

**STATE INTEROPERABILITY COUNCIL  
STATEWIDE SYSTEM MANAGEMENT GROUP**

FITCHBURG FIRE STATION #1  
5791 LACY ROAD  
FITCHBURG, WI  
JANUARY 27, 2011  
10:00AM

**MEETING MINUTES**

**CALL TO ORDER – 10:32AM**

**ATTENDANCE**

- MEMBERS
  - Randy Pickering, Acting Chair
  - Joseph Baasch – Fond du Lac
  - Tony Barthuly – Fond du Lac
  - Keith Butler – La Crosse
  - Joe Collins – Fond du Lac
  - Carl Guse - Fitchburg
  - Dave Mahoney - Fitchburg
  - Rich McVicar - Fitchburg
  - Mark Schomisch – Fond du Lac
  - Keith Tveit - Fitchburg
  - Paul Wittkamp - Fitchburg
  - Erin Gerred – Fond du Lac
  - Mike Knoll - Ellsworth
  - Kent MacLaughlin – Fitchburg
  - Gary McClelland – Fond du Lac
- VIA TELECONFERENCE
  - Mark Handlin
  - Steve Hansen
  - Kurt Drezek
- KIMBALL & ASSOCIATES
  - RD Porter
  - Laura Kelley
- VISITORS
  - Steve Miller
  - Kevin Lempke
  - Tim Pierce
  - Brad Pointon
- WISCOM STAFF
  - Kathleen Lordo
  - Jeff Ohnstad
- OJA STAFF
  - Dave Spenner
  - Sabrina Fordyce

**REVIEW AND APPROVAL OF DECEMBER 9, 2010 MEETING MINUTES**

**MOTION**

- Motion made by Keith Tveit to approve December 9, 2010, meeting minutes
  - Motion seconded by Joe Baasch
  - Motion carried

**SUSTAINABILITY WORKGROUP REPORT – Rich McVicar**

Request by Rich McVicar to discuss later in the meeting under Old Business.

**TECHNICAL WORKGROUP REPORT – Carl Guse**

**OVERVIEW**

- Carl Guse announced Doug Meier’s retirement and thanked him for his participation with the Technical Workgroup Committee. It was recommended by the Technical Workgroup to integrate Jennifer Lord, Kent MacLaughlin, and Steve Hanson. Recommendation was made to adopt a Vice Chair and Kevin Lempke was accepted.
- Interoperability meetings with Wisconsin and Minnesota
  - Mike Knoll’s work with the Wisconsin and Minnesota border counties, Goodhue County (Minnesota) dispatch has a control station on WISCOM. They are able to communicate with portable users in Wisconsin on VHF.

- Carl Guse gave an overview of the System to System Gateway
  - Angle on 800Mhz – put into SE Wisconsin and Milwaukee areas
  - Suggest to compose a letter for distribution to the counties and to work with OJA on this.
- Advance System Keys
  - Potential of ongoing costs will be incurred
  - The Technical Workgroup advises to offer as an option not a requirement
- Discussion on Naming - RTAC amended to something more descriptive
- Discussion on specific specialty talk groups such as MABAS, Bomb Squad, and HAZMAT for response coordination. Add talk groups on WISCOM. This discussion was tabled for future meetings.
- Recommendations for appointments

**MOTION**

- Motion made by Carl Guse to that Jennifer Lord and Kent MacLaughlin join the Technical Workgroup.
- Motion seconded by Joe Collins
- Motion carried

**MOTION**

- Motion made by Rich McVicar to accept Mark Handlin to the Sustainability Workgroup
- Motion seconded by Paul Wittkamp

Motion carried contingent upon concurrence by SSMG Chair Matt Joski

**GOVERNANCE WORKGROUP REPORT – Dave Spenner**

**OVERVIEW**

- The Governance Workgroup has met since the last SSMG meeting. Some minor changes and updates have been made on the administrative manual. The manual was sent out to the SSMG for feedback and final edits. Item was not on the agenda for adoption but the version is available for the front end of the thirty day process.

**DOT PROJECT REPORT – Carl Guse**

**OVERVIEW**

- System implementation has moved forward to thirty four sites and twenty four additional sites are being put together at the factory. Delivery schedule is not available however three should be shipped within the next month. Licensing for sites which have had problems attaining them has been issued. Still waiting on the Department of Defense though not getting any feedback at this time on the process. There was a question whether sites with infrastructure or building issues would be alright. These problems are part of the routine process and shouldn't be a hindrance.

**OJA UPDATE- Dave Spenner**

- Overview of OJA's policy to sign conflict of interest forms
- Discussion of the application process to implement SSMG policies and procedures and agreements in regard to user agreements, instruction guide, and applications. Dave gave an overview of the application process and agency agreement. Suggest allowing users to complete forms for enrollment. Would like to see representatives who can vow certification for each agency. Agencies should have one point of contact. Requesting feedback from the SSMG to make the process more efficient. The SSMG is comfortable with discussing additions to the agreement items on the agency agreement and to recommend changes to additions. Someone asked what the process for revocation would be and it was noted that there aren't any by-laws in place to support that. It was suggested to examine this and take a look at all the rules including multiple levels for revocation. This was added as a work item to discuss.
- Memorandum of Understanding between OJA and WSP to daily manage WISCOM was accepted and signed by OJA with a provisional agreement that could be amended. This was accepted by SSMG Chair Matt Joski. The agreement was executed. Copies are available.
  - Suggestion to put on the website as a related appendix with a cover page of understanding included.
- Overview was given on upcoming SCIP Workshop in Appleton. Information is available on the Wisconsin Interoperability website along with the latest SCIP Report.

**MEETING WAS ADJOURNED FOR LUNCH AT 11:59AM AND RESUMED AT 12:35PM**

### **OLD BUSINESS**

- Review and Action on findings of Sustainability Report from Kimball & Associates. The Sustainability Workgroup approves of the Kimball Report and recommends that the SSMG accepts and approves it. Discussion ensued with concern toward daily user fees and which avenues to take for funding. The SSMG is not ready to adopt the Kimball Report but strongly recommends that a user fee be decided upon quickly to present potential users.
- Comments and suggestions focused on reaching out to legislators for budget funding. It was recommended that the SSMG members talk with their legislators. OJA is primarily responsible to present to legislators and the groundwork has been set with officials being already active in the capitol with the budget process. Interest from legislators has been apparent. Importance is emphasized on how the SSMG can assist OJA with presentation to the legislature. The SSMG suggested that this be brought back as a motion of concurrence at the next SSMG meeting with discussion on what to do to move forward.

### **MOTION**

- Motion was made by Carl Guse to accept the Kimball Report and use the draft recommendation to ask OJA to lead a market research effort focusing on serious early adopters. Use the Kimball Report to start the discussion for input back to the Sustainability Workgroup for further refinement, and to bring back a proposed final recommendation at the February SSMG meeting.
- Motion seconded by Keith Tveit
- Motion carried

### **NEW BUSINESS**

- Correspondence was received from Lifestar Ambulance in request to become a WISCOM user. Letter was presented to the SSMG by Joe Baasch. Clear guidance for private entities has not yet been established. Suggestion to allow OJA to review the application and ask the Governance Committee to research rules regarding private entities.
- Jeff Ohnstad presented another daily user request. The SSMG agreed to accept a letter of intent addressed to OJA.

### **THERE WAS NO APPROVAL OF WISCOM PARTICIPATION FOR THIS MEETING**

### **DISCUSSION ITEMS FROM MEMBERS**

- Grant funding for trunking radios is in preliminary works and expected to be out sometime in the spring. Currently working on group pricing from manufacturers.
- Members that are on WISCOM for interoperability use are in the process of developing programming and will roll out in the next month.
- The Minnesota Interoperability Conference – Carl Guse attended and gave an overview of what Wisconsin is trying to accomplish. Suggestion to use Minnesota's model as a resource in applying administrative procedures and guidelines.

### **NEXT MEETING DATE**

- The next meeting date is pending for February 16, 2011 in Appleton at Fox Valley Technical College

### **MEETING ADJOURNMENT**

#### **MOTION**

- Motion made by Paul Wittkamp to adjourn
- Motion seconded by Keith Tveit
- Motion carried

### **MEETING ADJOURNED AT 2:30PM**