecommunications Relay System so that arrangements may be made to accommodate the request.