

**Statewide System Management Group
Meeting
11/3/2008**

SSMG Present – Brian Satula, Keith Tveit, Carl Guse, Rich McVicar, Jennifer Lord-Kouraichi, Paul Wittkamp, Mark Schomisch, Mark Polell, Doug Meier, Steve Hansen, Karen Carlson, John Sweeney, Mark Handlin, Matt Joski, Randall Pickering

SSMG Via Teleconference - Dennis Fortunito sitting in for Tony Barthuly, Brain Satula, David Sonntag

Also Present; Dave Spenner

Call to Order (not noted on tape)

Approval meeting minutes

Motion made by Randy Pickering to approve the October 23, 2008 meeting minutes.
Motion carried and approved by unanimous voice vote.

Guest Speaker - Chris Lewis from the US Department of Interior

- Background on the Department of Interior and there connection with Communication Interoperability
- Chris Lewis helps arrange the MOU's between the states and the Department of Interior for site and resource-sharing.
- There is no cost to the state.

Discussion on items of mutual interest- Q/A

Q- You referred to the spectrum component and that it's value, through this partnerships is there leverage for a state to have additional spectrum?

A- FCC is aware of what the DOI is doing but not sure how much leverage there would be. I think the biggest thing it does is allow access to an additional resource. Federal MOU signed partnership can also provide less blockage.

Q- We currently do not have any partnerships formed with any of our neighboring states, is that essential that we do to further enhance the potential in regards to spectrum.

A- Always encouraged that you do, but there is no mandate or requirement to do that.

Q- What does the partnership look like?

A- Based upon the needs of the state, after the MOU is signed we provide access to radio frequency spectrum. Trunked out, trunked in, or control channels are not a concern. We don't pay to be on the system. Minimum of 10 frequencies for the state.

Q- Would DOI be an advocate for sustainability for future funding or legislation for WISCOM?

A- Earmarks, no. The importance of the having the relationship must have a positive impact. There is no guarantee on the sustainability.

Q-What would be the next step on this, have it on our next agenda?

A-Yes, to move action on it, it would need to be included on our December agenda.

Sub-committee report -Sustainability

- Moved to take the WISCOM PowerPoint presentation and move it to the SSMG body as a whole.
- Discussed website outreach and am putting together a template.
- Upcoming assignments. Looking at training needs and a draft template on future training needs.

Sub-committee report - Technical

- Ongoing work with Federal Engineering on the frequency plan.
- Generic MOU that Chris Lewis was talking about may need some customizing to WI and then sent out to the whole SSMG

Memorandum of Understanding language adjustments and action on final version

Minor changes to MOU for PSIC, as long as it doesn't affect the fundamentals of the MOU and is only verbiage changes; it is a matter up to the organization.

What can be changed and what warrants change. The MOU is a brief of the terms and conditions. The terms and condition is what we have more flexibility on. The MOU template is a federal document.

List of concerns

1. Restrictions to future PSIC grant money and that HS funds will be tied to this.
2. Operational case studies.
3. When the policy makers are involved in the whole process will the Sheriffs be represented
4. How much it will cost to build the system (user fee)
5. Can the systems be built with the allotted funding?
6. Are frequencies available to build portable coverage
7. Can the MOU be able to be phased?
8. How to integrate public services into the system?
9. Sustainability and working groups.
10. Board making a statement that the group does not represent the individuals counties.
11. A county wanted the funding to go towards a data project

DOA approved the contract. Kimble and Associates was contacted and a teleconference is scheduled, Nov 12th. The SSMG may want to provide a range of dates to meet at the Engineering consultant.

Discussion of the list of concerns (comment summary in italics)

1. Review Operational Case Studies and needs analysis from other systems. *(At the meeting it was noted that the SSMG's Sustainability Subcommittee has done some of this already and continues in their work.)*
2. In cases where the Sheriff is not the authority over a dispatch center, what will be done to ensure elected policy makers are involved? *(It was commented at the meeting that elected officials are represented at the Interoperability Council and through their respective center managers who are members of NENA and APCO.)*
3. What will it cost to use the system? *(If any, ever, it is to be determined by the SSMG.)*
4. Can the system be built for portable coverage? *(At the meeting it was noted that this is planned for in future phases with current planning proceeding in a way to not inhibit this.)*
5. Can we phase it? *(The meeting assumed this meant phasing the expenditures - and the answer was yes this is what the SSMG was doing.)*
6. How do we integrate public services into the system? *(The meeting assumed this meant other departments like public works. SSMG members commented that WISCOM this primarily for public safety but will establish user eligibility later in the development process.)*
7. What is the staffing commitment? *(At the meeting it was noted that OJA and DOT are supporting with staff. Budget proposals are in progress inclusion in the State Budget. PSIC funds could be used for this as determined by the SSMG.)*
8. Is sustainability an issue? *(At the meeting it was noted "Yes", and the SSMG will resolve this before it authorizes system purchase.)*
9. WEMA noted the MOU is being signed by association boards and not levels of government. *(At meeting it was noted that this meets the requirement of the federal government granting authority.)*
10. WEMA noted that one region wants the funds to go to a regional data project. *(At the meeting OJA reported that the project was reviewed and found not eligible because it did not meet all of the grant criteria.)*

MOTION by Randy Pickering that the SSMG direct OJA to modify the terms and conditions document to include in the opening paragraph reference to the specific grant number, grant year associated with the PSIC funds.

Karen Carlson seconded. Motion approved and passes by unanimous voice vote.

MOTION made to modify the language in the MOU to state that these studies are anticipated to be completed in the first quarter of 2009.

Second to the motion. Motion approved and passes by unanimous voice vote.

MOTION to modify the MOU language that references Management and Administration to M&A and to spell out the definition of M&A and remove it from where it is defined later.

Randy Pickering second to the motion. Motion approved and passes by unanimous voice vote

Issue of the adoption of SSMG BYLAWS

Revision of the SSMG BYLAWS at the December meeting for a formal adoption

MOTION to table the adoption of BYLAWS.

Second to the motion. Motion approved and passes by unanimous voice vote.

New business

Reference to a past motion to have Carl as a POC on Engineering Consultant project. Carl notes he has agreed to this.

Formalize SOP's and need to be place on future agenda. Karan Carlson will create a subgroup to develop the SOP's and report back to the group.

FY05 grant funds that were turned back could be used to purchase VHF frequencies. These frequencies would be reviewed by Federal Engineering and can be arranged through state procurement. \$102,000 is available, and the money would need to be spent in a quick manager.

MOTION to table this issue to a meeting later this week.

Friendly amendment- not tabling anything that is on the agenda. We agree to call a special meeting on Friday.

MOTION to call this special meeting on Friday at November 7th at 10am conference call. OJA will be the public location.

SSMG meeting is December 18th at 10:30am

MOTION by Karen Carlson to adjourn. Seconded. Meeting adjourned