

STATEWIDE SYSTEM MANAGEMENT GROUP

JUNE 22, 2010
D.J. BORDINI BUSINESS & INDUSTRY CENTER
5 SYSTEMS DRIVE
APPLETON, WI 54912
10:30AM

MEETING MINUTES

CALL TO ORDER - 10:33 AM

ATTENDANCE

- MEMBERS
 - In Person
 - Joseph Baasch
 - Tony Barthuly
 - Keith Butler
 - Kaylynn Gresham
 - Carl Guse
 - Mark Handlin
 - Steve Hansen
 - Matt Joski
 - Rich McVicar
 - Doug Meier
 - Randy Pickering
 - Mark Schomisch
 - Keith Tveit
 - Paul Wittkamp
 - Erin Gerred
 - Gary McClelland
- Via Teleconference
 - Steve Hansen
 - Brian Satula
- OJA STAFF
 - Jennifer Lord
 - Dave Spenner
 - Sabrina Fordyce

REVIEW AND APPROVAL OF MARCH 25, 2010 MEETING MINUTES

- MOTION
 - Motion made to approve past meeting minutes
 - Motion seconded and carries

SUSTAINABILITY WORKGROUP REPORT

- OVERVIEW
 - Group will meet on July 1, 2010
 - Discussion on replacement of open membership with interested parties
 - Research Bylaws
 - Discretion of Chair
 - DOT Staff Matrix
 - Kathleen Lordo is working on this
 - Need detailed operational costs and information
 - OJA meeting upcoming to determine when to apply

TECHNICAL WORKGROUP REPORT

- OVERVIEW
 - There will be installation centers at two of three areas
 - Two regions are primarily ready
 - Third region is in process – will be ready in two to three weeks
 - Design
 - Custom designed for each site with specific frequencies
 - Design submitted for review
 - Thirty seven of eighty sites have been ordered and on schedule
 - Final IP Network is under review by network personnel

- Frequency Plan area
 - Eighty sites with five repeater 808 frequencies to do this
 - Doing well on the plan and may need 100 frequencies to get to a good stage
 - Will probably get approval – haven't yet heard from DOD
 - FCC frequency and license application is being done
 - Involvement with FCC auction for frequencies going on now
 - Need one to two frequencies per site with exception of SE region which is most difficult
- MOTION
 - Motion made to authorize Chair to select up to two committee persons to witness factory testing
 - Motion Seconded
 - Motion carries

OJA UPDATE

- Kimball and Associates Consultation Opportunities
 - Define Scope of Work
 - Sustain user fee scheme to next level of development
 - OJA run a meeting to discuss user fee structure
 - Put a system together that hasn't been done before – need information to put dollars to it
 - Develop Subscriber Certification Program
 - Neighboring states have enabled authorization to use statewide system
 - Wisconsin doesn't have that
 - Need a process to ensure that radios can be used on system
 - Protect WISCOM
 - Create a process to resolve issues
 - Standards would be worth looking at
 - Legislative Audit Bureau Report
 - Homeland Security Program has been implemented in Wisconsin
 - Independent group publishes the report
 - OJA is clearly on track to make sure
 - WISCOM is in place
 - Budget process for expenses is set
 - Discussions start this fall
 - Grant Review
 - Command Radio grants are closed – 153 applications
 - Grant period is extended until 9/30/2010
 - Many applications are combined for other county agencies
 - Concept Papers
 - Process
 - Multi phase process
 - Each year advocate Interoperability money
 - Explain daily usage, existing radios, extra WISCOM development
 - File the paper
 - Examine and choose the top eight papers submitted
 - Papers should be on file by October 1, 2010
 - Get monies out right away
 - Need an SSMG selection committee
- Suggestion - Need Outreach to regions – send more information
- Outreach is critical for Wausau area and the Counties Association as they are ultimately the decision makers.

OLD BUSINESS

- Feedback on the Interoperability Symposium and SSMG annual meeting
 - OJA did a nice job
 - Opportunity to discuss
 - Suggestion to have more symposiums
 - Move forward with building up meetings – SSMG with different components
 - Training
 - Symposium
 - Monthly SSMG meeting moved around state
 - Maybe combine with the regional meeting

NO NEW BUSINESS

DISCUSSION ITEMS FROM MEMBERS

- Outreach to State Fire Association – 1 ½ hour session
 - Opportunities for discussion
 - Suggestion – Integrate hospitals into WISCOM
 - State survey for hospitals to research interoperability
 - Comment – Schools have special frequency – WISCOM for school districts

NEXT MEETING SET TO JULY 15, 2010 AT 1:30PM

ADJOURNMENT – 4:00PM

- MOTION
 - Motion made to adjourn
 - Motion seconded and carries