

# STATEWIDE SYSTEM MANAGEMENT GROUP MEETING

VILLAGE OF PLOVER, FIRE DEPARTMENT TRAINING ROOM  
2400 POST ROAD, PLOVER, WISCONSIN  
THURSDAY, DECEMBER 18, 2008

## MINUTES

### **ROLL CALL (10:30 AM)**

- IN ATTENDANCE
  - In-Person
    - Paul Logan (sitting in for Rich McVicar)
    - Carl Guse
    - Jennifer Lord-Kouraichi
    - Dave Spenner
    - Keith Tweit
    - Matt Joski
    - Paul Wittkamp
    - Doug Meier
    - Karen Carlson
    - Mark Handlin
    - Bill Waugaman
    - Kevin McGeary
  - Via Teleconference
    - Bob Isby
    - Dave Mahoney

### **REVIEW AND APPROVAL OF PREVIOUS MEETING MINUTES**

- SPELLING AND MISTYPE CORRECTIONS MADE TO 11/3/08 AND 11/7/08 MINUTES
- MOTION MADE TO APPROVE CORRECTED MINUTES
  - Motion carries by unanimous voice vote

### **SUSTAINABILITY COMMITTEE REPORT**

- BADGERNET
  - Implementation previously discussed with Mike and Bruce
    - Suggested possibility to have them as advisors to WISCOM
  - Keith developed Badgernet training outline; 45 minute - 1 hour Powerpoint presentation to boost local outreach for Badgernet
- WISCOM WEBSITE OVERVIEWED
- ITEMS FOR NEXT MEETING
  - Sustainability Needs document
  - Ryan Sugden of OJA to talk about marketing and outreach

### **TECHNICAL COMMITTEE REPORT**

- TELECONFERENCE CALL ON DECEMBER 3<sup>RD</sup>
  - Included Bill Waugaman of Kimball and Associates
- DEPARTMENT OF INTERIOR MOU
  - Input incorporated into the draft document and sent back to DoI for review
  - Emphasis on the language used for the contribution of frequencies

## **INTRODUCTION AND DIALOGUE WITH KIMBALL AND ASSOCIATES**

- BASIC THEME
  - Idea of presentation is to get expectations in line
- INTRODUCTIONS
  - Jim Bitting - Project Manager
  - Bill Waugaman - Project Consultant
  - Kevin McGeary - Account Manager
- PROJECT PHASES (FOUR)
  - Phase One: Concept Validation
    - Studying frequency availability
    - Looking at sites and towers, equipment buildings, equipment racks / load (and determining if additional equipment is needed)
    - Adding bandwidth onto microwave system (backhaul required)
    - Computerized coverage program (EDX) to determine coverage / site implementation
    - Written report detailing design, frequency plan, assumptions, sites, connectivity, and risk mitigation due on January 29<sup>th</sup>
    - Committee decision point should be shortly after report is delivered
    - PSIC funding ends September 7<sup>th</sup>, 2010; an extension would require an act of Congress
  - Phase Two: Concept Refinement
    - Take information from phase one and develop it into a tighter, more granular design
    - Look at system loading
    - Frequency plan emerges
    - Make provisions for added features / upgrades down the road to minimize need for reconfiguration
    - Look at backhaul alternatives if the microwave system can't handle it
    - Look at legacy system interfaces and interoperability with county / local
    - Vendor presentations; building vendor awareness so vendor response can be hastened
    - More detailed budget / pricing estimate
  - Phase Three: Implementation Plan
    - Looking at best practices
    - Kimball presentations to vendors; vendors start designing and preparing
  - Phase Four: Procurement and Implementation
    - Design review
    - Have an RFP ready
    - Vendor conferences and Q+As
    - Review / evaluation of vendor bids and proposals
    - Assist council in vendor selection
    - Staging and testing of system at vendor facility – SSMG participation encouraged
    - Provisions for local enhancements (for cost benefit) will be made - in accordance with state procurement laws and vendor
    - Provide support and project management; proposal to put full-time project managers on-site to oversee implementation
    - Task coordination
    - Regular status meetings
    - ASBILT
    - Acceptance testing / inspections
    - When (and only when) vendor has completed all responsibilities, Kimball will recommend acceptance

- **PROJECT SCHEDULE:**
  - Phase One
    - Kicked off on Nov 18<sup>th</sup>
    - Presentation by the 27<sup>th</sup> of January
  - Phase Two
    - Lasts three months
  - Phase Three and Four
    - Will flow into each other somewhat
    - Will be completed by first of June / July
- **GENERAL Q+A AND DISCUSSION**
  - Q: Can you go through the decision point again?
    - A: Report at end of phase one to assist in committee decision. Committee decision must be made swiftly; may not be a yes or no, but more of a “Can we do this for the money allotted or not, and what are the alternatives?” kind of scenario.
  - Q: What are you doing about backhaul?
    - A: Already looking at the microwave system right now. We’re also looking at microwave alternatives in phase two if capabilities do not match needs.
  - Q: Is PSIC being rolled into another program and extended?
    - A: It is unlikely. PSIC and IEGCP meant to fund skip plans. The article suggesting the such is rather ambiguous. No word through formal channels of anything like this.
    - A: There may however be some allowance for individual extensions in the future, similar to normal HS grants.
  - Q: What of training?
    - A: As Kimball proceeds, training, education, and consensus generation will all be discussed so that expectations are in line with what the technology can deliver.
    - A: Use Pennsylvania sample documents with Sustainability Committee.
    - A: Suggestion made to review documents at next meeting.
  - Q: What does an SSMG member need to know to make an informed decision?
    - A: Our report will be a little technical, but for the most part, it will be budgetary / feasibility, which should allow for a black and white decision. The report will also be available electronically prior to its release.
  - Discussion of scheduling:
    - SSMG meeting on January 29<sup>th</sup>
    - Kimball report available Jan 27<sup>th</sup>, electronically on close-of-business on the 23<sup>rd</sup>
  - Discussion of microwave backhaul:
    - Kimball will recommend upgrades to towers if bandwidth capacity isn’t high enough
    - 50-100 watt mobile unit design; OJA recommendation is 50 watts
    - Expect federal frequency plan parameters to be specifically defined
    - Kimball will simulate “reasonable” parameters for conceptual design

**PROGRESS REPORT ON FEDERAL ENGINEERING SERVICES**

- **FEDERAL ENGINEERING AS THE FREQUENCY CONSULTANT**
  - Bob Isby as lead consultant
  - 90-day deliverable being worked on as per the contract
- **FOUR STEPS:**
  - DOT frequencies
    - 20 frequencies
    - Clear all over
    - Flexibility since frequencies aren’t assigned yet
    - Kimball will develop the site list and provide it to Federal Engineering Services
  - Public Safety Frequencies (FCC)
    - Need to determine what frequencies work at what sites and the licensing needed for these
    - 16 of the sites could not find any public safety frequencies
    - 5 of the sites could only find one
    - Effort to lock down the frequencies for the low sites

- Frequencies offered by partner agencies
  - Build and study a list of frequencies offered to understand the effectiveness of available frequencies in line with licensing requirements
- PART 22 Frequencies
  - Mobile phone / pager frequencies now optioned by the FCC for other use
- PERCENTAGES OF GOAL
  - DoT frequencies = 20%
  - Public Safety frequencies = 6%
  - Partner agency frequencies = 10%
  - Part22 frequencies = 28%
- FUTURE MEETING ITEMS:
  - Start doing licensing based on 90-day deliverable
    - Sampling of sites to see what kind of issues might arise
    - Securing frequencies is a high priority

### **OJA UPDATE**

- INTEROPERABLE EMERGENCY COMMUNICATIONS GRANT PROGRAM
  - Indirectly associated with WISCOM; grant program created by Congress and has several initiatives:
    - Staff position at OJA to assist Interoperability Program Manager
    - Training support- vendor to create training curriculum to teach SCIP
    - Creation of regional planning councils to implement skip plan; regions will parallel WEM regions; lead government entity / county will make the application for the regional part-time LTE, chosen / decided at a local level; each of these persons would be responsible for outreach, training / education on the skip plan and SOP, and regional reprogramming.
- FY08/09 HOMELAND SECURITY GRANT PROGRAMS
  - There is funding in existing programs for WISCOM components
  - FY08 HS grant money
    - OJA intends to spend:
      - \$2.2 million for radio replacement
      - \$1.14 million for radio upgrading
      - \$100,000 of additional funding for high-risk areas
      - \$500,000 for WISCOM capacity
- NATIONAL EMERGENCY COMMUNICATION PLAN
  - Response Levels
    - 2010 - 90% of UASI jurisdictions to have 1-hour response-level communications for routine events (locally-specific)
    - 2011 – 75% of all jurisdictions to have 1-hour response involving multiple agencies / jurisdictions
    - 2013 – 75% of all jurisdictions have to develop emergency communications within 3-hours for significant events
- URBAN AREA SECURITY INITIATIVE GRANT
  - Apportioning part of the UASI funds to interconnect with WISCOM

### **OLD BUSINESS**

- SSMG BYLAWS
  - Incorporation of language to include tele / videoconference in bylaws
  - Motion made to discuss above at next meeting
    - Motion carries by unanimous voice vote

## **NEW BUSINESS**

- **SKIP IMPLEMENTATION WORKSHOP**
  - Opportunity to get DHS technical assistance in April to help look at WI plan
    - Find gaps and develop strategies to advance objectives
- **WISCOM BUDGET**
  - \$1.8 million for WISCOM
    - Just an anchor - not specific for maximum flexibility
  - Funds must address gaps in current plan
  - Continued funding for trunking, WISCOM enhancement, and staffing
  - Input needed to plan for allocation schedule
  - Operational expenses added to 2010
  - Alternative funding for sustainability / enhancement
  - Motion made to approve WISCOM budget
    - Motion carries by unanimous voice vote

## **NEXT MEETING DATE DISCUSSION:**

- **DATE DECIDED**
  - January 29<sup>th</sup>, 10:30
  - Sustainability Committee to meet before that

## **MEETING ADJOURNMENT (2:30 PM)**

- **MOTION MADE TO ADJOURN MEETING**
  - Motion carries by unanimous voice vote