1.0 General Communication Equipment Policy

The department shall compensate the county for a portion of the county's costs for two-way radios or mobile/cellular telephones used in county highway department vehicles. The annual reimbursement is paid in January based on costs from two years prior. (E.g., The 2023 annual reimbursement was paid in January 2023 based on 2021 premium costs.)

Two Way Radios

A statewide average cost per unit shall be computed using costs including depreciation, insurance, maintenance, and repairs, but excludes operator's salaries. The average shall be determined using total costs for these units divided by the number of units installed in highway department vehicles at the end of the year. The payment shall equal the sum of parts (a) and (b) below:

(a) The average cost multiplied by the number of units installed in trucks assigned to summer state patrol sections.

(b) A percentage of the average cost per unit multiplied by the number of additional units in service. The percentage is equal to the ratio of winter and special maintenance machinery revenue charged to the department to the total machinery revenue generated by the county from all sources, as shown on the Equipment Cost Analysis Summary.

2.0 Cellular Phones

A portion of the costs for the specific units listed here shall be shared by the department:

1. a unit assigned to the highway commissioner,
2. units assigned to designated state patrol superintendents, and
3. one cellular phone or pager to be used by an "on-call" person.

The costs for equipment (when the unit costs less than $7,500), depreciation (when the unit costs are equal or greater than $7,500), and maintenance of the units shall be charged to the radio account. All cellular phones shall be counted as a radio unit to determine averages.

Operating costs for airtime (to be interpreted as the monthly cell phone bill) of only the units detailed above shall be charged to the supervision account for reimbursement by the state. The airtime charges shall be reimbursed at the appropriate supervision percentage from the Routine Maintenance Agreement (RMA).

All other operating costs for airtime of all other cell phones shall be charged to the appropriate account (county maintenance, gravel pit, shop operations, administration) based on the employee (or their position) using the phone. Operating costs for airtime shall not be charged to the radio account.