

**WISCOMM State System Management Group
Sustainability Subcommittee**

July 8, 2008

10:00 AM

Plover

Plover Fire Department
Meeting Room

Minutes

Meeting was called to order by Jennifer at 10:30 PM

In attendance were:

Jennifer Lord Kouraichi (chair), Clark County Emergency Manager,
SSMG WEMA representative

Rich McVicar, Dane County PSC Operations Manager,
SSMG APCO Representative

David Spenner (OJA observer).

John Sweeney, Oneida County SO Chief Deputy
SSMG Member at Large

Keith Tveit, WEM Fire Services Coordinator,
SSMG State Agency Representative

Paul Wittkamp, (secretary) DHFS / EMS Communications Coordinator,
SSMG State Agency Representative

The minutes from the April 9th meeting were read and approved.

Changes to the agenda were made to include discussion of a sustainment subcommittee or SSMG website within the outreach topic.

Thanks to Chief Kluck, Plover FD, and Keith Tveit for the meeting room and use of the facilities.

MOU DISCUSSION

Dave Spenner talked about the need for an MOU agreement between the State of Wisconsin and local agencies regarding the Homeland Security PSIC funding available for funding a concept and frequency study for WISCOMM. This funding must be spent by 9-30-08.

A HS requirement is that this funding be split with local agencies 80/20. This MOU will be needed if this 80/20 bridge is crossed. This MOU will allow the state to act as a fiscal agent for the local agencies. This MOU will allow 100% of the initial funding to go towards the state VHF trunking system in exchange for future allocations of 20% for future local support.

A draft copy of this MOU is attached to these minutes. Keith Tveit moved, and Paul Wittkamp seconded, that this draft MOU copy be presented to the SSMG as endorsed by the Sustainability Subcommittee.

STUDIES PRESENTED

South Dakota and North Dakota studies were presented by Paul Wittkamp. Both are similar in approach and use a VHF trunking system. Subscriber units were initially purchased by the respective states.

John Sweeney presented on the Michigan system. Michigan uses 800 MHz and is taking a regional approach to the management of the system. John mentioned Michigan's biggest hurdle with their management is the notion of a "state system".

Keith Tveit presented on Ohio and Wyoming. Ohio is using 800 MHz and Wyoming is VHF.

Rich McVicar overviewed the Illinois StarCom system. Unlike the other states, Illinois uses a leased approach.

OTHER THOUGHTS

Discussion at one point focused on DOA being a possible oversight department for the WISCOMM. This might eliminate some negative "political" impact with the "state system" the "State Patrol system", etc. DOA would be one logical choice due to their management of BadgerNet.

The other state studies showed that Wisconsin is years behind in planning and implementing a state-wide communications system, but BadgerNet is an asset that not too many other states have.

The first task for the SSMG is to fund and implement the state-wide backbone. With that done, a future regional approach might be a solution to efficient management and local agency buy-in.

The SSMG should start and sponsor a WISCOMM website. In doing the other state research, the Sustainability Subcommittee found that they all had very informative websites. OJA might have staff that could handle the daily maintenance of this website. The WISCOMM website would be an excellent tool for outreach and to dissuade negative information and rumors.

As further outreach, the SSMG should present to the WI Counties Association in October.

We should talk with DOA IT staff or management about combining resources with BadgerNet.

John Sweeney will develop a page outlining ways of managing local and state partnerships.

The first outreach goal should be to promote shared controller placement. Locations can be determined based on future studies. We need to partner with the Technical Subcommittee on this. Further outreach to locals can be done via a series of listening sessions. The selected build-out vendor needs to be aware of the importance of partnering with locals and their systems on shared controllers.

A public information officer from OJA should sit in during future outreach discussions to offer guidance.

HOMEWORK

Rich and Keith will discuss training and maintenance needs for WISCOMM prior to the meeting.

Jen and Paul will work on outreach and website issues.

John will develop a survey document for future use with local agencies.

We need to overview or plot similarities between other state systems to develop common "best practices".

The next meeting will be at the same location in Plover on Tuesday, 8-21. The meeting will start 9 AM, one hour prior to the start of the SSMG main body meeting.

The meeting was adjourned at 2:05 PM.

Respectfully submitted,
Paul Wittkamp, Sec.

MEMORANDUM OF UNDERSTANDING /AGREEMENT

BETWEEN THE STATE OF WISCONSIN AND THE (Insert the organization), A PROFESSIONAL ORGANIZATION REPRESENTING MEMBER AGENCIES, REGARDING STATE USE OF HOMELAND SECURITY GRANT FUNDING ON BEHALF OF EMERGENCY RESPONSE AGENCIES WITHIN LOCAL GOVERNMENT.

- 1. PARTIES.** The parties to this Agreement are the State of Wisconsin and the _____, known as the Association.
- 2. AUTHORITY.** This Agreement is authorized under the provisions of Wisconsin Statutes 66.0301 and Department of Homeland Security PSIC Grant Guidelines.
- 3. PURPOSE.** The purpose of this Agreement is to set forth terms by which Wisconsin shall expend Homeland Security Grant Funding on behalf of local government emergency response agencies. On (DATE), the United States Department of Homeland Security issued grant number (GRANT NUMBER) to Wisconsin. Under this grant, the state of Wisconsin must allocate a percentage of grant funding to local government. Under this grant, local governments or an acceptable equivalent spokesman for local emergency response agencies may authorize Wisconsin to make purchases on their behalf provided that the parties enter into an Agreement on the matter.
- 4. RESPONSIBILITIES:**
 - a. The State of Wisconsin
 - Wisconsin shall be the fiscal agent for implementing a Statewide Communications VHF Trunking System as outlined in the WI Statewide Communications Interoperability Plan dated November 30, 2007.
 - Regarding this project, expenditures, contracts awarded, system design and implementation will be accomplished by the State as directed by the Interoperability Council and the "Statewide System Management Group (SSMG)" subcommittee. Actions must be consistent with applicable laws and procurement policies.
 - Less than 30% of the PSIC funds will be expended prior to a method for sustaining the project being established.
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 - b. The Statewide System Management Group
 - The Statewide System Management Group will first establish a charter that ensures fair equitable representation of state and local agency users. After chartering, the group will take responsibility for project management and developing a method to sustain the system beyond its grant period.
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 - c. The Association will:
 - Provide Association participation and support to the SSMG through Association designees who volunteer consultation, dialog, and service.
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5. POINTS OF CONTACT. [Identify the POCs for the State and local governments; including addresses and phone numbers (fax number, e-mail, or internet addresses can also be included).]

6. OTHER PROVISIONS. Nothing in this Agreement is intended to conflict with current laws or regulations. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

7. EFFECTIVE DATE. The terms of this agreement will become effective on (EFFECTIVE DATE). The terms of this agreement will become effective on the date of signing and shall continue under the guidance of the grant program.

8. MODIFICATION. This agreement may be modified upon the mutual written consent of the parties.

9. TERMINATION. The terms of this agreement, as modified with the consent of both parties, will remain in effect for the duration of the PSIC grant program or until the Statewide System Management Group (SSMG) disbands, or the SSMG determines the project is not sustainable and/or technically feasible.

APPROVED BY:

For the State of Wisconsin:

Title

(Date)

_____ Association:

Title

(Date)