

STATEWIDE SYSTEM MANAGEMENT GROUP

ROOM LL42
WAUPACA COUNTY SHERIFF'S OFFICE
811 HARDING STREET
WAUPACA, WI 54981
FEBRUARY 18, 2010

MEETING MINUTES

CALL TO ORDER: 10:30 AM

ATTENDANCE

• MEMBERS

◦ In person

- Brian Satula
- Steve Hansen
- Paul Wittkamp
- Keith Butler
- Joseph Baasch
- Rich McVicar
- Kent MacLaughlin
- Mark Handlin
- Mark Schomisch
- Kevin Lemke
- Karen Carlson
- John Sweeney
- Carl Guse
- Mark Podoll

◦ Via teleconference

- Randy Pickering
- Dave Mahoney

• GUESTS

- Anthony Bolden
- Kathleen Lordo
- Steve Nielson
- Brad Pointon
- Michael Fleming
- Lisa Beyer
- Joe Hayden
- Brian Puent
- Daniel Schreinig

• OJA STAFF

- Jennifer Lord
- David Roberts
- David Spenner

REVIEW AND APPROVAL OF JANUARY 28, 2010 MEETING MINUTES

MOTION

- Motion made by Joseph Baasch
- Motion seconded by Karen Carlson for discussion
- Amendment
- Motion carries

TECHNICAL COMMITTEE REPORT

EFJ CRITICAL DESIGN MEETING

Small group attending meetings at EFJ's factory

Steve Hansen was to participate, but no longer can

Technical committee recommends that Paul Shultz (IP network design) of the BOC be sent to the factory review

SSMG consensus is to authorize Paul Schultz to travel to Irving

FUTURE MEETINGS

Next meeting scheduled for March 15th in Oshkosh

Focus on county access options and system connectivity

DISCUSSION

Brian Satula suggests that "Committee Reports" be added as one agenda item and cover all subcommittee reports

CORRESPONDENCES

NONE NOTED

SUSTAINABILITY COMMITTEE REPORT

OVERVIEW ON GOVERNANCE DOCUMENT DEVELOPMENT

- Brian added a purpose and design page
- Wording came out of older documents
- Governance, operations, and mission-support categories
- MABAS calls “governance” “administration”
- Reminder that this is a fluid, first-draft document
- Older documents placed for historical records (history of WISCOM project development)
- Interoperability structure put in
- Standing committees not touched – need definitions for the standing committees to eliminate duplication of effort

DISCUSSION

- Suggested subcommittee responsibilities:
 - Technical – System / operational
 - Sustainability – User fees / definitions
 - Governance – Application criteria / application review
- Suggestion that an operational / compliance committee may also be required at some point
- Suggestion that group roles don’t need to be determined in the bylaws
- Concern about having too many subcommittees, with possible overlap in roles
- Suggestion that none of the standing committees will be able to handle applications, but they could work together to define application parameters / guidance
- Suggestion that a membership committee be created

MOTION

Motion made by Joseph Baasch: “The SSMG will develop a membership committee with the intended purpose of receiving and streamlining the application process for proposed members and developing approval checklists.”

Motion seconded by Paul Wittkamp

Discussion:

- Some clarification may be needed for pending applications that the sustainability group had been working on
- Suggestion that all of the subcommittees should get together in one room and go through what each committee needs in the application process / forms
- Suggestion to consider a member from each of the standing committees to form the membership committee
- Amendment: Appointment shall be made of a member from each of the other standing subcommittees

Motion carries

TERMS

- Suggestion that the term “subcommittee” is again used as it was determined “workgroup” does not provide any benefit as far as open meeting / records are concerned
- Recommendation to modify bylaw 5 to reflect “subcommittee” change

POSITIONS

- Second paragraph in Section 101
- Two county at-large representatives missing

MOTION

- Motion made by John Sweeney: “The SSMG approves draft governance document.”
- Motion seconded by Steve Hansen

Discussion

- Consensus that this document would be a living document, to be edited regularly

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Seamless Public Safety Radio Communications

Jim Doyle
Governor

- Membership needs to be revised
- Included documents would have to be kept updated
- The SSMG would approve modifications and updated documents within
- Suggestion to change “governance” to “administrative”, with governance being a section within the administrative category
- Motion withdrawn

MOTION

- Motion made by John Sweeney: “The SSMG adopts the WISCOM administrative manual as a template, withdrawing proposed items until future SSMG approval. This will be a living document, to be reviewed and revised at regular meetings.”
- Motion seconded by Steve Hansen
- Motion carries

CONTINUED DISCUSSION ON WISCOM USER DEFINITIONS AND USAGE COST SCHEDULES

INTRODUCTIONS

Kathleen Lordo is the new WISCOM administrator / PPA, working in the State Patrol Bureau of Communications

OVERVIEW

- Sustainability has looked at fee scheduling for the last couple of meetings
- The forms aren’t a proposal - just a possible scenario
- Version 1 uses the number of radios as a fee structure
- Version 2 uses the level of service / use
- Top relates to charges made on a per radio basis, bottom is charges / talkgroup

DISCUSSION

- Looking at costs in the sixth year of the system
- Suggestion that there are two parts to this – a rate / radio, but also a rate / talkgroup and a rate / towers being used (system load and capacity issue)
- Looking at data down the road; the system has the capability for data
- Suggestion that cache / low-use radios could be priced at a lower rate than regular use radios
- Suggestion that agencies use radios differently
- Some small agencies that have few radios use them all the time, while larger agencies with more radios may use all of their radios sparingly
- Fire service often has fewer callouts, but then uses radios heavily during one; usage has to be flexible
- Suggestion that fees should be a last resort, only to cover what GPR and grants can’t
- Suggestion to follow cell phone usage (minute / month) - How does this work for planning / budgeting?
- Suggestion that it’s difficult to budget at both the system and local level without a standard fee
- Concern that there are a half dozen counties looking to upgrade their systems; the issue is that they have to make decisions soon and we don’t know what WISCOM user costs are going to be
- ARMR system in Minnesota utilizes a usage component
- Four other state systems do not use usage in their formulas

DISCUSSION WITH TREMPPEALEAU COUNTY REPRESENTATIVES REGARDING WISCOM

BACKGROUND

- Trempealeau is a small county (740 square miles, 28,000 people)
- The communications system has been inadequate for a couple decades
 - RFPs for a system were issued in 2008 and 2009
- The four responses are being evaluated, but there is a possibility that progress will be lost when new board members are elected this spring
- The Sheriff’s Department has P25, narrowbanded radios (trunking capability unknown)
- 400-450 portables and 100-125 mobiles in the county

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- Significant reliance on fire service pagers

DESIRED SYSTEM

- VHF Simulcast system (4 frequencies) with adequate repeater coverage (95% coverage 95% of the time)
- 1 pager and 1 additional fire service frequency

VENDOR PROPOSALS

- Construction not specified
- Vendors are proposing leasing sites (currently have three, estimates of 4-8 needed)

DISCUSSION

- WISCOM to be installed in the third quarter of this year
- Many new sites to the network that need to be built
- Carl expects that about 10 sites are in progress, to be built between this 2010 and 2012 (none of which are in the Trempealeau area)
- Suggestion that the SSMG could work on some kind of tentative / stabilized fee structure (conservative costs that OJA and the IC could guarantee with federal money if there are overages)
- Reminder that demonstration projects (competitive funding) for WISCOM connection to local systems are upcoming
- Suggestion that the SSMG look at this as a standalone system functionally and could establish a lease rate for equipment that Trempealeau is putting at WISCOM sites and constrain access to those sites
- At some point, they could join WISCOM when there are user fees to present
- Suggestion from EF Johnson that Osseo and Arcadia could be used as voice sites by adding a repeater to each of the sites and then developing two additional sites with trunked repeaters; with those four sites, there would be complete 95/95 in-building portable coverage, with Simulcast paging
- Suggestion that there has to be some kind of credit system, not only for their system but for their WISCOM contribution as a whole; it would have to be standardized (x per component [repeater / tower] / scoring system, etc)
- Suggestion that you have to strongly consider what the equipment / asset does for WISCOM

PUBLIC COMMENT

NONE NOTED

DISCUSSION

SUBCOMMITTEES

- ◦ Request to have subcommittee chairs update each other to minimize duplication of effort

NEXT MEETING DATE

- March 25 in Marshfield, 9:00 AM – 1:00 PM
- Will be a combined meeting (SSMG in the morning, IC in the afternoon)

ADJOURNMENT

MOTION

- Motion by Joseph Baasch to adjourn
- Motion seconded by Mark Schomisch
- Motion carries