

# STATEWIDE SYSTEM MANAGEMENT GROUP

VILLAGE OF PLOVER, FIRE DEPARTMENT TRAINING ROOM

2400 POST ROAD, PLOVER, WISCONSIN

THURSDAY, JANUARY 29, 2009

## APPROVED MEETING MINUTES

### ATTENDANCE

- SSMG MEMBERS
  - In-Person
    - Matt Joski
    - Steve Hansen
    - Nick Flugaur
    - Doug Meier
    - Mark Schomisch
    - Gary McClelland
    - Jennifer Lord-Kouraichi
    - Brian Satula
    - Carl Guse
    - Paul Wittkamp
    - Rich McVicar
    - Randall Pickering
  - Via Teleconference
    - Mark Handlin
  - Excused
    - Mark Podoll
    - Karen Carlson
    - Dave Mahoney
- GUESTS
  - In-Person
    - Greg Engle
    - Robert Isby Jr.
    - Bill Waugaman
    - Kevin McGeary
    - Ken Selvig
    - Dave Spenner
    - Alan Wohlferd

### REVIEW AND APPROVAL OF PAST MEETING MINUTES

- REVIEW
  - Corrections made
- MOTION
  - Motion made by Jennifer Lord-Kouraichi to approve corrected minutes
  - Motion seconded by Paul Wittkamp
  - Motion carries

### FEDERAL ENGINEERING REPORT – ROBERT ISBY

- OVERVIEW
  - Federal Engineering was tasked to conduct a frequency analysis for WISCOM
    - Initial, conservative report found 400 site channels over 68 separate frequencies
    - After revising technical assumptions, a second report found 800 site channels spread across 209 frequencies
  - 20 available DoD frequencies
  - 18 available Part 22 frequencies

- Fundamental goal of narrowbanding is to reduce interference and increase number of channels possible
- Site planning affects frequency planning; dialect with Kimball will continue
- FCC Contouring
  - Directional antennas can help shape the line on state borders
  - FCC only licenses / restricts transmitters; transmitter and receiver height can be adjusted to help with contouring
- LICENSING
  - Best to directly transfer licenses when possible; the FCC process of acquiring unlicensed frequencies is very slow
  - Prioritization
    - Taking licenses that are in-hand and using them right away and then working on acquiring additional channels
    - Focusing on FCC frequencies; proceed with applications for these frequencies for tower sites that are likely candidates
    - Getting licenses from agencies that have moved from legacy systems to 800 MHz
    - 80% of the licenses will be easy to straighten out, 20% will be more difficult and may take a considerable amount of time
- LETTER OF APPRECIATION TO RANGE TELECOMMUNICATIONS
  - Motion
    - Motion made by Jennifer Lord-Kouraichi to draft a letter of appreciation to Range Telecommunications for sale of 24 VHF licenses
    - Motion seconded by Mark Schomisch
    - Motion amendments: Possible SSMG pictures / letter for Home Front, WEM Digest, the IC website, and possibly other publications
    - Motion carries
- MOTION
  - Motion by Randall Pickering to approve Carl Guse to engage in licensing activity to validate current work and process and to subsequently secure the frequencies identified by Federal Engineering
  - Motion seconded by Paul Wittkamp
  - Motion carries

## **KIMBALL REPORT**

- OVERVIEW
  - Phase I - Conceptual Design
    - 71 sites in initial design
    - 56 sites seen as necessary in Kimball planning with a 10% contingency (62 sites) for 95% (at the county level) 3.4 quality coverage
- GROUP DISCUSSION / CONCERNS
  - Concern about site placement and number of sites in certain areas
    - Kimball reminds the SSMG that this is only an initial design
  - Concern about consoles and PSAPs
    - HSGP money will help fund dispatch centers, ISSI equipment, RoIP, and radio replacement programs
  - Kimball recommends the consolidation of phases II and III
- MOTION
  - Motion made by Brian Satula to accept the Kimball Phase I report and authorize Kimball to proceed to Phases II / III
  - Motion seconded by Mark Schomisch
  - Jennifer Lord-Kouraichi abstains
  - Motion carries

## **DEPARTMENT OF INTERIOR MOU DOCUMENT**

- OVERVIEW
  - DoI's operations are relatively small in Wisconsin; they are only using a handful of frequencies today
  - An MOU sets the stage for other agencies to participate in the system on some level
- GROUP DISCUSSION / CONCERNS
  - Concern about DoI compensation / frequency contributions for free use of WISCOM
    - Carl Guse assures the SSMG that this is not an issue
- MOTION
  - Motion made by Steve Hansen to enter an MOU with the DoI
  - Motion seconded by Doug Meier
  - Motion carries

#### **SUSTAINABILITY COMMITTEE REPORT**

- OVERVIEW
  - Sustainability Needs document presentations
  - Keith Tveit Powerpoint presentation
  - Sustainability report by Dave Spenner
    - Based upon the Kimball Phase I Report
    - Alternate funding for sustainability exists
    - IECGP funds can be used for training costs

#### **ADOPTION OF SOP TELECONFERENCE BYLAWS**

- MODIFIED BYLAWS
  - “Meetings shall be held by electronic format (teleconference and / or videoconference) if one active member is present at each site and those members may be used for the purpose of meeting quorum. The annual meeting, typically the March meeting, shall not utilize electronic meeting format.”
- MOTION
  - Motion made by Brian Satula to adopt the modification of the teleconference bylaws
  - Motion seconded by Steve Hansen
  - Motion carries

#### **NEW BUSINESS**

- WISCOM GOVERNANCE WORKSHOP
  - A long list of possible topics
  - Options for meetings (including governance workshop for the annual meeting or separate)
  - Some input for the structure of the workshop needed
  - Set the tentative date for the workshop as April 2<sup>nd</sup>, 2009
- WISPERN BOARD DISCUSSION
  - Mutual Aid narrow-banding conversion draft sent to WISPERN board
    - They are to report back to the IC at the next meeting on this
    - Carl Guse emailed out the document, asking for feedback by the end of February from the responder and emergency management community

#### **NEXT MEETING DATE DISCUSSION**

- NEXT MEETING WILL BE THE ANNUAL SSMG MEETING
  - Set March 4<sup>th</sup> as Annual meeting; no elections will be held as members will retain positions until after 2009

#### **MEETING ADJOURNED**