

**STATEWIDE SYSTEM MANAGEMENT GROUP  
SUSTAINABILITY WORKGROUP**

OFFICE OF JUSTICE ASSISTANCE  
1 S. PINCKNEY STREET, STE 615  
MADISON, WI 53703  
NOVEMBER 18, 2011  
1:30PM

**MEETING MINUTES**

**MEETING CALLED TO ORDER AT 1:32PM**

**ATTENDANCE**

- MEMBERS
  - In Person
    - Rich McVicar, Chair
    - Jeff Ohnstad
    - Paul Wittkamp
  - GUESTS
    - Tim Pierce
    - Carl Guse - Teleconference
    - Joe Baasch – Teleconference
    - Greg Habeck – UWM PD
- OJA STAFF
  - Dave Spenner
  - Jennifer Lord
  - Sabrina Fordyce

**ROLL CALL AND INTRODUCTION OF MEMBERS**

Quorum Established

**REVIEW AND APPROVAL OF MEETING MINUTES**

MOTION made by Jeff Ohnstad to approve the January 27, 2011 meeting minutes.

Motion seconded by Paul Wittkamp

Motion carried

MOTION made by Jeff Ohnstad to approve the September 15, 2011 meeting minutes with correction to meeting time.

Motion seconded by Paul Wittkamp

Motion carried

**UWM USAGE PROPOSAL (NO AGREEMENT IN PLACE), DISCUSSION AND APPROVAL OF CONCEPT ONLY – Jeff Ohnstad**

Greg Habeck from UWM PD attended this meeting for discussion of a possible tower site. Jeff Ohnstad gave an overview of the current situation. The State Patrol's current two locations are less than ideal for optimum coverage in the MKE area. The state patrol has tried to get a site at the UW Sandburg Hall for a number of years. There is strong interest from the UWM PD for 800 MHz coverage in that area. Jeff proposed questions to the Sustainability Committee in reference to the original usage proposal that was

agreed to with UWM PD for their allowance of two sites VHF and 700-800 MHz site at Sandburg Hall and how does that affect their long term usage? Greg Habeck confirmed that UWM PD is on a VHF system and they have 800 capability but would like to improve it. UWM PD has received a substantial amount of radios from OJA and would be able to function with reprogramming if this site were put in.

After further discussion the Sustainability Committee decided that it would be in their interest to pursue this.

MOTION made by Jeff Ohnstad that OJA will work with UWM to finalize a user agreement between WISCOM and UWM which would incorporate the installation of 800 MHz and VHF. In exchange for that access, equipment would be installed on the building at the Sandburg Hall site. Pending the final document it is recommend by the Sustainability Workgroup to be voted on by the SSMG and be put on the agenda to be voted on and approved.

Motion seconded by Paul Wittkamp

Motion carried

**ONGOING DISCUSSION AND DEVELOPMENT OF A USER FEE AND USER CATEGORY POLICY – Randy Pickering, Rich McVicar**

Randy Pickering was not able to attend this meeting. Rich McVicar reviewed prior discussion of this topic with the committee. This included a description of different kinds of users. They discovered that there are four types of use which includes day to day use, event use, direct use, and indirect use. In the prior discussion it was also noted that there are municipalities that have day to day non-profit use but are also classed as private.

The Sustainability Workgroup identified six dimensions of use:

Wide Area Local

Public Safety/Business Operations

Direct/Indirect

Government/Non-government

Profit/Non-profit

Day to Day/Planned Event

A diagram was created as a model to create a fingerprint for different agencies as to determine user fees. If an activity or event is being sponsored by an agency, the categories would be determined according to that activity and the fingerprint would change to reflect the appropriate fees and guidelines.

This discussion will continue at the next Sustainability Workgroup meeting. Copies of the diagram will be sent out via email to all workgroup members prior to the next meeting.

**NEXT MEETING DATE**

The next Sustainability Workgroup meeting is scheduled for December 12th at 1:30pm.

**MEETING ADJOURNMENT**

MOTION made by Jeff Ohnstad to adjourn

Motion seconded by Paul Wittkamp

Motion carried

**MEETING ADJOURNED AT 4:46PM**