

STATE INTEROPERABILITY COUNCIL

SEPTEMBER 6, 2011
OFFICE OF JUSTICE ASSISTANCE
1 S. PINCKNEY STREET, STE 615
MADISON, WI 53703
9:30AM

MEETING MINUTES**ATTENDANCE**

▪ MEMBERS

- In Person
 - Greg Engle (Acting OJA Rep)
 - Thomas Czaja
 - Mindy Allen
 - Steve Hansen
 - Dave Mahoney
 - Randy Stark
 - Mark Wahl
 - Jeff Ohnstad for Steve Fitzgerald

▪ GUESTS

- Kent MacLaughlin
- Carl Guse
- Gene Oldenburg
- Kathleen Lordo
- Tim Pierce
- Derek Dipietro
- John Oblak

▪ OJA STAFF

- Dave Spenner
- Sabrina Fordyce

Participation was recorded and a Quorum was established

MEETING CALLED TO ORDER AT 9:40AM**ANNOUNCEMENTS**

- Dave Spenner presents Tom Czaja as Interim Chair

MOTION

- Motion made by Dave Mahoney to approve Tom Czaja as Interim Chair
- Motion seconded by Steve Hansen
- Motion carried

REVIEW AND APPROVAL OF MARCH 23, 2011 MEETING MINUTES**MOTION**

- Motion made by Mark Wahl to approve the June 16, 2011 Interoperability Council meeting minutes.
- Motion seconded by Steve Hansen
- Motion carried

STATEWIDE SYSTEM MANAGEMENT GROUP (SSMG) REPORT

WISCOM Coverage - Carl Guse gave an update on WISCOM coverage throughout the state. There are 67 sites on the air with general mobile coverage. There are a few places that coverage is thin due to pending tower projects in Waushara and Waupaca Counties. Mobile coverage is going very well with

few reports where coverage is not going through. Expectations are to have several more sites on the air this year depending on tower projects that are independent of WISCOM. Testing was conducted in July to evaluate every tower site to for basic functionality. Results will be reviewed before moving into the final testing process.

WISCOM Training - Dave Spenner gave an overview of WISCOM training that will be conducted by OJA for daily WISCOM users. OJA will have an orientation day setup that will assist daily users with the WISCOM application process, use of the Egrants system and WISCOM training.

County Connection Program - Dave Spenner reviewed the County Connection Program for the Interoperability Council. All 72 counties in Wisconsin will have the opportunity to connect to WISCOM. OJA is conducting county outreach and application process. Information will be sent out to installers to identify the costs for each county. DOT is doing procurement on behalf of the counties and will be reviewing and approving the applications.

WISCOM Expansion Discussions - Preliminary discussions are currently being held in the SE Wisconsin Region for 800 MHz radios to be on the system. The application form has been endorsed by the SSMG and will be ready in the next six to eight weeks.

WISCOM Commissioning Ceremony - The SSMG would like the Interoperability Council to participate in the WISCOM ribbon cutting event. Plans are being made by the SSMG. SSMG Chair Matt Joski and Randy Pickering have been chosen as liaisons for the event to coordinate with OJA, DOT and EFJ.

MUTUAL AID FREQUENCY COORDINATION GROUP (MFCG) REPORT

Tom Czaja gave the Mutual Aid Frequency Report on behalf of the MFCG that last met on June 28th. He gave an overview of the discussion for the use of statewide encryption. The MFCG recommends the use of VTAC 36.

System Radio Keys – NEWCOM is able to process requests for user access under emergency services. NEWCOM has finalized the process which will be on the agenda for the MFCG meeting on October 11th. Carl Guse stated that there was discussion on obtaining a key loader.

INTEROPERABLE COMMUNICATIONS STANDARDS GROUP REPORT

PSAP Survey – The PSAP Survey was presented for further review by the Interoperability Council. The goal is to have all 911 centers in Wisconsin complete the survey. Information collected would provide the ability to find strengths and weaknesses of the dispatch centers around the state. The information collected is also important in deciding how to disperse funding. Only one agent per county will be authorized to complete the PSAP survey for all 911 centers in that particular county. This will be an annual survey that could be updated at anytime. The survey will be used to collect information that is valuable in creating policies and training curriculum to improve dispatch services. Reports and rosters will be created by pulling specific information from each block that references a specific question. Further recommendations for revisions and additions were made by the council. The survey will play an important role in benefiting 911 centers to receive funding for dispatch training for personnel via grant programs. Tom Czaja recommended discussing further at the next IC meeting.

OJA UPDATE

WISCOM Early Adopter Program – Dave Spenner announced that a grant opportunity for the Early Adopter Program will begin in the fall. For all agencies that join the program as a daily user, there will be no fees until 2015. In 2015 if a fee is associated then the user will be offered the opportunity to end their usage level. This will develop opportunities for agencies to become daily users on WISCOM with an agency talk group for local tactical operations. This will be on a first come first serve basis. OJA is assisting the creation of a workshop for the application process that will consist of application instruction, enrollment in Egrants, and WISCOM training. There was a question on programming guidance and Dave confirmed that there is a companion procedure in WISCOM that does assist in radio programming which could be added to the workshop. This will be further discussed at the next SSMG meeting.

P25 Standards – Once a standard is adopted it is used by manufacturers to clearly define what products of theirs are P25 and what are not. P25 compliance is determined by an independent testing process. P25 standards are being developed by collaboration between public and private sectors. The standards committee consists of about seventy people. A presentation was given by Mr. John Oblak to review P25 goals and benefits. He explained the P25 Standards Committee is a partnership of industries and public safety users. This is a user driven process which is governed by a steering committee. All committee members are users. A sub-committee is needed to address problems and issues that daily users experience.

NEW BUSINESS

MFCG Proposal for channel naming for interoperability frequencies – Gene Oldenburg gave a presentation of the proposal and emphasized and recommendations. Feedback was given by a volunteer firefighter who mentioned that it should be possible to pick up a radio frequency in another county and know which channels have specific purposes when flipping through the banks. There are currently no set standards for the Annex K and the FCC is not involved in making a mandate. The SSM adopted basic talkgroup alias naming policies for the WISCOM system. This policy applies to all channels. The MFCG recommends that one uniform standard be adopted that provides guidance and direction through for all disciplines. Training is important to understand the radio. End users should be trained on what channel designator mean. The challenges include resistance to change, training, and costs to reprogram radios. Tom Czaja opened the floor for a motion.

MOTION

- Motion made by Mindy Allen to adopt the draft for PS radio naming standards and distribute the draft to the stakeholders for comment by November 15, 2011, then bring back to the Interoperability Council for final adoption.
- Motion seconded by Randy Stark
- Motion carried

DISCUSSION ITEMS FROM MEMBERS

IFOG - Tom Czaja announced that he has available copies of the IFOG (National Interoperability Field Operations Guide).

Narrowbanding – Anyone with questions regarding Narrowbanding should contact their regional interoperability coordinator.

By-Laws Review – Review and possible change of the by-laws pertaining to establishment of a quorum will be on the agenda for the next IC meeting.

IFERN 3 and 4 Talkgroups - Issues pertaining to IFERN 3 and 4 talkgroups are on the agenda for the next SSMG meeting for further discussion. Tom Czaja recommended the IC leave the issues at the SSMG level at this time.

Meeting Budget Constraints - Tom Czaja noted that due to budget constraints meals and travel will be covered under travel expenses.

NECP Goal 2 – Dave Spenner announced that the goal 75% data capture has met for county participation in the PSAP Survey. There is one more month to work on this before it will be ready to send to the legislature.

NEXT INTEROPERABILITY COUNCIL MEETING

The next Interoperability Council meeting will be held on December 6, 2011 at the Office of Justice Assistance.

MEETING ADJOURNMENT

MOTION

- Motion made by Jeff Ohnstad to adjourn
- Motion seconded by Dave Mahoney
- Motion carried

MEETING ADJOURNED AT 1:35PM

DRAFT