

**STATE INTEROPERABILITY COUNCIL  
STATEWIDE SYSTEM MANAGEMENT GROUP**

OFFICE OF JUSTICE ASSISTANCE  
1 S PINCKNEY STREET, STE 615  
MADISON, WI 53703  
CONFERENCE ROOM B  
FEBRUARY 24  
1:30PM

**MEETING MINUTES**

**CALL TO ORDER – 1:30PM**

**ATTENDANCE**

- MEMBERS
  - Matt Joski, Chair
  - Carl Guse
  - Rich McVicar
  - Paul Wittkamp
  - Kent MacLaughlin
  - John Ross Rep Keith Butler – La Crosse
  - Kaylynn Gresham – Tribal Representative
  - Mark Schomisch – Fond du Lac
  - Brian Satula - Milwaukee
- VIA TELECONFERENCE
  - Mark Handlin – Lincoln County
  - Steve Hansen - Racine
  - Erin Gerred – Fond du Lac
  - Mike Knoll – Pierce County
  - Joseph Baasch – Fond du Lac
  - Tony Barthuly – Fond du Lac
- VISITORS
  - Gary McClelland – Fond du Lac
- WISCOM STAFF
  - Kathleen Lordo
- OJA STAFF
  - Dave Spenner

**DETERMINATION OF A QUORUM**

- Chairman Matt Joski called the roll and determined a quorum was present. John Ross was on teleconference on behalf of WEMA member Keith Butler.

**REVIEW AND APPROVAL OF JANUARY 27, 2011 MEETING MINUTES**

- Corrections were made to the January 27<sup>th</sup> meeting minutes.

**MOTION**

- Motion made by Tony Barthuly to adopt the minutes as amended
- Motion seconded by Mark Handlin
- Motion carried

**TECHNICAL WORKGROUP REPORT – Carl Guse**

**OVERVIEW**

- Carl Guse advised the workgroup has not met since the last SSMG meeting. Ongoing activities include further exploration of BadgerNet for WISCOM use, ongoing dialog with Kimball & Associates on developing the Subscriber Radio Credentialing Protocol.

**GOVERNANCE WORKGROUP REPORT – Brian Satula**

**OVERVIEW**

- Chairman Joski moved this item up on the agenda to allow for an early report. Member Brian Satula advised that the administrative manual has been updated and distributed via email. He asks for any edits or corrections of typographical errors as soon as possible. He advised that this document is ready for adoption at the March

24<sup>th</sup> meeting. Brian was excused from the meeting following this report.

#### **SUSTAINABILITY WORKGROUP – Rich McVicar**

##### **OVERVIEW**

- Member Rich McVicar reports that there is no new report but will lead further discussion of the Sustainability Report findings under OLD BUSINESS.

#### **DOT PROJECT REPORT – Carl Guse**

##### **OVERVIEW**

- Member Carl Guse distributed a new WISCOM implementation map via email. He advises optimization of the installed sites still needs to occur. Ongoing activities include developing the participation Agreement for daily users.

#### **OJA UPDATE- Dave Spenner**

##### **OVERVIEW**

- David Spenner briefed on the PSIC Extension Process to be used to apply for a further extension to June 30, 2012. He also briefed and distributed OJA Forms asking for the Disclosure of Conflict of Interest by committee participants.

#### **OLD BUSINESS**

- Hospital Project Update – Member Paul Wittkamp reports \$35,000 in grant funds have been awarded to six hospitals for project testing of WISCOM usage. He reports that significant action is anticipated in the next three months toward implementing this trial process.
- Sustainability Plans –
  - Feedback on user fees from interested counties – David Spenner reported his findings requested of him by the SSMG at the January 27<sup>th</sup> meeting. David Spenner met with Kewaunee, Sawyer, and Iowa counties to gain their perception of the sustainability strategy and user fee structure currently under SSMG consideration. All three counties found the program not objectionable and would not result in a closure of further implementation discussions.

##### **MOTION**

Motion was made by Rich McVicar that the SSMG accepts the findings of the System Administrators. The administrators have conducted a survey of three potential daily users of WISCOM. These potential users find value in the funding strategy and will continue to evaluate their options for daily usage. The SSMG hereby adopts establishing an annual maintenance fee for Level 3 and Level 5 usage of fifty dollars per radio for 2011. Concurrent with this adoption, the fee is waived for 2011.

- Motion seconded by Joseph Baasch
- Motion carried with Chairman Matt Joski abstaining.

- Action on Sustainability Report – User Fees and Market Analysis. Member Rich McVicar led discussion of action on the pending draft of the WISCOM Sustainability and User Fee Strategy document.

##### **MOTION**

Motion was made by Rich McVicar to send the document to Brian Satula for placement in the Administrative Manual under Section 104.

- Motion seconded by Joseph Baasch
- Motion carried

- This document will be taken up for final approval as part of the Administrative Manual on March 24, 2011.

#### **NEW BUSINESS**

- Annual Meeting Planning for March 24<sup>th</sup> at the WI Annual Symposium – Chairman Matt Joski advised that action will be taken to re-appoint the current local at-large members to one and two year terms and similarly make appointments for the two county at-large members. Caucus groups will convene at the meeting and Chairman Joski will contact the at-large members in advance to reacquaint them with this process (outlined in the current bylaws).

- Interoperability Applications – The SSMG took up action on the pending Sawyer county daily usage.

**MOTION**

Member Joseph Baasch moved that the SSMG agree to accept Sawyer County for Level 3 and Level 5 usage of WISCOM, subject to a signed “Participation Agreement” as articulated in the application process. Additionally, Sawyer County is accepted as an “early adopter” and has its annual maintenance fee waived until December 31, 2015.

- Motion Seconded by Paul Wittkamp
- Motion Carried

**DISCUSSION ITEMS FROM MEMBERS**

No discussion items from members

**NEXT MEETING DATE DISCUSSION**

- The next meeting date is to be held on March 24, 2011 at the Interoperability Symposium in Eau Claire, WI.

**MEETING ADJOURNMENT**

**MOTION**

- Motion made by Tony Barthuly to adjourn
- Motion seconded by Paul Wittkamp
- Motion carried

**MEETING ADJOURNED**