WISCONSIN INTER@PERABILITY
SEAMLESS STATEWIDE **A** PUBLIC SAFETY RADIO COMMUNICATIONS

SCOTT WALKER, Governor

STATE INTEROPERABILITY COUNCIL
STATEWIDE SYSTEM MANAGEMENT GROUP

FITCHBURG FIRE STATION
5791 LACY ROAD
FITCHBURG, WI 53711
DECEMBER 22, 2011
10:30 AM

MEETING MINUTES

CALL TO ORDER – 10:37AM

ATTENDANCE

MEMBERS
- Matt Joski, Chair (Fitchburg)
- Joseph Baasch (Fitchburg)
- Keith Butler (Fitchburg)
- Carl Guse (Fitchburg)
- Steve Hansen (Racine)
- Mike Knoll (Pierce County)
- Dave Mahoney (Fitchburg)
- Gary McClelland (Marine Park)
- Rich McVicar (Fitchburg)
- Doug Meier (Fitchburg)
- Randy Pickering (Fitchburg)
- Mark Schomisch (Marine Park)
- John Schrader (Fitchburg)
- Keith Tveit (Fitchburg)
- Paul Wittkamp (Fitchburg)

VIA TELECONFERENCE
- Joe Collins

GUESTS
- Kathleen Lordo
- Jeff Ohnstad
- Tim Pierce
- Keith Kessler, WEMA

OJA STAFF
- Dave Spenner
- Jim Westover
- Jennifer Lord
- Sabrina Fordyce

DETERMINATION OF A QUORUM - *Quorum Established*

REVIEW AND APPROVAL OF SEPTEMBER 29, 2011 MEETING MINUTES
MOTION
- Motion made by Joe Baasch to adopt the September 29, 2011 meeting minutes
- Motion seconded by John Schrader
- Motion carried

TECHNICAL WORKGROUP REPORT – Carl Guse
No report

GOVERNANCE WORKGROUP REPORT – Matt Joski
Membership Review – Matt Joski reviewed the membership.

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Federal Representative Shawn Gullickson was not present at this meeting but has confirmed desire to be a member of the Governance Workgroup. Other candidates will also be considered for federal representatives.

Keith Kessler is the new county emergency management representative replacing Keith Butler. There is one position left to fill for a local representative.

Annual Interoperability Symposium – Jennifer Lord gave an overview of the 2012 Interoperability Symposium in Wausau on January 17th and 18th starting at 12:30pm – 5:30pm. The session will include speakers from Missouri Emergency Management, State of Wyoming Public Safety, and Marinette County Emergency Management. Regional Groups are encouraged to attend. For more information, and registration and lodging arrangements go to www.fvtc.edu/scip.

SUSTAINABILITY WORKGROUP REPORT – Rich McVicar
Rich McVicar gave an overview of the progress made on the WISCOM fee structure discussed at the last Sustainability Workgroup meeting on December 12th. An invitation was extended for all interested individuals to attend meetings and join the group.

Issues discussed were determining fees for public and private sector agencies according to usage and area. Feedback was requested from the SSMG to define local and wide area coverage according to number of towers and resources being used. Rich requested feedback from the SSMG to consider charging higher rates to users who are utilizing more resources (i.e. more radios). It was suggested that a base rate is important for real daily users however it would be feasible to look for ways to apply discounts so as not to lose potential and current users, and remember that there are costs to the system that must be sustained.

An important question as to what would have to be done to do a cost recovery in case of a declaration? Is there a charge that would recoup costs during an incident? It was decided that the Sustainability Workgroup will consider this question in continuing its work to define the fee structure.

BREAK FOR LUNCH FROM 11:52AM – 1:00PM
Meeting Resumed at 1:03PM

ADOPTION FOR PENDING DRAFT FOR SSMG POLICIES – Dave Spenner
Dave reviewed the last meeting discussion and each draft policy for clarification to adopt the draft. He suggested the draft should be adopted at this time as a living document which may be amended.
MOTION
Motion made by Randy Pickering to approve all sections of the policy manual that are currently marked "draft", with the exception that section 400 series shall be amended to reflect that membership and the forms exist, however the actual list of the membership and the actual current forms shall be maintained on the website.
Motion seconded by Joe Baasch
Discussion:
- There are language inaccuracies in section 301 to be corrected and there should be a link to reference current vocoder standard. OJA grant guidance has different language. Dave Spenner will look into this.

- The Technical Workgroup will add an agenda item to discuss Section 300 at its next meeting and bring back to the next SSMG meeting for discussion.

Motion carried

DOT PROJECT REPORT
WISCOM System Support Objectives - Carl Guse gave an overview presentation of the WISCOM System Support Objectives put together by himself and Jeff Ohnstad. Carl stressed the importance of creating expert support positions as this would shorten response time and expand help desk assistance. DOT suggested obtaining a single telephone number that would be overseen via computer from several locations. Blackberries and cell phones would be programmed with this number and able to operate at the same time.

Kathleen Lordo gave an overview presentation on the Wiki for use as a WISCOM support manual. She suggested that a trouble ticket system should also be developed as a companion for troubleshooting system problems. This would be accessible on the internal server. This would allow levels to be created to identify what kind of problem or outage it is. Sub-categories would be arranged to identify the priority of the problem. EF Johnson would also have access to assess recurring problems. The help desk would be open 24 hours a day to accommodate serious technical problems. A FAQ site will also be developed for end user issues.

Tower Site Update – The Scandinavia tower site is online. This is the 70th site. Additional core sites to come online in 2012:
- Parkland in Douglas County
- Wautoma in Waushara County which has been constructed and waiting for power
- Union Grove in Racine County
- Sandburg Hall in Milwaukee which is waiting for final approval
- Pembine in Marquette County
- Kent in Langlade County which will be up in the next few months.
- Port Washington is contingent on use of an existing site which concludes it is overloaded. Solutions have yet to be made.
- Discussions have ensued with Ozaukee County and the State Patrol for tower projects.

Most sites will be up in early 2012.

System Software upgrade – Software upgrades were made in early December and network management servers are both live.

System Testing – BPSC (Department of Public Security) performed system testing.

WEM/DMA Gateway - On December 15, 2011 a network interference unit was set up to patch DMA low band and VHF networks to WISCOM via WEM's stargate console. They are now looking at a way to bring radios onto their current network. They are able to interface channels to WISCOM and at the WEM console a patch can be created which allows them to go out onto a WISCOM talkgroups.

Early Adopter Agencies
- Iowa County – Dodgeville
- Kewaunee County – Algoma
- Sawyer County – Pipestone
- Taylor County – Medford and Bellinger
- City of Fond du Lac

County Scan Talkgroups – Testing for the county scan concept with 11 county talkgroups are online.

Federal frequencies – The Department of Interior is working to assign federal frequencies. Several tentative federal frequency assignments for several sites have been received.

OJA UPDATE – Dave Spenner
Dave Spenner gave appreciation to Keith Butler for all his work on the SSMG.
Governor Walker appointed John Murray as the new Executive Director for OJA. He has an extensive

legislative background and is the Mayor of Sun Prairie.

Grants – Sign up for the block grant is on January 26, 2012. This will be the last class being held in Appleton. Lodging is covered for those travelling more than 100 miles. This is on a first come, first serve basis.

WISCOM Applications - There are 96 agencies that have completed the necessary application requirements for Level 1 and Level 2 usage. All agencies are government and public safety agencies. This will be added to the next agenda for the Symposium and all the approved agencies will be listed on the website.

Randy Pickering considered a motion effective December 22, 2011 the SSMG will now establish that any new users coming onto the system must be accompanied by a properly executed user agreement, although the SSMG authorizes our technical support personnel, be able to turn on and turn off the IDs for the purpose of testing at their discretion for limited periods of time. This will be voted on at the next SSMG meeting.

Dave Spenner asked the SSMG whether they would like to approve the Level 3 applications even while corrections may have to be made or should they be held by OJA until they are perfect. Matt Joski approved to accept them contingent on the changes that must be made to keep them moving. Randy Pickering suggested keep this as a recurring agenda item for application approvals for Levels 1 and 2 and Levels 3 and 6.

OLD BUSINESS
No old business for discussion

NEW BUSINESS
No new business for discussion

DISCUSSION ITEMS FROM MEMBERS
No discussion items from members

NEXT MEETING DISCUSSION
The next SSMG meeting will take place at the Interoperability Symposium on January 17th. This will be the Annual SSMG meeting.

MEETING ADJOURNEDMENT
MOTION
Motion made by Joe Baasch to adjourn
Motion seconded by Keith Butler
Motion carried

MEETING ADJOURNED AT 3:08PM