

STATEWIDE SYSTEM MANAGEMENT GROUP

JANUARY 28, 2010
CONFERENCE ROOMS 1 + 2
PORTAGE COUNTY ANNEX BUILDING
1462 STRONGS AVENUE
STEVENS POINT, WISCONSIN 54481

MEETING MINUTES

CALL TO ORDER - 10:33 AM

ATTENDANCE

- MEMBERS
 - In Person
 - Kevin Lemke
 - Paul Wittkamp
 - Rich McVicar
 - Joseph Baasch
 - Keith Tveit
 - Kent MacLaughlin
 - Brad Hardel
 - Gary McClelland
 - Doug Meier
 - Karen Carlson
 - Mark Handlin
 - Steve Hansen
 - Brian Satula
 - Carl Guse
 - Matt Joski
 - Randall Pickering
- Via Teleconference
 - John Sweeney (in attendance for portion of meeting due to connectivity issues)
 - David Mahoney
- OJA STAFF
 - Jennifer Lord
 - David Roberts
 - David Spenner

APPROVAL OF PAST MEETING MINUTES

- MOTION
 - Motion made by Karen Carlson to approve past meeting minutes
 - Motion seconded by Joseph Baasch
 - Amendment made by Keith Tveit on his attendance
 - Motion carries

SUSTAINABILITY REPORT

- OVERVIEW
 - Group met January 25
 - Top priority is fee structuring
 - Fee structures are a last resort, as a general concept (low on the list of potential funding)
 - Technical committee just discussed how the group proceeds is determined by costs
 - The 5-year sustainability budget projection is a starting point (roughly \$1.5 million a year), however, actual costs will be far less for the first five years
 - Past those five years, the projected system operational costs are \$1.5 million a year
 - Suggestion to develop an initial, conservative operating budget for distribution to potential system users
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 - Suggestion to do outreach for GPR fund leveraging
 - \$4 million available in HS and stimulus funding
 - Jennifer will provide details in the next interop email announcement (WISCOM build-out concept paper request announcement)
 - The applicant pool for build-out projects may be stronger if we have at least an interim fee structure
 - The draft sustainability document will eventually likely encompass user levels
 - Suggestion to look at user definitions, operational policies, and an initial conservative budget
 - The three current proposed user groups are

- Occasional Users
- Mutual Aid User
- Daily Users
- The Technical Workgroup has come up with five levels; maybe we need to expand the area between occasional and mutual aid
- Suggestion to first take a look at the three workgroups (sustainability, technical, and governance) and determine workgroup roles
 - Suggestion to get the three workgroups together for a meeting once this is done

TECHNICAL REPORT

- OVERVIEW
 - Group met prior to this meeting
 - Primary business was a draft usage policy, a document that started out as an Indiana document, reworked (categories) as a proposal for WISCOM
 - User level section added (key point), most discussion was on this topic
 - This will be an evolving / growing document, but the workgroup is at a point ready to share this document, so the other workgroups can draw on the document
 - Five user groups suggested
 - 1. Interoperability User (communications multi-agency, typically across county lines, when no common channel access is availability - on interoperability talkgroups - basic system use - we seek to have this available to all public safety users)
 - 2. Itinerary / Travel (many agencies, bolstering support of units operating outside their home area - Prison transport, regional response teams, etc - on travel channels (maybe one talkgroup per county - no cost)
 - 3. Daily Use (support of internal agency operations - on established daily use channels - all agencies can apply - user fees or in-kind contributions (60-120\$ / radio / year just a guesstimate)
 - 4. Affiliated sub-system (Gateway or ISSI linkup, standalone system that has a connection of some type)
 - 5. Integrated build-out (agency wishes to purchase or construct sites or increase capacity to meet the needs of that agency - agency has specific coverage needs, wishes to build out the system to allow for their use)
- DISCUSSION
 - This probably won't be the ultimate format
 - Users could be in multiple categories
 - Data category could be added, itinerary wouldn't necessarily have to be free
 - Going to meet in the near future to discuss county dispatch access and how Badgernet could interface
 - Counties would ultimately make the decisions on options
 - This will take some time - implementation might not be until next year with the exception of early adopters
 - There is a need to get some kind of figures out to stakeholders
 - Suggestion to make governance, compliance, user groups, and fees a package to present to planners and end users
 - Technical assistance from OEC could help with governance
 - Kimball could also assist
 - DoT Bureau of Communications has a PPA starting for administrative support

KIMBALL AND DOT PROJECT REPORT

- KIMBALL ACCOMPLISHMENTS
 - IP Networking workshop on January 25 a success
 - EFJ is slated to deliver a network topology and network design
 - The EFJ solution will reside on its own IP network backbone
 - Equipment orders all received, minus base stations, which are being manufactured
 - Visited some sites, have a good feeling for design
 - Asset management / tracking done on a regular basis

- Tony is developing a site checklist
- Revised propagation study will be posted on Kimball and WISCOM
- EARLY SITE DISCUSSION
 - Looking at implementing an early site (targeted in 2-3 weeks)
 - Non-production base station, which will be returned to EFJ after production base stations come out
- TIMELINE
 - Acceptance tests September 10th
 - Critical design dates moved
 - Site installation work starts early spring
 - Tower services complete late spring
 - Factory acceptance testing in late May (EFJ factory visit for 50-site test)
 - Shipping date in late June for sites
 - Site installation in July
 - No risks to the project right now, risk assessment reviewed every week
- TRAINING PLANS
 - Radio users (operators and dispatch)
 - Making sure people know how to use radios will be instrumental
- DISCUSSION
 - Q: Is there enough training?
 - A: Working with EFJ for training plans / templates. Tony believes there are enough training hours and funds. WISCOM trainer position to be hired.
- DOT PROJECT REPORT
 - Re-propagation
 - New antennas and corrections to technical specs need to be incorporated into a revamped propagation study.
 - As antenna patterns, heights, power levels are tweaked, the map has changed a bit. Carl doesn't expect a dramatic change, but there were enough minor changes to warrant an update.
 - Frequencies
 - An updated version of Federal Engineering study was viewed by Carl.
 - Their work will provide some drive to the plan. Getting to the point where we can start forming some type of request to DoI to further that discussion for specific frequency support
 - Working with Sgt. David Owen of the National Guard on DoD frequencies and National Guard support for WISCOM
 - Positions
 - DOA approval for the four positions (PPA and 3 techs)
 - Upcoming events
 - Critical design review scheduled for Feb 22nd
 - Discussion
 - DoI infrastructure limited, but Carl believes they're willing to discuss it
 - We're focusing on their frequencies - we will likely go to them with an approximate number of required mobile / repeater-input frequencies
 - This seems to be an area that the feds are more comfortable working with and where many of our difficulties are.
 - State of Wyoming recently got FCC permission for federal frequency use, which is very promising for us.

OJA UPDATE

- OVERVIEW
 - IC approved the State Agency SCIP Implementation Group
 - Communications Specialist position being reviewed for hiring
 - UASI interoperability audits coming, possibly financial and operational
 - Suggestion to take a look at the major interoperability audit in Chicago
 - More rural interoperability audits down the road
 - MEETINGS AND EVENTS

- COML training April 20-22 in Appleton
- SCIP update June 23rd in Appleton
- GRANTS
 - SCIP coordinator grants awarded (sixth region being processed)
 - WISCOM build-out grant opportunities
 - Concept paper opportunity to be announced within the month

ANNUAL MEETING AGENDA

- CURRENT AGENDA ITEMS FOR MARCH 25 JOINT SSMG - IC MEETING
 - SSMG call to order - 9:30 AM
 - General topics
 - Call to order
 - Sustainability report
 - Technical report
 - EFJ Presentation
 - Public Comment
 - Election for elected positions
 - Seat SSMG elects
 - Adjournment
 - IC meeting - 12:00 PM

HOSPITAL USAGE REPORT

- OVERVIEW
 - Paul Wittkamp briefed Airmed / hospital (WHEPP) coordinators on WISCOM,
 - Steve Hansen has been proactive with the Region 7 group
 - Hospital administrators see redundant communications being a big need, but they don't have the guidelines or plans
 - 130 hospitals are required to maintain communications on EMS-B
 - Preparedness guidelines also require them to maintain four levels of redundant communications (landline, cell, satellite, two-way radio) and possibly ARES / RACES
 - Paul is surveying hospitals for communications equipment
- DISCUSSION
 - If hospitals have VHF abilities already, why not update them for WISCOM use?
 - Paul isn't picturing day-to-day use, but this would be an excellent interoperability use (communication with each other, not just inbound units)
 - Hospital coordinators are looking at pilot projects in each region to test WISCOM
 - Regional and statewide talkgroups could be implemented (8)
 - Instant response would be had with radios
 - Witrac = IP-based patient tracking and capacity tracking tool, but capacity could be easily exceeded in a given situation
 - Anything relative to ambulance to hospital communications (especially long-distance communications) would be on itinerary / travel talkgroups
 - Transports may not be to the closest hospital, but the most appropriate hospital; long-distance communications are key here
 - The one difference is that air is looking to dispatch on WISCOM, too, not just coordination between units and hospitals
 - Will there be too many talkgroups? Will hospitals be annoyed by regional traffic?
 - Hospitals should really have their own talkgroups

BREAK

DISCUSSION OF USER ROLES AND DAILY WISCOM USERS

- LOCAL OUTREACH
 - Matt talked to Trempleau county stakeholder, who had questions that Matt couldn't answer (costs, etc)

- Calls from counties are coming in about how WISCOM will affect their local interop efforts
- What agencies can do to be compliant with WISCOM is another talking point (flash upgrades, etc)
- We want to make sure that the information we're presenting is consistent
- Suggestion to create a guidance document with specifications out to all users now - it costs a lot more to upgrade radios at a later date than buying trunking radios upfront
- **MOTION**
 - Motion made by Brian Satula that "The SSMG will develop a guidance document for a minimal list of equipment and WISCOM transition requirements."
 - Motion seconded by Karen Carlson for discussion
 - Discussion
 - Document should be evolving / living
 - Suggestion that end user equipment is one part, the other half is system / infrastructure decisions - WISCOM could be a viable alternative to some of these
 - There are a lot of people who are about to upgrade radios or systems due to the narrowbanding deadline
 - Every situation is a little different (concerns, needs, perspectives, etc
 - Generic statements will help with general understanding, but detailed talks need to happen for specific systems.
 - Suggested to include caveat that the system will provide 95% mobile coverage (can pull that out of our mission statement)
 - Motion carries

PROMOTION ON BEHALF OF EFJ

- **DISCUSSION**
 - SSMG members will review as it is important everyone sees public relations pieces, of which this is one of the first
 - Carl and EFJ PR representative worked on this together
 - This could be personalized for disciplines, with quotes from respective SSMG members
 - (our project is unique in that it's locally-driven)
 - Document will be disseminated electronically to members for comment

DISCUSSION

- **GOVERNANCE WORKGROUP**
 - Members are
 - Dave Spenner
 - Matt Joski
 - Brian Satula
 - The group hasn't met since the bylaws workshop
 - Suggestion to have governance group create a governance framework for SSMG comment
 - This will be an action item at the next SSMG main body meeting
- **OUTREACH**
 - Randy Pickering was invited by Grant county fire chiefs to talk about the WISCOM fire service potential
 - Has a slot on the WSFC agenda, which is not a joint session on narrowbanding and WISCOM
 - We need to be consistent in our messages, but we have to be careful to not misrepresent
 - The only official statements should come out of Matt or Carl or the website
 - Interoperability Initiative templates are available for presentations and letters
 - Suggestion to map out association meetings and conferences for proactive marketing
 - OJA has a booth at the WSPC conference
 - EMS conference in June; need 400 WISCOM brochures

NEXT MEETING DATE

- **DISCUSSION**
 - BSSA conflict for the fourth Thursday
 - February 18th suggested date

- 10:30, location TBD

PHOTOSHOOT

ADJOURNMENT - 1:20 PM

- MOTION
 - Motion made by Randy Pickering to adjourn
 - Motion seconded by Karen Carlson