

**Statewide System Management Group
of the
Wisconsin Interoperable System for Communications**

**Meeting Notes
May 2, 2008
Ramada Inn, Stevens Point, Wisconsin**

Present

Richie, Pickering, Guse, McVicar, Tveit, Satula, Wittkamp, Sweeney, Handlin, Lord-Kourache, Schomisch, Barthuly, Collins, Joski, Hanson, Carlson, Gresham (arrived 10:25AM)

Other Attendees

McClelland, Spenner

Absent

Mahoney, Meier, Sonntag (phoned excused), Hansen

Agenda Items

1. Meeting called to order by Chairman Richie
2. Introduction of participants present.
3. Past Minutes reviewed and approved
4. Roundtable expression of individual member commitment and desired outcomes from serving on the SSMG. Common themes were: that this not become one agency controlled, that we work together for the common good, that the PSIC funds be spent on something that achieves a complete operational impact.
5. Bylaws
 - a. Spell out WISCOM and RFP
 - b. Drop "M" on WISCOMM
 - c. Wisconsin Interoperability System for Communications (WISCOM)
 - d. Replace "board" with "SSMG"
 - e. Annual meeting will be 1st week of March or first quarter
 - f. Brian will forward to Karen standard language on roles of officer positions.1.15
 - g. 1.16 replace team assignments with sub-committee
 - h. 1.111.1 d e add "using the system"

6. Charter Document – Needs format correction to not have “Two members representing public safety communications centers to be a sub set of the 4 “at-large” representatives.

Karen made corrections on the spot and revised/adopted bylaws were distributed at the meeting.

7. Technical Sub committee report

Carl Distributed the Frequency RFP noting that boilerplate language has been omitted to highlight the main substance.

Directory should be corrected to reflect that Joe Collins is on the Technical sub committee.

Carl reported a proposed selection committee. Tom encouraged the addition of a county representative. After discussion the SSMG endorsed a selection committee of Meier, Guse Collins, Spenner, and Keith Butler

John inquired about a 1999-2000 trunking state project WSP had done a few years ago. Guse said the said the project was accomplished but subsequently not pursued. Sweeney cautions that this type of history will be an issue for the SSMG and WISCOM. Statewide communication of a project/system with promised far-reaching potential that does not come to fruition must be explained. When there is inadequate statewide awareness of why it was not pursued it creates a perception of poor project management/sustainability. It is discouraging to have new hope for the future and become excited about some new potential only to never fully understand why the project wasn't completed. It creates the perception of failure and hesitancy to believe the next promise will come through. The challenge for the SSMG is to be different and be discerning and ensure we deliver what we verbalize and promise.

Both Carl on behalf of DOT and Spenner on behalf of OJA cautioned about need for confidentiality of the draft RFP's until formal publication.

Technical Committee recommends adoption of the WISCOM Frequency Plan RFP.

Based upon the Sweeney moves (Satula 2nd) to approve and adopt and to release to the respective procurement agencies a frequency plan RFP with the changes added today for procurement.

Additionally Pickering motioned (Jennifer L-K seconded) the following:

Recommend to OJA that, for each RFP, “Consultation for a WISCOM Statewide Frequency Plan” and a “Project Plan for a Wisconsin Interoperability System for Communications (WISCOM)” be

procurements individually. The procurements would be first evaluated by the identified evaluation committee. The committee's recommendation would then be brought back to the SSMG for review and approval. The SSMG would evaluate and if approved forward to OJA for award. All discussion will be accomplished in closed session. (Unanimous adoption)

Additionally added to Scope of work for both RFPs is the following language (adopted unanimously – by consensus and without a voice vote)

Potential vendor are be notified (in the RFP) that at the SSMG website will be a list of existing studies. It is a concern that we don't want to pay for the duplication existing data all over again. In your proposal must explain how you will utilize existing knowledge and findings.

Hanson motions (Tveit seconds) to refer to Technical Subcommittee the task to inventory existing data and reports for delivery to OJA for addition to SSMG website. The Technical Subcommittee will assemble the existing studies and findings. NEWCOM and others will be invited.

Karen raised question for discussion about the potential of past contractors submitting proposals on thee new RFP's. Consensus was that for several reasons, including the relatively narrow field of qualified experts, past contractors should not be excluded.

LK motions (seconded) that the Engineering RFP Review committee consist of 7 voting members, 5 non-state and 2 state agency members all being from the SSMG. An OJA observer is to be a included, if allowed by DOA. (adopted unanimously)

Jennifer motions (Tony seconds) this review committee to be: McVicar, Collins, Carlson, Hanson, Richie, Guse, Meier.

Jennifer reported work of the Sustainability Subcommittee and reviewed their minutes (copy attached). Next meeting for this subcommittee is 5/20/08 at Plover FD.

Next SSMG Meeting is tentatively August 26, 2008. Dave and Tom to consider less expensive option.