

STATE SYSTEM MANAGEMENT GROUP

FIRE TRAINING ROOM
2400 POST ROAD
Plover, Wisconsin
WEDNESDAY, MARCH 4, 2009

MEETING MINUTES

CALL TO ORDER - 10:39 AM

IN ATTENDANCE

- SSMG MEMBERS
 - IN PERSON
 - Steve Hansen
 - Brad Hardell
 - Mark Schomisch
 - Mark Handlin
 - Dave Sonntag
 - Karen Carlson
 - Mark Podoll
 - Randy Pickering
 - Jennifer Lord-Kouraichi
 - Carl Guse
 - Rich McVicar
 - Ken McGlocklin
 - Paul Wittkamp
 - Nick Flugaur
 - GUESTS
 - IN PERSON
 - Dave Spenner
 - David Roberts
 - Rich Nowakowski

REVIEW AND APPROVAL OF PAST MEETING MINUTES

- MODIFICATIONS
 - Steve Hansen was present at meeting
- MOTION
 - Motion made by Mark Handlin to approve the minutes as amended
 - Motion seconded by Dave Sonntag
 - Karen Carlson abstains
 - Motion carries

ANNUAL MEETING AGENDA REQUIREMENTS

- AS STATED IN THE BYLAWS
 - An annual meeting will be held each quarter of the calendar year with invitation to all public safety agencies for the purpose of satisfying:
 - The status of SSMG Initiatives
 - The group has formed two subcommittees, both of which are currently active and reporting
 - Annual membership appointments
 - Bylaws are such that initial terms are for a period of at least two – three years; there are no formal membership requirements for the current meeting

SUSTAINABILITY COMMITTEE REPORT

- **NEW DEVELOPMENTS**
 - Website with WISCOM information
 - Input appreciated
 - Training presentation for use throughout the state (Powerpoint)
 - Canned presentation that you can deliver and give an overview / benefits of the system as simply and clearly as possible
 - Multiple presenters can present it easily; pictures of response vehicles from around the state are featured on every slide
 - Q+A document for the website / handout
 - Trying to place main questions on a document and put it out in the field via Regional Interoperability Coordinators
 - The coordinator grant has been awarded, but the concepts are not complete
 - Two breakout sessions at the Governor's conference on interoperability
 - Kimball will give a 25 minute report at the conference
 - Still working on the timeline; Carl will be giving the technical committee report
- **DISCUSSION**
 - Suggested proactive outreach for large events (conferences, seminars, and meetings)
 - Wisconsin State Fire Chiefs Association meeting on June 26-27,
 - State Chiefs Education Seminar in November
 - APCO conference at the end of April
 - MABAS speaking on the 26-29 of April – talk to the program chair to see if we can get squeezed into the agenda
 - WEMA conference in November
 - Badger State Sheriffs has four meetings a year – suggested outreach for the one in May (Shawano Co), one in August (Marinette Co), and one in December (Sheboygan Co)
 - Wisconsin Sheriff's and Deputies Association in June (Chula Vista) and February
 - Police Chiefs conference coming up in August (Fond Du Lac – Second week / Tues / Wed / Thurs)
 - Bi-Monthly EMS meeting – try for June or August
 - Suggestion to discuss conference outreach and assigned speakers for May SSMG meeting
 - Multiple speakers would bring visible indication of integration of all emergency services and emergency management
- **ONGOING WORK**
 - Desire to have a logo for WISCOM
 - Ryan Sugden to come in on the main meeting and give us some ideas to improve outreach
 - Teleconferenced in Badgernet representatives; they are interested in WISCOM; the SSMG hopes to seek out their guidance for WISCOM implementation
 - Option for the APCO conference in Lacrosse; Monday or Tuesday (Steve will be there Tuesday, Randy will be there on Monday) 27th or 28th; Agreement that Tuesday is preferred
 - WISCOM
 - Sustainability Report distribution; delayed until next meeting because we're not ready to go forward with that
- **MOTION**
 - Motion made by Jennifer Lord-Kouraichi to table action on the Interoperability Coordinator's report until a later date
 - Motion seconded by Karen Carlson
 - Motion carries

GOVERNOR'S BUDGET PROPOSAL

- **OVERVIEW**
 - Proposal enables (participation is voluntary) program revenue to be generated from state agencies for the use of WISCOM
 - No enabling for local or federal contribution in the legislation

- Funds for staff / build-out not needed for this year - hiring freeze in the state limits new-hires
 - The legislature will hopefully act quickly on the budget; hopefully word will be received by the May SSMG meeting
- **DISCUSSION**
 - Concern about the lack of language concerning federal or local agencies wanting to use the system for day-to-day operations
 - Suggestion is for SSMG members to expand the language via an assembly member before the budget is approved
 - Suggestion that Chairman Joski should ask guidance from Dave Steingraber and bring the proposal forward.

TECHNICAL COMMITTEE REPORT

- **RECENT HIGHLIGHTS**
 - Kimball and Associates chosen as the engineering consultant
 - Four-phase report
 - Working on a combined Phase II / III stage now
 - In-depth system design work underway (site evaluations / surveys)
 - Best practices, sustainability, and partnerships research also being done
 - Presentation scheduled for the Governor's conference
 - Plan on reporting to the SSMG at the May meeting
 - Federal Engineering chosen as the frequency consultant
 - 120 deliverable report delivered on February 18th
 - 92% fulfillment of 5-channel / site goal (97% fulfillment of 4-channel / site goal)
 - Licensing requirements met, but not all frequencies are practical
- **NEW DEVELOPMENTS**
 - Vendor presentations scheduled for next week
 - Monday and Tuesday, Wednesday and Thursday afternoon (6 presentations)
 - Attendance recommended
 - Presentations will be distributed in hard and electronic copies
 - Not necessarily unlikely that there will be six presentations; possibility that bids will combine for "total solution" (need to partner for a complete solution)
 - Kimball activities
 - Doing site evaluations / surveys now
 - Presentation scheduled for the Governor's conference
 - Plan on reporting to the SSMG at the May meeting
- **DISCUSSION**
 - Phase IV (RFP purchase / implementation) of Kimball's consultancy would start in the third quarter of this year
 - Possible gearing up / hanging / antenna work to be done in the winter
 - Probably a year or so (second quarter) before equipment starts rolling out
 - Frequencies
 - Adjusted frequency engineering numbers not as rosy as initial report, however, significant gains are being made
 - In a better situation for repeater output / base frequencies than mobile input frequencies
 - Carl has submitted 36 applications for FCC licenses, ranging from one pair to four pairs of frequencies / application
 - Every site but one has at least one military frequency assigned to it, most have two; working with Army frequency specialists on DoD frequency assignment updates
 - 150-156 MHz range possible area for mobile input frequencies as long as there is adequate separation at any given site
 - The fifth channel in the five-channel / site plan would provide ample capability for day-to-day state agency operations; it would be desirable to design beyond that if feasible

- Need to take this issue as far as possible before going to DoI or businesses for frequencies; Dave Steingraber is prepared to sign the DoI MOU, next step is to set up signing meeting in conjunction with the next IC meeting
- Problem areas include the SE portion of the state, the Minneapolis area, the NE part of the state from Green Bay to Vilas County (no RANGE frequencies in market area 59 because they are currently using them)
- Important to invest in equipment capable of handling foreseeable expansion
- System sharing and minimization of duplication of efforts
 - Concern about duplication of efforts / equipment
 - Washington and Dane counties good examples of areas with significant existing system infrastructure - it makes no sense to have the state build out in those areas (for example letting WISCOM use Dane's towers / controllers); the only concern about using existing equipment is that generally when you buy a controller, you are buying your radios from that vendor - if Dane makes a decision, it could effect vendor outcomes; a good example of this are the Twin Cities, who bought a system seven years ago and expanded it statewide
 - Suggestion to bring discussions of system sharing / minimization of duplication of efforts to the next Technical Committee meeting
 - Controllers / infrastructure dictate each other
 - There are different options for infrastructure (arrangements of central controllers, no controllers, multiple controller brands with ISSI)
 - Milwaukee County is interested in ISSI connection
- Federal representation
 - Charter calls for a federal representative
 - Carl has reached out to the chair of the Federal Partnership for Interoperable Communications (FPIC) about the available seat; looking for input / help getting that filled
- NEXT MEETING DATE
 - Afternoon of March 24 (tentatively) in the Madison area
 - Possibility for a video conference

WORKING LUNCH

OLD BUSINESS

- NONE NOTED

NEW BUSINESS

- COMMUNICATION FROM THE INTEROPERABILITY COORDINATOR RECOMMENDING THE FOLLOWING BYLAW CHANGE:
 - "As the SSMG leads us through the next phase of WISCOM development, certain expenses related to SSMG activity could / will be incurred. The Interoperability Coordinator recommends that the SSMG consider adopting a bylaw appointing an SSMG Executive Committee consisting of the SSMG Chairperson, SSMG Vice Chairperson, Technical Committee Chairperson, and the Sustainability Committee Chairperson. Members of this committee would have the authority to expend SSMG-allocated funds for WISCOM purposes providing the following: The expenditure is for an individual or activity that does not exceed \$300 and that decisions be reported to the SSMG at its next regular meeting. Only two principal officers are needed to approve an expenditure as long as one of the approving individuals is either the Chairperson or Vice Chairperson."
 - Motion
 - Motion by Steve Hansen to approve bylaw change (using the "three members of the Executive committee" clause later replaced by the amended language)
 - Motion seconded by David Sonntag
 - Discussion
 - Karen Carlson: We're forming a new committee by this group- is this the only thing the Executive Committee would be doing?

- Amendment
 - Instead of the executive committee, 1) Modify motion to two officers 2) principal officers in place of executive committee “
- Motion
 - Motion to amend and approve bylaw change seconded by David Sonntag
 - Motion Carries
- CONSIDERATION OF A DATE FOR PHASE II / III PRESENTATION FROM KIMBALL
 - Thursday, May 7, 2009 proposed date
 - Suggestion of May 8, 2009 (10:30 AM) in Plover
 - Sustainment Committee meeting would slip back in this case
- RECONSIDERATION OF GOVERNANCE WORKSHOP DATE
 - 8:30 AM – 3:30 PM
 - April 7th and 8th considered
 - Conclusion to use a Doodle poll to get SSMG consensus on suitable date

ADJOURNMENT - 1:25 PM

- Motion made by Randall Pickering and Karen Carlson to adjourn the meeting
- Motion seconded by Mark Podoll
- Motion carries