

**STATE INTEROPERABILITY COUNCIL
STATEWIDE SYSTEM MANAGEMENT GROUP**

OFFICE OF JUSTICE ASSISTANCE
1 S. PINCKNEY STREET, STE. 615
MADISON, WI 53703
JUNE 7, 2012
10:00AM

MEETING MINUTES

MEETING CALLED TO ORDER AT 11:15AM

ATTENDANCE

MEMBERS

- Randy Pickering – (Chair for Matt Joski)
- Joe Baasch
- Bruce Daniels
- Randal Frailing
- Carl Guse
- Steve Hansen
- Keith Kesler
- Jennifer Lord
- Rich McVicar
- Gary McClellan (for Mark Schomisch)
- Paul Wittkamp

GUESTS

- Jeff Ohnstad
- Kevin Wernet
- Lisa Beyer

OJA STAFF

- Dave Spenner
- Tony Peterson
- Jim Westover
- Sabrina Fordyce

VIA TELECONFERENCE

- Mark Podoll

MEETING CONVENED AT 10:25AM

DETERMINATION OF A QUORUM - *Quorum Established*

REVIEW AND APPROVAL OF MARCH 8, 2012 MEETING MINUTES

MOTION

- Motion made by Joe Baasch to approve the March 8, 2012 meeting minutes
- Motion seconded by Steve Hansen
 - Corrections: Site update, page 2, UW Milwaukee PD going to migrate to Sandburg Hall.
Approve addition of 800 MHz.
- Motion carried with corrections

WISCOM PROJECT REPORT – Carl Guse

WISCOM Tech Training – Core group of five techs – 3 WISCOM funded and two others that received specialized WISCOM training on NMS issues and Site on Wheels. EF Johnson is providing training in

the next couple of weeks in Wausau.

Help Desk Telephone Number – The help desk telephone number is now live – 608-2WISCOM. This is setup with Call Center Anywhere (CCA) which is oracle software developed specifically for call center operations. The system connects to a phone tree message system that includes different options to address what the issues are. The call is then directed to a voicemail system or to a live person. Currently, there is one call center personnel on staff. There have been a number of calls that have come in already. The goal is to eventually have calls sent to the INOC to answer after hours. There is a request submitted for additional phones for the other support technicians.

INOC – The INOC is an after-hours phone answering and first-line tech support service. It is a 24/7 contact technical support center which is located on the east side of Madison. This center will be contracted to provide technical support for the next year. It is now in the process of setting up all the operations processes and services which includes what they do, response, acquiring access to NMS, training, and Castle Rock SNMP Alarm System. The SNMP Alarm System alerts the tower sites and pushes those alarms out to various places.

Site on Wheels – The equipment is installed and the configuration is continuing. Training has been conducted and the SOW was on display at SIMCOM. It is scheduled for the IPGA in early July, 2012.

Site Update – There are now 77 sites online with 76 of these acting as core sites. The most recent site online is Pembine in northern Marinette County. The next expected site is Kent in Langlade County. The Madison - Van Hise and Mauston sites are in process of being licensed. Once licensing is attained, equipment will be delivered to Madison. The State Patrol is constructing a new building for the Mauston site. Both Madison and Mauston sites are expected to be online around the third quarter of year.

Other core sites in progress: Boulder Junction which should be completed before the end of the year. The Delta site in southern Bayfield County is still in process of cornering a site. The Dedham site in northwest Douglas County is a future DOT project. Plover and Phelps are also future projects.

Subscriber Update – There are over 8,000 ids now active and entered into the system with an influx from the current grant program. Several hundred more are being worked on. There are 105 grantees and several are applying on behalf of numerous departments in their areas. The actual number of daily users is close to 200 subscribers. The extension deadline was May 31, 2012 and June will be the close out. There are still a number of radios that are attempting to access the system that have submitted applications but not submitted ids.

Early Adopter Agencies – Iowa County, Dodgeville site – has done acceptance testing and equipment will be delivered soon. The FCC picked the Medford application for a WISCOM review and requested documentation about general system implementation and Carl Guse submitted an update. Most of the sites will apply with a slow growth request to allow more time for construction. The FCC wanted further information and questioned a sentence in a document that was prepared by the frequency planning consultant several years ago. Carl Guse will provide them with an analysis of frequency use in the system. Some of the documents have been modified and will be used when necessary.

County Connection Program – The program is moving along and everyday another one comes online and over half of them are installed and in operation now.

PSIC Grant – Will be closed out by the end of June, 2012 for the sub-grantees and OJA will have

another month to close their end. There is some turn-back money and there may not be options to spend down due to the purchasing freeze. Caution is being taken not to spend down too quickly.

Purchases – A number of purchases have been made:

6th repeaters - allow for greater capacity

A SOW portable cache

County Scan Consoles

Programming cables

Repeater Maintenance Training

2012-13 Budget - Starts July 1st. Work has been done with OJA to get this setup. This is the portion allotted out of the state budget appropriation to work with DOT for system support. This has been broken down to personnel costs, operations costs which include INOC and other help desk expenses, maintenance and equipment.

Early Users – Lightning struck the main tower of the Juneau County site and they put operations for a short time onto WISCOM to keep them on the air to accommodate the Sheriff and MABAS responses. This was of great assistance during the fires in the Dane and Rock County areas. MABAS has been very excited about this project as it is an enabling tool to allow the ability to move many resources around in a large geographic area. The After Action Report on this will be available for review. Randy Pickering will update the SSMG on this. WISCOM is working better than expected, predominantly with portable coverage.

NEW BUSINESS

Hospital Preparedness Program Plans – Paul Wittkamp, Kevin Wernet

Paul Wittkamp introduced Kevin Wernet as the new Hospital Preparedness Program Director.

Kevin previewed ASPR and the new guidelines to the SSMG. ASPR has been able to provide the guidance needed to look at the whole system. WISCOM has been able to provide the capability to link communications.

Hospital Preparedness Program is currently working on statewide search disaster coordination, and patient tracking. The ability to communicate is reliant on the internet based hardware. The goal is to build the statewide voice communication system so that hospitals can communicate with each other. This is greater than hospitals just being able to coordinate during a crisis; a system is needed to allow a backup radio for a database. It is hopeful to have a VHF radio in every ambulance and have the ability to communicate with hospitals during statewide or county-wide transport. This is especially important for field units.

Challenges with this are budgetary and working very aggressively to reach out to hospitals to sign onto this and hopeful once the voice communication in hospitals will have access to the voice network. The current grant is not big enough to cover the extended goal to allow for regional and statewide coverage. There are a lot of agencies that do transports across the state that don't have coverage. It would be beneficial to coordinate between Minnesota and Wisconsin to provide state-line coverage. Randy Pickering suggested further outside discussion on this matter.

Paul Wittkamp has been working on developing talkgroups. It is desired to have talkgroups that have statewide application so patients could have coordination between facilities, and the ability for hospitals to exchange sensitive information. Satellites are currently being used however aren't dependable which

makes this extremely challenging. It would be beneficial to keep all of the talkgroups on one zone on the radio. The preference is to have every hospital to have a designated talkgroup so that ems, intrastate transports – everyone that has the ability to call be programmed to scan back to hospital's identified talkgroup. Want to have an administrative talkgroup and a couple coordination centers. Would like to put at least their region into their talkgroup allow the programming for DHS channels or talkgroups allow for local programming. Would like to equip some of the talkgroups an encryption key to protect sensitive information on the air and have the ability to include a private call to comply with HIPPA.

This project would be started in July, 2012 and have installs done in December – January, 2012 to accommodate issues

The SSMG decided to assist on working toward providing the needs of this project and decided that a formal proposal should be submitted to the SSMG and the private call issue would be assigned to the Technical Workgroup for review.

MOTION

Motion made by Carl Guse to have a formal proposal submitted to the SSMG for the Hospital Preparedness Program and has the Technical Workgroup review and work out issues regarding private calls.

Motion seconded by Joe Baasch

Motion carried

BREAK FOR LUNCH AT 12:10PM, RESUMED AT 12:40PM

OJA Project Update – Dave Spenner

Dave Spenner presented the draft document for user agreements for county and city applications who received a large grant fund. In exchange for the grant dollars they were required to become Level 3 users. These are the first large daily users that are coming onto WISCOM. The applications are quite extensive and Dave requested that the SSMG review them before being submitted for final approval. There are five counties and cities that have applied.

Dave questioned the SSMG's stand on vendor provided installation and maintenance. The SSMG has not yet given any feedback on this as far as who would be authorized to touch the system. Randy Pickering suggested that this issue be referred to the Technical Workgroup. Clear definition should be given of all the network elements of the system and then define who is allowed to touch the system. The SSMG must approve what is authorized and who is authorized to do the repairs. Core sites wouldn't be the issue but as the local users bring infrastructure from their inventory, there are broader issues. We would want to involve local users for input. This process should start now as the call center needs this information to assist callers. This will be a living document. The SSMG recommends referring to the Technical Committee for discussion. The SSMG intends to help define perimeters so that the call center can determine how to resolve technical issues. Language in the OJA grant conditions should include a sentence that states to the effect: "Grant Applications may be referred to the SSMG Technical Committee for evaluation when OJA seeks a statement of impact over a proposed, funded building out." Individual members of the SSMG verbalized adding this condition to the grant guidance.

Jim Westover reported that 101 grantees have been funded for WISCOM. All 101 grantees have submitted Level 3 user applications. All 101 grantees are getting talkgroups for their own use until 2015 without fees. Some have applied on behalf of several agencies within their area. Jim requested feedback for action on the 101 applications for Level 3. Not all 200 required applications have been received.

MOTION

Motion made by Joe Baasch to approve 101 sub-grantees who have submitted Level 3 User applications be approved by the SSMG (Jim Westover's spreadsheet list of applications to be applied to minutes).

Motion seconded by Gary McClelland

Randy Pickering abstained from the vote

Motion carried

Acceptance of Kimball report on subscriber radios – Jim Westover

In the third week of April, Kimball did a round of radio certifications. In addition to the radios that were certified for use on the system last fall, Kimball retested the Tallis Liberty and it didn't pass the second time. The Harris Unity came up for certification and it passed – both mobile and portable. The Motorola radios – mobile and portable passed. The Kimball report on this is not yet available. The list of newly certified radios of December and April will be put up on the website pending Kimball's final report. When the Kimball report is available then the SSMG can approve acceptance of the certified radios.

MOTION

Motion made by Joe Baasch to post the list of newly certified radios for December and April on the Interoperability website pending Kimball's final report and SSMG final approval.

Motion seconded by Steve Hansen

Motion carried

OLD BUSINESS

WISCOM Level 3 User Fee Schedule – Rich McVicar

Rich McVicar presented the draft User Fee Structure to the SSMG for discussion and adoption. Carl Guse requested the SSMG to proceed with action on the user fee schedule, and the Sustainability Workgroup asked that the SSMG approve some part of its recommendation.

Revisions were made to the Draft User Fee Structure upon discussion.

MOTION

Motion made by Rich McVicar that the SSMG approve the recommendations on page 1 as presented with modifications.

Motion seconded by Jennifer Lord

Motion carried

Action on appointment of Joe Baasch to the Sustainability Workgroup

MOTION

Motion made by Steve Hansen to appoint Joe Baasch to the Sustainability Workgroup

Motion seconded by Paul Wittkamp

Motion carried.

Action on appointment of Mark Handlin to the Sustainability Workgroup

MOTION

Motion made by Steve Hansen to appoint Mark Handlin to the Sustainability Workgroup

Motion seconded by Joe Baasch

Jennifer Lord abstained from the vote

Motion carried

NEXT SSMG MEETING

The next SSMG meeting will take place in mid-august. Meeting dates will be proposed for August on a doodle poll.

**MEETING ADJOURNMENT
MOTION**

Motion made by Jennifer Lord to adjourn
Motion seconded by Mark Podoll
Motion carried

MEETING ADJOURNED AT 3:03PM

HS WISCOM TO LOCAL AGENCIES

STATEWIDE SYSTEM MANAGEMENT GROUP
Meeting Minutes of June 7, 2012

Grant ID	Applicant Agency	County	\$ Federal Award
9311	Clinton Fire Protection District	Rock	\$25,000
9320	Rock County Sheriff's Department	Rock	\$65,000
9325	Barron County Emergency Management	Barron	\$120,670
9329	Hortonville Police Department	Outagamie	\$10,000
9332	Beloit Fire Department	Rock	\$55,000
9337	Eagle Fire Department	Waukesha	\$20,000
9344	Village of Cross Plains Emergency Management	Dane	\$5,000
3445	City of Fitchburg Fire Department	Dane	\$144,000
9347	Douglas County Emergency Management	Douglas	\$285,245
9348	Cross Plains Police Department	Dane	\$10,000
9350	Bayfield County Emergency Management	Bayfield	\$332,000
9351	Dane County Emergency Management	Dane	\$278,335
9352	Greenfield Police Department	Milwaukee	\$87,000
9355	Town of Two Rivers Fire Department	Manitowoc	\$10,000
9356	Two Rivers Police Department	Manitowoc	\$50,000
9362	Dunn County Emergency Management	Dunn	\$351,352
9363	Sawyer County Emergency Department	Sawyer	\$312,039
9364	Rock River Safety Patrol	Rock	\$5,000
9367	Shawano Ambulance Service	Shawano	\$15,000
9368	Kewaunee County Sheriff's Department	Kewaunee	\$210,000
9378	Winnebago County	Winnebago	\$87,000

STATEWIDE SYSTEM MANAGEMENT GROUP
Meeting Minutes of June 7, 2012

	Sheriff's Department		
9379	Township of La Grange	Walworth	\$20,000
9383	Beloit Police Department	Rock	\$65,000
9393	Iowa County Sheriff's Department	Iowa	\$127,000
9399	Edgerton Police Department	Rock	\$10,000
9410	Village of McFarland Police Department	Dane	\$55,000
9412	Franklin Police Department	Milwaukee	\$87,000
9417	Oregon Fire and EM District	Dane	\$19,313
9420	Shorewood Hills Fire and EMS	Dane	\$15,000
9421	Cross Plains – Berry Fire Department	Dane	\$20,000
9422	Port Washington Fire Department	Ozaukee	\$35,000
9425	Marshall Police Department	Dane	\$15,000
9428	Walworth County Emergency Management	Walworth	\$50,000
9429	Mineral Point Police Department	Iowa	\$10,000
9430	Highland Police Department	Iowa	\$5,000
9431	DeForest Police Department	Dane	\$20,000
9432	City of Madison Fire Department	Dane	\$22,998
9436	Ozaukee County Emergency Management	Ozaukee	\$69,575
9437	Monona Police Department	Dane	\$30,000
9438	Mazomanie Fire Department	Dane	\$15,000
9440	Milton and Milton Township Fire Department	Rock	\$30,000
9441	Town of Milton Police Department	Rock	\$5,000
9443	City of Middleton	Dane	\$10,000

STATEWIDE SYSTEM MANAGEMENT GROUP
Meeting Minutes of June 7, 2012

	EMS		
9444	Marshall Area EMS	Dane	\$5,000
9445	Darlington Community Fire District	Lafayette	\$25,000
9446	Village of Dousman	Waukesha	\$25,000
9448	Baraboo District Ambulance District	Sauk	\$35,000
9450	Monroe County 911 Communications Center	Monroe	\$142,000
9451	Cottage Grove Police Department	Dane	\$8,292
9452	Edgerton Fire Protection District	Rock	\$30,000
9454	Fontana Police Department	Walworth	\$10,000
9456	City of Evansville EMS	Rock	\$50,000
9457	Town of Beloit Fire Department	Rock	\$25,000
9458	Beloit Township Police Department	Rock	\$20,000
9460	Juneau County Emergency Management	Juneau	\$429,000
9462	Janesville Fire Department	Rock	\$130,000
9464	Whitewater Fire Department	Walworth	\$10,000
9465	Spring Green Fire Department	Sauk	\$30,000
9471	Iron County Sheriff's Department	Iron	\$15,000
9479	Middleton Fire District	Dane	\$40,000
9481	Village of Eagle Police Department	Waukesha	\$5,000
9485	City of Cedarburg Police Department	Ozaukee	\$37,000
9495	Village of Mukwonago	Waukesha	\$40,000
9497	La Crosse County Emergency Management	La Crosse	\$73,868
9498	Stoughton Police Department	Dane	\$16,888
9500	West Salem Police	La Crosse	\$10,000

STATEWIDE SYSTEM MANAGEMENT GROUP
Meeting Minutes of June 7, 2012

	Department		
9501	Town of Madison Police Department	Dane	\$50,000
9502	Florence County Sheriff's Department	Florence	\$42,000
9507	Rib Mountain Fire Department	Marathon	\$25,000
9510	Forest County Emergency Management	Forest	\$22,000
9511	Langlade County Sheriff's Department	Langlade	\$47,000
9512	Jackson County Emergency Management	Jackson	\$22,000
9513	St. Croix County Emergency Management	St. Croix	\$22,000
9516	Crescent Fire Department	Oneida	\$10,000
9517	Flight For Life	Waukesha	\$32,000
9518	Clark County Emergency Management	Clark	\$44,000
9521	Park Ridge Fire Department	Portage	\$5,000
9522	Three Lakes Fire Department	Oneida	\$25,000
9523	Deer-Grove Emergency Medical Services	Dane	\$10,000
9524	Marshfield Police Department	Wood	\$30,000
9525	Antigo Police Department	Langlade	\$20,000
9526	Kronenwetter Police Department	Marathon	\$15,000
9527	Fitch-Rona EMS District	Dane	\$10,000
9529	Oneida County Emergency Management	Oneida	\$45,000
9530	Town of Rock Fire and Rescue	Wood	\$5,000
9531	Vilas County	Vilas	\$82,000
9532	Village of Baldwin Emergency Medical Service Department	St. Croix	\$15,000

STATEWIDE SYSTEM MANAGEMENT GROUP
Meeting Minutes of June 7, 2012

9533	Stetsonville Volunteer Fire Company	Taylor	\$15,000
9537	Dodge County Sheriff's Department	Dodge	\$5,000
9542	St Francis Fire Department	Milwaukee	\$5,000
9543	Spencer Fire Department	Marathon	\$9,000
9544	Little Rice Fire Department	Oneida	\$15,000
9546	City of Antigo Fire Department	Langlade	\$30,000
9547	Columbia County Emergency Management	Columbia	\$10,000
9548	Vernon Fire Department	Waukesha	\$20,000
9549	Ellsworth Area Ambulance Service	Fond du Lac	\$10,000
9550	Town of Ripon Police Department	Adams	\$150,000
9551	Adams County Sheriff's Department	Adams	\$57,000
9553	Adams County Emergency Management	Adams	\$15,000
9556	Lake Tomahawk Vol Fire Department	Oneida	\$10,000
9557	Wood County Emergency Management	Wood	\$20,000
9558	Village of Sharon Fire Department	Walworth	\$20,000
9559	Dodge County Emergency Management	Dodge	\$4,660
9560	Cornell Police Department	Chippewa	\$5,000