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**STATE INTEROPERABILITY COUNCIL  
MUTUAL AID FREQUENCY COORDINATING GROUP**

JANUARY 3, 2012  
OFFICE OF JUSTICE ASSISTANCE  
1 S PINCKNEY STREET  
MADISON, WI 53703  
10:00AM

**MEETING MINUTES**

**CALL TO ORDER AT 10:04AM**

**ATTENDANCE**

**MEMBERS**

- Thomas Czaja, Chair
- Paul Wittkamp
- Robert Goldstein
- William Bouma
- Gerry Thorpe
- Jeff Ohnstad
- Dave Spenner

**VIA TELECONFERENCE**

- Matt Joski
- Carl Guse

**GUESTS**

- Tim Pierce
- Rich McVicar

**OJA STAFF**

- Jim Westover
- Sabrina Fordyce, Program Support

*Quorum Established*

**MEETING WAS CALLED TO ORDER BY CHAIRMAN CZAJA**

**ROLL CALL AND INTRODUCTION OF MEMBERS**

**APPROVAL OF THE MINUTES FROM THE OCTOBER 11, 2011 MFCG MEETING**

**MOTION**

- Motion made by Robert Goldstein to approve the October 11, 2011 meeting minutes
- Motion seconded by Paul Wittkamp
- Motion carried

**CORRESPONDENCES**

No correspondences

**OLD BUSINESS**

**Dane County application for authorization to use various State licensed mutual aid frequencies.  
The MFCG may take action on this item - Tom Czaja & Carl Guse**

Dane County was requested to submit another application for discussion and review of its request for licenses to use mutual aid frequencies. Tom Czaja read an email that was sent to Dane County regarding several concerns involving the number of mobile units, power requested for the mobile units, number of towers, tower height, and interstate interference with Illinois. Meeting was scheduled for December 13th however the application and requested propagation charts were not available so the meeting was cancelled. Carl Guse was asked to review progress on addressing these issues were taken care of except for the control station at the Dane County Building and the Mineral Point tower in Madison. Tom Czaja reviewed an email Carl sent to Charlie Powell (Harris' consultant) on October 14th regarding the tower issues which were raised at the October 11th MFCG meeting.

Rich McVicar gave an overview of this issue and distributed materials outlining the issue at the Mineral Point tower. The proposed system will cause less interference than the existing system and wondering if that would be enough to help move forward. The proposed system would operate at one third of the existing power but at 50% more height. Rich asked if this would be feasible to operate on lower power as proposed to minimize interference. The MFCG upheld concern for the interference and suggested that. The MFCG recommended that the application be revised reflect no interference into IL especially to receive approval from the FCCA even though they know there is going to be propagation. Rich brought up discussion on mobile radios and lowering the power levels off of the City/County Building and putting a more appropriate ERP on the application.

The MFCG has requested a new application from Dane County for review and discussion at the next meeting tentatively scheduled in May. Tom Czaja suggested that the new application be more extensive and sent to the MFCG one week before the next meeting.

**Update from SOP Sub-committee on incorporating ICS 205 into Appendix D of the SCIP Plan -**

Kent McLaughlin & Dave Spenner

Dave Spenner gave an update on a discussion with Kent MacLaughlin regarding this topic and included some additional people to talk about having standardized channel nomenclature or channel assignment language. The feedback received reflected that channel designations should be an ICS function label with an additional label on it. There has been progress but there hasn't been enough time to incorporate this into a draft. This will be carried over and on the agenda for the next MFCG meeting.

**Update regarding NEWCOM's action concerning the procedure for an encryption code to be used statewide and review of draft policy developed by Dave Spenner - Gerald Thorpe & Dave Spenner**

Dave Spenner sent a copy of the draft to Tom Czaja and Carl Guse prior and distributed copy to the MFCG members during the meeting so they could become familiar with it. Carl Guse was requested to give his input and he suggested that it would be important to hold the draft for further discussion at the next meeting. Dave Spenner gave an overview of the draft with emphasis on the guideline for authorized encryption on radios and obtaining authorization for encryption keys. Copies of the WISCOM protocol were also distributed for comparison.

Questions arose regarding distribution and key protection. The MFCG would be able to authorize local WSP providers to code encryption in local agency radios and this would provide key protection. Gerry Thorpe agreed that this would be acceptable and that the MFCG would also be able to work out fees between agencies and ESP providers. The State Patrol would also qualify as a key holder with authorization from the MFCG.

This topic will be on the agenda for the next MFCG meeting under Old Business and Gerry Thorpe will forward this information on to the NewComm group.

**Discussion and feedback regarding draft SOP manual which was distributed at the October 11, 2011 meeting – Dave Spenner**

There hasn't been any review by the MFCG members on the draft yet and no comments were made. This will be put on the agenda under Old Business for the next meeting.

## **NEW BUSINESS**

### **Nominations and election of the MFCG Chairperson, Vice Chairperson, and Secretary**

Tom Czaja opened the floor for nominations:

Nomination for MFCG Chair – Robert Goldstein nominated Tom Czaja and Gerald Thorpe seconded the nomination. All were in favor.

Nomination for Vice Chair – Gerald Thorpe nominated Dave Spenner and Matt Joski seconded the nomination. Dave Spenner nominated Carl Guse and Paul Wittkamp seconded the nomination.

### **MOTION**

Motion made by Jeff Ohnstad to close nominations

Motion seconded by William Bouma

Motion carried

### **DISCUSSION**

Dave Spenner indicated that the OJA challenges and budget process could produce a reduction in staff which would hamper his ability to complete Vice Chair duties for the year. He suggested that Carl Guse would be the best candidate.

Voice vote indicated one for Dave Spenner and seven votes for Carl Guse for Vice Chair.

Nomination for Secretary – Tom Czaja nominated Paul Wittkamp for Secretary and Gerry Thorpe seconded the nomination. All were in favor.

There were no other nominations.

### **MOTION**

Motion made by Robert Goldstein to close.

Motion seconded by Dave Spenner

Motion carried

Nominations carried as follows:

Chairman – Tom Czaja

Vice Chairman – Carl Guse

Secretary – Paul Wittkamp

### **Discussion regarding recommendation to the SSMG regarding dispatch centers monitoring local WISCOM talkgroups – Tom Czaja**

Tom Czaja gave a review of the email requiring dispatch agencies to monitor local WISCOM talkgroups. The MFCG considered delegation of this to the SSMG. Jim Westover was requested to comment and he disagrees with creating a mandate however verbiage for monitoring guidelines is present. Carl Guse commented that the County Connection Program has a requirement that agencies accept county connection to WISCOM. The requirement is specifically present to prevent equipment from being bought and installed and then not used. This isn't something that should come out of the MFCG or other policies however it does require the use of a talkgroups. County Connection states that the monitor expectation is present. Matt Joski commented that there should be an obligation to monitor regional and state talkgroups as they affect areas. Dave Spenner suggested discussion on this topic at the next Interoperability Council meeting in January, and request public comment. This will be placed on the agenda for the next IC meeting under the MFCG report.

**AUTHORIZATIONS**

**Eastern Wisconsin Region for the American Red Cross – Carl Guse**

The Eastern Wisconsin Region for the American Red Cross received one authorization for MARC frequency. Tom Czaja will send them the authorization.

**MOTION**

Motion made by Gerry Thorpe to approve this authorization

Motion second by Bob Goldstein

Motion carried

**NEXT MFCG MEETING DATES**

Tuesday, May 15, 2012 – OJA

Tuesday, September 11, 2012 – OJA

Tuesday, December 11, 2012 – OJA

Note: This meeting schedule is subject to change

**OTHER NON-AGENDA ITEMS**

**MOTION**

Motion made by Paul Wittkamp to adjourn

Motion seconded by Jeff Ohnstad

Motion carried

**MEETING ADJOURNED AT 11:18AM**