

**STATE INTEROPERABILITY COUNCIL  
STATEWIDE SYSTEM MANAGEMENT GROUP**

WAUPACA COUNTY COURTHOUSE

811 HARDING STREET

WAUPACA, WI 54981

THURSDAY, SEPTEMBER 29, 2011

10:30 AM

**MEETING MINUTES**

**CALL TO ORDER – 10:48AM**

**ATTENDANCE**

**MEMBERS**

- Randy Pickering (Interim Chair)
- Joseph Baasch
- Carl Guse
- Mark Handlin
- Brad Hardel
- Doug Meier
- Mark Podoll
- Keith Tveit
- Paul Wittkamp
- Kurt Drezek
- Kent MacLaughlin
- Gary McClelland

- Mark Schomisch

**VIA TELECONFERENCE**

- Keith Butler
- Rich McVicar

**OJA STAFF**

- Dave Spenner
- Sabrina Fordyce

**DETERMINATION OF A QUORUM - *Quorum Established***

Matt Joski was unable to attend and appointed Randy Pickering as residing Chair for this meeting.

**REVIEW AND APPROVAL OF AUGUST 18, 2011 MEETING MINUTES**

Correction to page 2 – revise to “at Van Hise in Madison”.

Correction to page 2 – change tentatively to potentially

**MOTION**

- Motion made by Brad Hardel to adopt the August 18, 2011 meeting minutes with corrections
- Motion seconded by Keith Tveit
- Motion carried

**TECHNICAL WORKGROUP REPORT – Carl Guse**

The Technical Workgroup met on September 27<sup>th</sup> with OJA and Kimball participating. The meeting covered a lot of business with discussion on pending tower projects. The next meeting is scheduled for October 21st.

It was suggested to develop footprint maps to locate working talk groups as this would be beneficial to users. Carl Guse confirmed that there is an existing coverage map on the website. Consideration has

been given to have crossband patch capabilities. 800 MHz radios will have the ability to connect and talk to VHF radios within the footprint of an 800 MHz tower site. The limitation is that an 800 MHz radio would have to be within the footprint of the tower site. Footprint maps that reflect this will be available after further testing is done.

**Site on Wheels** – The bid is sent out and the due date is set for October 18, 2011. Equipment will be ordered shortly after the due date and tentative delivery will be in January 2012. The goal is to have installation and training in place for SIMCOM in the spring.

**Frequency Planning Update** – The repeater certification by DOD is close to completion. Work is continuing on radio frequencies with the Department of Interior.

**Radio Testing and Certification** – Kimball & Associates gave an update report at the TWG meeting. Testing was done at the Columbus facility for Relm, Tait, Thales, Harris, and Kenwood. Issues were identified and are currently being resolved. EF Johnson is working on a resolution at the system level in terms of messages that go out to the radios.

**Service Specific Talk Groups** – The TWG discussed how service specific talk groups would operate and be used on the system. It was identified that there are issues that need to be addressed in regards to the proliferation of talk groups and dilution of interoperability channels so users will not be spread over too many channels. It was agreed that policies need to be in place. Randy Pickering was unable to attend this meeting and the workgroup decided to continue discussion when Randy is available.

**IFERN 3 and 4** – Randy Pickering will be meeting with Paul Maplethorpe from the Greater Round Lake Fire Protection District in Illinois to discuss how MABAS uses talk groups on the Illinois system. Carl Guse agrees that this would be a good model to use in examining potential talk group issues in Wisconsin.

**Outage Reporting and System Report** – State funding is available through the state allocation to assist with providing sufficient staff that specializes with WISCOM. Carl expressed the need for specific expertise with WISCOM to identify technical issues, assist with user support, and have 24 hour monitoring capability. This could be a future goal however there is a strong need for technical and help desk support for users. Carl suggested hiring two network support technicians that would provide help desk and technical support.

Kent MacLaughlin suggested that Wisconsin Emergency Management may be able to provide assistance in taking calls after hours, however may not be able to accommodate immediate WISCOM specific technical support.

The TWG requested specific guidance from the SSMG on this matter. Dave Spenner suggested that the SSMG could assist in defining the level of support needed. Before bringing in sustainability a plan should be in place. Randy will work with Carl on a draft to detail issues and solutions and bring back to the SSMG to vote on.

## **BREAK FOR WORKING LUNCH**

### **TECHNICAL WORKGROUP REPORT – Cont'd**

**Talk Group Authorization** – The Technical Workgroup recommended that the SSMG approve county "COM" talk groups to be programmed without specific authorization.

MOTION

Motion made by Carl Guse to approve

Motion seconded by Keith Tveit

**DISCUSSION**

This is not broad enough to cover all specific talk groups. If the talk group is established by a daily user, permission of the owner or agency that started the talk group must be sought. This recommendation should be encouraged to avoid further complications.

**AMENDMENT 1**

Randy Pickering made proposed an amendment to the motion to add “provided that any other specific talk groups must be authorized by an appropriate person in the county”.

**AMENDMENT 2**

Carl Guse proposed an amendment to word the motion as follows: A user must get authorization from a designated responsible party to use any talk group, such as the statewide (STAC), regional (RTAC), and county specific “COM” talkgroups which may be programmed in any user’s radio.

**COMMENT**

There isn’t any language in the Administrative Manual for talk groups to reflect the talk group authorization. It is suggested to add the language and bring it back for adoption at the next SSMG meeting.

**MOTION**

Motion made by Randy Pickering to amend WISCOM policy 301.01 to specify the talk group authorization per amendment 2 above.

Motion seconded by Keith Tveit

Motion carried

**SUSTAINABILITY WORKGROUP – Rich McVicar**

**Daily User County vs. Statewide User Fees** - The Sustainability Workgroup discussed daily user fees for county and statewide use. The Sustainability Workgroup recommended to the SSMG that federal agencies who are daily users of the WISCOM system are also considered statewide users. They should be charged a fee of \$50 per radio and an additional state charge of \$10 per radio.

The SSMG recommended that this is not ready for action and more research should be done by the Sustainability Workgroup to further define daily user fees for federal agencies on the WISCOM system. This will be put on the October agenda for further discussion.

**DOT PROJECT REPORT – Carl Guse**

**Tower Sites** – Field tech supervisors have reported that tower sites are being put up and several should be finished this fall. Sixty-seven trunking sites are now on the air. There are a total of eighty sites and approximately thirteen sites are left to go live. Jeff Ohnstad is working with Bayfield County for a tower site location. An agreement is being worked on with Ozaukee County for a tower project.

**IP Network Issues** - Techs are continuing to work with EF Johnson on IP Network issues. Occasional dropped calls were occurring and tests are being conducted to make sure that this issue is being resolved.

**County Connection Program** – Efforts to get all county dispatch centers statewide to have access to WISCOM is well in progress. OJA is receiving applications and the final deadline will be October 8, 2011. Approximately forty county applications have been received. Those who have not submitted applications are being contacted. OJA, Kathleen Lordo, and EF Johnson have been working together to process the applications.

For older Motorola consoles that require a base interface module, the product is being discontinued as of September 29, 2011. There is continuing discussion as to which counties may need this product and how they may procure it. Parts are being ordered per identifiable need at this time. Carl Guse suggested contacting all counties that have not submitted applications so they may order parts before the deadline.

**Hardware System Keys** – Hardware system keys (Advanced System Keys) are now available. They continue to be time consuming to support. There are a numerous requests that have been received due to vendor recommendations. Agencies are now being encouraged to purchase their own system keys.

**County Scan Talk Groups** – A few more talkgroups are in place and experiencing issues with gateway boxes. Work is being done by EF Johnson to resolve these issues. As many as 2,247 subscribers are now activated on the WISCOM system. There are 1,600 on the list to activate.

**OJA PROJECT REPORT-** Dave Spenner

**Trunking Upgrades** – A funding announcement for a Trunking Upgrades Grant will be announced in October. Funds can be used toward new procurements or flash upgrades into existing radios.

**Annual SSMG Meeting** – The plans for the Annual SSMG Meeting should be under way with thoughts of what to put on the agenda. Continued service by members should also be considered. This meeting will be held in conjunction with the Interoperability Symposium in January.

**WISCOM Ribbon Cutting Ceremony** – Tentative dates for the WISCOM Ribbon Cutting Ceremony have been set for either December 6<sup>th</sup> or December 8<sup>th</sup>. The governor's office has expressed interest in participating in this event.

**End User Training Program** – OJA is developing an end user training program. A companion project to this is being developed by the MFCG for operating procedures. It is a goal to reflect both projects into WISCOM training.

**County Daily Users** – Applications from Sawyer, Taylor, Iowa, and Kewaunee Counties have been received. The application for the City of Fond du Lac is delayed due to board actions. Douglas County is still undecided. Grant funding may still funnel in that direction. There has been a lot of interest in this funding and another announcement for grant opportunities will be announced in the near future.

**WISCOM Administrative Manual** – The WISCOM Administrative Manual was adopted by the SSMG in March of 2011. Presented material from the manual consisted of a combination of approved policies and policies adopted in draft. Dave Spenner will make sure that policies will go from draft to adopted. Dave will also send out via email a link to the SSMG members so they may examine draft policies for unresolved issues. Discussion for this will be on the agenda for October.

**Interoperability Symposium** - Location for the Interoperability Symposium will be held in mid-January. No facility is determined as of yet.

#### **OLD BUSINESS**

No discussion at this meeting.

#### **NEW BUSINESS**

**SSMG Workgroup Reports** - Discussion already took place prior in this meeting.

**Public Information and Media Contact Policy for WISCOM – John Schrader**

John Schrader requested that this topic be carried over and put on the agenda for the October SSMG meeting.

**MEMBER DISCUSSION**

**Hazmat Communications Exercise – Kent MacLaughlin**

A tri-state Hazmat Communications exercise will be held along with Minnesota and various other states at the beginning of March. Kent suggested that this would be a good opportunity for potential WISCOM use with this exercise and to showcase, introduce, and test the WISCOM system.

**SIMCOM Annual Communications Exercise** – This exercise will involve 800 MHz and WISCOM and is being held the second week in May, 2012. Madison is the suggested place to hold the exercise however the location is still undetermined.

**NEXT MEETING DATE DISCUSSION**

The next SSMG meeting will be held on Thursday, November 10th at the Waupaca County Courthouse. There will not be a December meeting scheduled.

**MEETING ADJOURNMENT**

**MOTION**

Motion made by Joe Baasch to adjourn

Motion seconded by Mark Podoll

Motion carried

**MEETING ADJOURNED AT 1:45PM**