

STATE INTEROPERABILITY COUNCIL STATEWIDE SYSTEM MANAGEMENT GROUP

OFFICE OF JUSTICE ASSISTANCE
 1 S. PINCKNEY STREET, STE 615
 MADISON, WI 53703
 JUNE 23, 2011
 10:00AM

MEETING MINUTES

MEETING CALLED TO ORDER AT 10:13AM

ATTENDANCE

MEMBERS

- Randy Pickering (La Crosse)
- Keith Butler (La Crosse)
- Perry Kingsbury (Green Bay)
- Carl Guse (Fitchburg)
- Steve Hansen (Fitchburg)
- Matt Joski (Fitchburg)
- Rich McVicar (Fitchburg)
- Doug Meier (Fitchburg)
- Mark Schomisch (Fond du Lac)
- Paul Wittkamp (Fitchburg)
- Keith Butler (La Crosse)

- John Schrader (Fitchburg)

GUESTS

- Jeff Ohnstad
- Kathleen Lordo
- Sheriff Steve Michek

OJA STAFF

- Dave Spenner
- Jennifer Lord
- Jim Westover
- Sabrina Fordyce

Quorum Established

REVIEW AND APPROVAL OF FEBRUARY 24, 2011 MEETING MINUTES

MOTION

- Motion made by Joe Baasch to approve the March 24, 2011 SSMG meeting minutes.
- Motion was seconded by Mark Schomisch
- Motion carried

TECHNICAL WORKGROUP REPORT – Carl Guse

- Carl Guse reported that the Technical Workgroup met twice since the last SSMG meeting on March 24, 2011. He gave an overview of the Subscriber Certification Program and the report that Kimball & Associates put together which was accepted by the Technical Workgroup. The program is moving forward to subscriber testing. Manufacturers will be contacted via a letter from the SSMG inviting them to participate in the testing. Only radios that are most prevalent on the market will be tested. Manufacturers who want to test radios that are not well represented within Wisconsin's public safety radio fleet must arrange with the contractor of certification and fees to the manufacturer will be applied.
- **Proposal for Specialty Team Talk-groups** – The Technical Workgroup recommends that a proposal be established for specialty team talk-groups within the state. Guidelines are being discussed and the proposal will be further developed by Randy Pickering. Dave Spenner offered to assist and give some input.
- **Enhanced ISSI with DaneCom** - Reps from WISCOM and DaneCom are working with EF Johnson and Harris to propose a solution for an enhanced ISSI to allow seamless roaming between the two systems.

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- **Dispatch Console for Statewide Traffic Operations Center (STOC)** – The Technical Workgroup has approved the StarGate Dispatch Console to the STOC. The STOC is in process of becoming more integrated with public safety operations.
- **County Connection Program** – A public announcement for the County Connection Program is expected to be presented before July 19th. Options are being discussed with county dispatch center operators. The primary goal is to allow counties to have access to WISCOM.
- **Future WISCOM Sites** – Opportunities for future WISCOM sites are being explored at We Energies in Oak Creek and UW Sandburg Hall in Milwaukee (negotiations still going on with the UW for Sandburg Hall). Other possible sites are Manitowoc and Port Washington. Additional repeaters would need to be purchased to add capacity for sites that busy out.
- **Site on Wheels (SOW)** – The Technical Workgroup is looking at various tower options that will accommodate two people with a one person setup. This will host a 4 channel trunking site, VTAC 36 repeater, and a STAC repeater. Funding is not available to support this effort however the workgroup is looking at other options to use existing satellite assets such as WEM and CST.

MOTION

- Motion made by Steve Hansen for the SSMG to accept the report and to endorse the Technical Workgroup's ongoing work on these projects.
- Motion seconded by Joe Baasch
- Randy Pickering abstained from the vote.
- Motion carried

MOTION

- Motion made by Steve Hansen to ask DOT to proceed with procurement and bid documents to acquire the WISCOM Site On Wheels.
- Motion seconded by Joe Baasch
- Motion carried

GOVERNANCE WORKGROUP REPORT

- The WISCOM Administrative Manual was adopted and approved at the annual SSMG meeting in March.
- The SSMG is asking that members consider candidates for Tony Barthuly's position on the Governance Workgroup and bring feedback to the next SSMG meeting.

DOT PROJECT REPORT – Carl Guse

- Carl Guse presented the implementation status of WISCOM. 66 sites are now online. Nearly all of the sites are optimized. Other sites are in the process of being developed. Up to 84 sites, including the local enhanced sites are expected to be eventually implemented. Final Acceptance testing has been scheduled for Phase 2 July 20th through the 27th and Phase 3 wide area testing August 24th through the 26th. SSMG and Technical Workgroup members are invited to participate. Carl gave an overview of site implementation status for remaining sites which many will be expected to be up by the end of 2011.
- County WISCOM connection beta testing using a gateway is occurring at the Columbus site. This is available for trunk system connections to other systems. It's considered as a solution for monitoring radio traffic from agencies that are not on the trunking system. BPSC will be setting up more gateways for testing. County Agencies interested in coming onto the system for frequency research are Iowa, Kewaunee, and Sawyer counties.

OJA UPDATE - Dave Spenner

- Dave Spenner gave an update on submissions of county concept paper studies. Four have been completed. Fond du Lac is remaining and due next week. Sawyer County has been awarded a grant. Iowa county is being reviewed and in process. Other counties have expressed interest.
- Another grant for funding to agencies to utilize WISCOM is coming up in September 2011. Grants would be arranged in a block of funds to upgrade radios with trunking or purchase new radios.
- Jennifer Lord announced WISCOM training day which will be held in Wausau, Wisconsin. This is an all day session and registration is available through Fox Valley Technical College.
- Jim Westover is announced as new to the Interoperability team. He will be coordinating the WISCOM applications that come in.

OLD BUSINESS

- **Early Adopter Program extension** – Dave Spenner gave a review of the process of the Early Adopter Program and highlighted specific language in the document for extension. This was included in the motion presented to the SSMG in March.

MOTION

- Motion made by Rich McVicar to accept suggested language for the Early Adopter Program.

Approved Motion regarding the Early Adopter Program at the SSMG Meeting of June 23, 2011

The Early Adopter Program provides for no agency contributions to existing WISCOM network maintenance charges through June 30, 2015. After this date, a fee that apportions usage among the other daily users will be established by WISCOM governance (Statewide System management Group). This contribution waiver exists only if the agency can be accommodated within the available capacity of the WISCOM network and no infrastructure at WISCOM expense to provide for their Level 3 and 5 usages would be added.

Motion is to allow the following unit of government-wide applications for Level 3 and 5 WISCOM usages as part of the early adopter program. This program waives Level 3 and 5 user fees until June 30, 2015. Additionally, the following applicants are considered Early Adopters through the WISCOM Concept Paper Opportunity and may be adding local enhancements at their cost or grants to allow for Level 3 and 5 usages.

Sawyer County
Taylor County
Kewaunee County
Douglas County
City of Fond du Lac
Iowa County

The Early Adopter Program is open to First Responders from state and local units of government and private entities with agreements and or contracts defining a first response duty.

- Motion seconded by Paul Wittkamp
- Matt Joski abstained from the vote
- Randy Pickering abstained from the vote

DISCUSSION

- There shouldn't be a time frame as the Early Adopter Program runs until June 30, 2015. Carl Guse suggested to change the language from "existing to available" in the motion. This would address the ability for someone to bring needed resources and accommodate capacity load. In the final phrase of the motion it was decided to add "no infra-structure at WISCOM expense".
- Motion carried
- **WISCOM User Applications** – Dave Spenner gave an update of the application process. OJA monitors the completion of WISCOM user training program which is currently under development. The training will utilize the use of webinars. Jim Westover will be conducting Train the Trainer courses and verifying applications for further process. Kathleen Lordo will be entering radios into the system and checking radio identifications.
 - Action related to draft use agreement – (combined with 9c) Sawyer and Iowa counties have expectations that the user agreement must be in place before they spend the grant monies. The grant statement addresses this issue and the draft agreement is available. Upon discussion it is suggested that legal counsel be sought to clarify the language. Suggestions for agreement language are requested from the SSMG. It should be noted that it is best for WISCOM if routers are all

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managed by State Patrol technicians with one team managing. It was suggested to have county corporation councils examine the draft for thirty days and give feedback to the SSMG.

MOTION

- Motion made by Steve Hansen to extend and provide user agreements to Iowa and Sawyer counties to be circulated among all interested parties with requested response by August 1st and brought back to the SSMG for final approval and action.
- Motion seconded by Joe Baasch
- Motion carried with the added amendment to circulate the document to the DOT and OJA legal counsels and possibly host a meeting fostering discussion among all attorneys.
- **Kimball Subscriber Certification Program Phase 1 and Phase 2**

MOTION

- Motion made by Joe Baasch to the SSMG to proceed with phase 2, request equipment from vendors, and authorize Kimball to continue on with the Subscriber Certification Program.
- Motion seconded by Steve Hansen
- Motion carried
- **Date selection for 2012 SSMG Annual Meeting** – Jennifer Lord suggested that the annual meeting be held in conjunction with the Interoperability Symposium. This could be held at the Patriot Center in Wausau, Wisconsin in mid-January 2012.

MOTION

- Motion made by Steve Hansen to hold the Annual SSMG Meeting in conjunction with the Interoperability Symposium.
- Motion seconded by Joe Baasch
- Motion carried

MEMBER DISCUSSION

- Jennifer Lord suggested having a media day to announce WISCOM going live to demonstrate connectivity throughout the state. Further discussion will be made at the next SSMG meeting.

NEXT MEETING DATE DISCUSSION

- The next SSMG meeting date is tentatively set for August 18th at 10am. The location is to be determined.

MEETING ADJOURNMENT

MOTION

- Motion made by Joe Baasch to adjourn
- Motion seconded by John Schrader
- Motion carried

MEETING ADJOURNED AT 1:07PM