

**STATE INTEROPERABILITY COUNCIL
STATEWIDE SYSTEM MANAGEMENT GROUP**

VILLAGE OF PLOVER, FIRE DEPARTMENT

2400 POST ROAD

PLOVER, WISCONSIN 54467

THURSDAY, AUGUST 18, 2011

10:30 AM

MEETING MINUTES

CALL TO ORDER – 10:41 AM

ATTENDANCE

MEMBERS

- Matt Joski, Chair
- Joseph Baasch
- Carl Guse
- Steve Hansen
- Brad Hardel
- Mike Knoll
- Deb Johnson (for Doug Meier)
- Randy Pickering
- Gary McClelland
- Keith Tveit

VIA TELECONFERENCE

- Kurt Drezek
- Kaylynn Gresham
- Rich McVicar

OJA STAFF

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

GUESTS

- Jeff Ohnstad
- Kathleen Lordo
- Tim Pierce
- Lisa Beyer, EF Johnson
- Derek DiPietro, EF Johnson

Quorum Established

REVIEW AND APPROVAL OF JUNE 23, 2011 MEETING MINUTES

MOTION

- Motion made by Joe Baasch to adopt the June 23, 2011 meeting minutes
- Motion seconded by Steve Hansen
- Motion carried

REVIEW AND APPROVAL OF JULY 29, 2011 TELECONFERENCE MEETING MINUTES.

MOTION

- Correction to the last sentence on the first page to read: Appropriate guidelines should be in place for scheduling for prevention of different events using the same channels.
- Motion made by Randy Pickering to adopt the July 29, 2011 teleconference meeting minutes with correction.
- Motion seconded by Joe Baasch
- Motion carried

TECHNICAL WORKGROUP REPORT – Carl Guse

The Technical Workgroup has not met since the last meeting. It will bring forth the Specialty Talkgroups Proposal for discussion at the next SSMG meeting. This is will be added to the agenda under New Business.

Subscriber Testing- Kimball & Associates has started subscriber testing which began on August 15th. Kimball started the process with five companies at the Columbus testing facility. The testing has been successful with few issues. Tentative dates are being setup for the second phase of testing in September. Two to three companies will be scheduled at the same time to minimize costs. It was suggested for future testing, that there should be an annual new certification date for radios that are new on the market.

GOVERNANCE WORKGROUP REPORT

Usage Agreement for Levels 3 and 5 usage of WISCOM - The SSMG continued further review of the WISCOM user agreement for levels 3 and 5. Iowa County reported that they are satisfied with the document and recommend no changes or additions. OJA and the State Patrol added language specifying that local agencies will receive one invoice which will be forwarded to OJA. Additional options and fees will be clarified in the attachments as specific for the applicant. This agreement is written as the standard template for all users and is a living document that may be amended for future purposes.

MOTION

- Motion made by Steve Hansen to adopt the WISCOM Usage Agreement for levels 3 and 5 with the following added language:
 1. Section 2.15 PAREN 4 – The users will maintain their sites and equipment at the current system revision level of the WISCOM system.
 2. Add a Sub-section C with a box that reads “Neither A or B applies”.
 3. Under B in Sub-section C in the second sentence which reads “Wide area users of levels 3 and 5” insert the word “talkgroups”.
 4. Section 2.12 add a third box that reads “neither box is applicable”.
 5. 2.12, PAREN 2, Sub-section A - Replace the last sentence from “User is subject to” with “User may be subject to”.
- Motion seconded by Brad Hardel
- Motion carried

SUSTAINABILITY WORKGROUP – Rich McVicar

Rich McVicar gave invitation to any interested parties to join the Sustainability Workgroup.

SSMG meeting minutes from July 29th – Rich requested clarity of the discussion of the Bike Race with user eligibility and talkgroups. Matt Joski reviewed the discussion for Rich. Randy Pickering will be attending the next Sustainability Workgroup meeting to answer questions during the discussion.

DOT PROJECT REPORT – Carl Guse

Implementation Status – Carl spoke with Portage County regarding an idea for possible access to other sites in the area. There are two possibilities that may become available however there are limitations as to access and capacity. These sites are being reviewed for potential use. Douglas County is another possible site for a DNR tower project for the future. Douglas County Emergency Management has suggested two county sites that it could host on an interim basis. The State Patrol has purchased equipment for two more sites potentially in Van Hise near Madison and in Mauston. There are not specific plans defined for a Manitowoc site. Under testing is a county channel to WISCOM talk group and three to four more will be up for testing in the next two weeks.

- There are 67 trunking sites on the air and developments of a number of sites moving forward for

trunking.

- One county scan gateway is in operation and others are in the process of being installed.
- There are a number of network IP monitoring servers in operation.
- There are 1530 active subscribers.
- A fourth console has been received and is temporarily being used for the subscriber testing program.
- Eight of nine sets of spare equipment have been received from EFJ.
- There was a call received inquiring about ISSI connection with Brown Co.

WISCOM Phase 2 Testing – Phase 2 Field Testing was conducted on July 20th and 21st. There were four teams with two vehicles. Teams ran a quadrant of the state and tested fifteen sites each. Included WISCOM administrators were BOC techs, EF Johnson representatives, OJA staff, and SSMG members - Gary McClelland, Mark Schomisch and Kevin Lemke. Each repeater's performance was tested at each site for:

- Mobile to Madison console
- Mobile to Madison control station
- Mobile to mobile

There were occasional missed calls which are believed to be caused by dropped packets on the IP network. IP network monitoring servers have been installed to collect data for analysis. Techs are working on specific microwave paths that have shown abnormal error rates. Techs are also following up and servicing individual repeaters that were not working. There were three sites with poor reception. One was repaired by the field team, one has been repaired and there is one being worked on.

It was suggested by SSMG committee members to keep a pending issues list and conduct an annual system testing.

County Connection Program - OJA is reviewing 38 county connections applications. Carl Guse discussed moving the project forward with EF Johnson and is currently working with several counties to get equipment installed.

Early Adopter County User Report – Currently working with Iowa and Sawyer Counties on trunking site licensing and IP network addressing.

APCO Conference – Carl Guse and Kathleen Lordo attended the National APCO Conference in Philadelphia. They met with current and potential vendors.

Advanced System Keys - Mike Knoll gave an update on the Advanced System Key situation. In order to program certain Motorola radios, it requires an advanced system key. A master key and five daughter keys have been provided and will be available if someone has a Motorola radio to program. They have been already used and they work well. This will be important for border agency interoperability. The cost associated with the advanced system keys will be the responsibility of the user, manufacturers, and agencies. There is no cost to WISCOM for the keys. The key has a four year lifespan.

WORKING LUNCH FOR MEMBERS AND STAFF

OJA UPDATE- Dave Spenner

WISCOM Usage Funding – Dave Spenner gave an orientation to the process of developing grants for WISCOM usage. The goal is to develop a program that will award blocks of funds to individual agencies in the amount of \$5,000 each. This would be the first grant that would enable potential users to come on board with WISCOM without the administrative burden. This grant would be agency based and will enable agencies to consider the Early Adopter Program. OJA will host a one day applicant orientation

starting in November. This will assist agencies to fill out the grant paperwork and learn the grant requirements. Different stations will be set up for each component of the application process. Counties may apply for local agencies or they may apply individually.

WISCOM Training – Jennifer Lord gave an overview of the WISCOM training event held in Wausau on July 19, 2011. The training day was successful with the attendance of 165 people which was more than expected.

County Connection – Jennifer Lord gave a briefing on the County Connection Program. The first review of applications received commenced on August 12th. Kathleen Lordo is the DOT project contact and will be working with EF Johnson to roll out the program within the next two months.

WISCOM Commissioning – Dave Spenner proposed and received consensus on the planning for a ribbon cutting ceremony with government officials for the final acceptance of WISCOM. OJA recommends that Matt Joski, SSMG Chair and Randy Pickering act as ceremony liaisons. The ceremony is tentatively planned for November 2011. This will be put on the agenda for the next SSMG meeting.

OLD BUSINESS

User eligibility for levels 3 and 5 –The SSMG committee agreed to have the Sustainability Workgroup attend to working on the user eligibility issues which were discussed during the July 29th SSMG Teleconference.

NEW BUSINESS

Proposal for SE Wisconsin Talk groups – Steve Hansen gave an overview of the proposal. Trunking radios are being made available to health departments in Walworth county. It was suggested to create six separate talk groups specific to health departments. This would give them the opportunity for use when necessary in their areas. The SSMG decided to have the Technical Workgroup work on the proposal and have Paul Wittkamp assist with information regarding configurations and structures used in the public health system.

Provisional Approval on User Agencies – Jim Westover reported that 83 applications have been submitted including many from the northern part of the state. There are 71-72 individual applications that should be activated in the system at some point. Most of the applications have subscriber units that are turned on. There are 23 individual entities that have submitted applications indicating daily use. The following have been submitted:

- 24 Law Enforcement
 - 41 Fire
 - 4 Emergency Medical Services
 - 2 Department Public Works
 - 2 Non-government
 - 3 state applications from Department of Natural Resources and the Division of Enterprise Technology
- Of these applications only five were at the July WISCOM training event. Every week there are approximately up to 15 applications that are submitted.

Jennifer Lord and Jim Westover will be completing a WISCOM training video. This will be available for online viewing. The video will eventually be available on DVD and kept as reference material.

MEMBER DISCUSSION

COML Credentialing Exercise in Appleton on September 20-22nd – It was suggested to bring presentation of this exercise to the ribbon cutting ceremony in November.

NEXT MEETING DATE DISCUSSION

The next SSMG meeting will be held on September 29, 2011 hosted by the Waupaca County Sheriff's Department at 10:00am.

MEETING ADJOURNMENT

MOTION

- Motion made by Joseph Baasch to adjourn
- Motion seconded by Randy Pickering
- Motion carried

MEETING ADJOURNED AT 2:35PM