

**STATE INTEROPERABILITY COUNCIL
STATEWIDE SYSTEM MANAGEMENT GROUP**

SEPTEMBER 24, 2010
BORDINI CENTER, ROOM 112A
FOX VALLEY TECHNICAL COLLEGE
5 SYSTEMS DRIVE
APPLETON, WI 54912
10:30AM

MEETING MINUTES

CALL TO ORDER – 10:45AM

ATTENDANCE

- MEMBERS
 - In Person
 - Paul Wittkamp
 - Carl Guse
 - Doug Meier
 - Matt Joski
 - Kaylyn Gresham
 - Joe Baasch
 - Tony Barthuly
 - Kent McLaughlin
 - Brian Satula
 - Gary McClelland
 - VIA TELECONFERENCE
 - Rich McVicar
 - Doug Meier
 - Mark Podoll
- Kurt Drezek
- Erin Gerred
- Randy Pickering
- Keith Tveit
- VISITORS
 - Steve Miller
 - Tim Pierce
 - Lisa Beyer
- WISCOM STAFF
 - Kathleen Lordo
- WISCONSIN DOT
 - Jeff Ohnstad
- OJA STAFF
 - Jennifer Lord
 - Sabrina Fordyce

REVIEW AND APPROVAL OF AUGUST 26, 2010, MEETING MINUTES

MOTION

- Motion made by Tony Barthuly to approve August 26, 2010, meeting minutes
- Motion seconded by Joe Baasch
- Motion carries

SUSTAINABILITY WORKGROUP REPORT – Paul Wittkamp

- OVERVIEW
 - Meeting with Kimball & Associates
 - Progress is being made
 - Continue bi-weekly meetings

TECHNICAL REPORT – Carl Guse

- Presentation and Discussion on Technical Working Group Progress
 - Planning for factory acceptance testing continues
 - There are six sites in Wisconsin set up
 - Other sites are in progress
 -

Implementation Status Update

- Columbus, DePere, and Eden sites are on last week
- Baraboo site is on this week
- Arcadia will have a new building ready this week

DOT PROJECT REPORT-Carl Guse

- Discussion of tying mutual aid system into WISCOM
- WISCOM usage policy review
 - Technical Workgroup reviewed policy
 - Recommend to give to Governance
 - Discussion on developing interim forms

OJA UPDATE-Jennifer Lord

- Distributed copies of OJA hearing testimony
 - Chairman Joski feedback – The hearings emphasize the need to make sure that the correct information is available. SSMG members should serve as providers of information to responder community. If a SSMG member does not understand something about WISCOM, please feel free to ask questions during the SSMG meetings.
- Concept Papers
 - Dane County Fire Chiefs delayed due to Dane County Communications Planning
 - Sawyer County in process
- Round 6 Radio Grants
 - Grant Guidance will be released in November for eligible agencies
- Law Enforcement Command Radio Grants
 - Going well and receiving positive feedback
- Video Conferencing
 - OJA has no internal policy
 - Look to SSMG for guidance

OLD BUSINESS

- Videoconference Meeting Policy
 - Motion made by Brian Satula to accept proposed draft pending corrections or changes via legal counsel
 - Motion seconded by Tony Barthuly
 - Motion Carries

NEW BUSINESS

A. Action – The Technical Working Group recommends to the SSMG that Lt. Mike Knoll be appointed to the Technical Working Group

MOTION

- Motion by Paul Wittkamp to appoint Mike Knoll to the Technical Working Group
- Seconded by Joe Baasch
- Motion carries

B. Action – The Technical Working Group recommends to the SSMG: Approval of Task 1 of L.R. Kimball's Scope of Work Proposal for Subscriber Unit Testing. Kimball will Develop and implement a radio acceptance process for use on WISCOM. The Deliverable will be a processes and procedures manual developed in concert with SSMG.

MOTION

- Joe Baasch made motion to approve Task 1
- Paul Wittkamp seconded motion
- Motion carries

C. Action – The Technical Working Group recommends to the SSMG: Approval of the modified Task 2 of L.R. Kimball’s Scope of Work Proposal for Subscriber Unit Testing. Kimball will conduct radio acceptance evaluation and testing. The deliverable will be a report by radio make/model complete with all specifications, documentation and test results.

MOTION

- Motion made by Tony Barthuly to approve Task 2
- Motion seconded by Joe Baasch
- Motion carries

D. Action – The Technical Working Group recommends to the SSMG that the following radio specifications be adopted as the official recommended radio specifications for use on WISCOM and that the specifications be passed to the IC for approval.

- 138-174 MHz capability
- 50 watt maximum operation on WISCOM
- P25 digital standard AMBE +2 vocoder trunking capability
- 128 control channel capacity
- 512 voice channel capacity
- A roaming algorithm that considers RSSI, adjacent channel information, and noise environment full spectrum control channel capability preferred site list

MOTION

- Motion made by Kaylyn Gresham to adopt Specifications
- Motion seconded by Joe Baasch
- Motion carries

E. Action – The Technical Working Group recommends to the SSMG that each geographical county be granted an “xxCOM” and “xxTRVL” talk group and that WISCOM users and tribes may request similar talk groups as the need arises. These additional talk groups will be considered on a case by case basis. There will be no charge for these talk groups if used according to policy.

MOTION

- Motion made by Tony Barthuly to adopt
- Motion seconded by Kent McLaughlin
- Motion carries

F. Action – Recommend that WISCOM capable radios be purchased for SSMG members who do not have access to a capable or upgradable radio.

MOTION

- Motion made by Brian Satula to adopt
- Motion seconded by Joe Baasch
- Motion carries

DISCUSSION ITEMS BY MEMBERS

- Paul Wittkamp – Hospital Communications
- Review of letter

- Member discussion about items that need to be put on next meeting agenda
- Creation of membership workgroup
- Approval of WISCOM Usage Policy
- Approval of Operational Requirements
- WHEPP Hospital Pilot Interest WISCOM
- Early Adopter Incentive Program

NEXT MEETING DATE

- Next meeting to take place on October 14, 2010 at 10:30am at OJA

MEETING ADJOURNMENT

- Motion made by Carl Guse to adjourn
- Motion seconded by Kaylyn Gresham
- Motion carries

MEETING ADJOURNED AT 2:45PM