

**STATE INTEROPERABILITY COUNCIL
STATEWIDE SYSTEM MANAGEMENT GROUP**

WAUPACA COUNTY COURTHOUSE

811 HARDING STREET

WAUPACA, WI 54981

MARCH 8, 2012

10:00AM

MEETING CALLED TO ORDER AT 11:15AM

ATTENDANCE

MEMBERS

- Matt Joski – Chair
- Joe Baasch
- Doug Meier
- Paul Wittkamp
- Mark Podoll
- Randall Frailing
- Brad Hardel
- Keith Kesler
- Kevin Lemke
- Keith Tveit
- Kaylynn Gresham
- Carl Guse
- Jennifer Lord

VIA TELECONFERENCE

- Mark Handlin
- John Schrader

GUESTS

- Kathleen Lordo
- Jeff Ohnstad
- Andrew Carlin
- Jan Victorson
- Rich McVicar
- Gary McClelland
- Lisa Beyer, EF Johnson
- Derek Dipietro, EF Johnson

OJA STAFF

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

MEETING CONVENED AT 11:15AM

DETERMINATION OF A QUORUM - *Quorum Established*

REVIEW AND APPROVAL OF JANUARY 17, 2012 MEETING MINUTES

MOTION

- Motion made by Keith Tveit to adopt the January 17, 2012 meeting minutes with corrections
- Motion seconded by Joe Baasch
- Motion carried

TECHNICAL WORKGROUP REPORT – Carl Guse

Membership – Keith Butler resigned from the SSMG and the Technical Workgroup. Jennifer Lord has transitioned to a new position however is still maintaining active participation as a member of the TWG.

Site Update

- Sandburg Hall – UW Milwaukee has requested approval to add 800MHz to the Sandburg Hall tower site. The TWG recommends that the SSMG approve this site.
MOTION
Motion made by Jennifer Lord to approve Sandburg Hall as a daily user.
Motion seconded by Joe Baasch
Motion carried
- Parkland –Douglas County has offered their Parkland tower site for use as a WISCOM site. The TWG recommends the SSMG approve this site.
MOTION
Motion made by Randy Frailing to approve Parkland as an interim site.
Motion seconded by Gary McClelland
Motion carried
- Madison - A need has been identified for a downtown Madison site to become a VHF WISCOM site with potential for 800 MHz.
The possibilities available to obtain this site are:
 1. Dane County EM has expressed interest in funding this site.
 2. The State Patrol has purchased two sites, one of which is in Madison.
 3. At present, there is equipment to create a four channel site.The TWG recommends approval for Madison to be established on VHF and potentially 800 MHz.
MOTION
Motion made by Brad Hardel to approve the Madison site.
Motion seconded by Gary McClelland
Motion carried
- Juneau County – Juneau County Law Enforcement, Fire, and Emergency Management are interested in using WISCOM for daily communications. Juneau County has received an OJA grant for radios and they have offered use of their primary tower site as a WISCOM site. They will need this site or and other sites to provide adequate coverage for migration to WISCOM.

PSIC Subscriber Unit Purchases - Mobile and portable radios were purchased for state patrol BPSIC tech staff, SSMG members, regional interop coordinators, and OJA WISCOM staff. The TWG has made a motion to clarify that the SSMG approve purchase of radios for this purpose; not to exceed a dollar amount of \$220,000 (including and EFJ contract credit in the amount of \$111,766.50).

MOTION

Motion made by Joe Baasch with amendment by Carl Guse

Motion seconded by Randy Frailing

Motion carried

Jennifer lord abstained from the vote.

State Patrol Logging Interoperability Talkgroups – WI State Patrol purchased equipment to migrate to WISCOM. This includes 24 console positions with spares, and seven new digital logging recorders. The State Patrol would like to record talkgroups.

The TWG recommends that the State Patrol be allowed to record talkgroups. It was noted that this should be disclosed in the Administrative Manual that this is occurring not only for State Patrol but for whoever may be recording. There isn't opposition to assisting with this however there is a concern amongst the

Law Enforcement Communication Supervisors regarding excessive open records requests by public agencies for these talkgroups.

Site on Wheels – The TWG recommends that the SSMG approve the State Patrol to purchase up to 25 portable radios and accessories to serve as the SOW radio cache, provided there is adequate PSIC funding remaining at the end of the grant period. This would be deployable in a disaster response to have improved portable coverage for a planned event or training and exercises. This won't have wide area coverage. The ERP will be approximately 5 watts. This is a good system for portable coverage. The focus is to provide improved portable coverage in an area where it is non-existent or marginal.

MOTION

Motion made by Joe Baasch to authorize the State Patrol for equipment purchase of up to 25 portables and accessories.

Motion seconded by Paul Wittkamp

Motion carried

County Scan Program – CSP is designed to allow WISCOM users to hear and talk to non-WISCOM county channels. Trunking radios don't scan well between conventional and trunked. Over ten county scan radios have been operating in beta-testing.

Carl gave an overview of the County Scan Program and how it works. This requires agreements between county agencies to transmit on certain channels. The traffic can be forced out on the towers within a local area so it needs to be balanced by keeping it at a local level.

Work is being done with EF Johnson to add some capabilities with this and they have agreed to develop a meld of existing products. This brings a lot of interoperable abilities to WISCOM. This can be configured to multiple channels through one county scan talk group.

The TWG recommends to the SSMG that the county scan program be implemented with the caveat that this program will be closely monitored for system capacity issues, and any capacity issues that arise will be addressed by increasing site capacity and making configuration adjustments.

Patching Policy – The TWG was asked to address a patching policy. EF Johnson is going to enable a feature on the system by the middle of the year. The TWG recommends the SSMG adopt the following policies regarding patching:

1. Only a single WISCOM talkgroup may be patched together without prior approval of system management.
2. Two or more WISCOM talkgroups cannot be patched together without prior approval.

All Call Talk-group Policy - P25 standard dictates that systems have all call talkgroups. StarGate consoles have all call buttons available. The ability to use these buttons can be disabled.

The TWG recommends that the SSMG adopt a policy that system wide all call will only be enabled on system administrator consoles and available to select other agencies as approved by the SSMG via an emergency profile.

WISCOM Network Support System – Carl Guse, Kathleen Lordo

Carl Guse and Kathleen Lordo updated the TWG on BPSP's budget plan for the FY12 and FY13 appropriation funds.

Progress has been made toward the help desk phone setup in which an ACD system will be utilized.

A phone number has been obtained however it is not yet operational, but will be shortly. The number is 608-294-7266 (608-2WISCOM). Users will not pay long distance fees for this.

The automatic call system is still being worked on and should be operational in April 2012. This will provide 24 hour availability.

Carl created an overview chart of the network support options. Currently it is operating at a business hours capability and response that is supported by two people. As this gets to a go live this will change. Options to be responsive to user needs are being looked at. The State Patrol could maintain this system with existing staff however the expectations of the users are higher than what can be done at this level. With existing staff, if a user has a problem they would have to contact the State Patrol Dispatch who would have to try and reach a technician.

LEVELS:

Implementation – This level would provide assistance during business hours with one staff person to route calls to a blackberry. A trouble ticket system would be available however it wouldn't be able to do any network management and other tasks. This is a stop gap approach which draws on a few existing staff positions that will help out until the system becomes more robust.

Call Center – This is an alternative which is improved. A contractor would answer calls, write down a message and find someone to relay message to.

Network Center – found that there is a contract network operations center in Madison which works with the dot fiber network. This is another alternative. There is a preliminary quote from INOC that has been received but not discussed yet. This would allow the calls to be answered 24 hours and provide after hour call in service. This would also provide a trouble ticket system. This would also allow ticketing during the day to triage a situation. It is about \$81,000 a year for this service. This would be a one year contract.

MOTION

Motion made by Jennifer Lord to pursue the INOC option which would proceed from July 1, 2012 to June 30, 2013 and not to exceed \$90,000. The agreement must be approved by TWG.

Motion seconded by Joe Baasch

This would allow an extra year to look at another agency and provide support for the users. Amendment to motion: one representative from a daily user county or city should also participate in the process (they are going to be users and not a state agency).

Motion carried with amendment

In House – This provides a higher level of staff and it is the ultimate goal for the highest level of service. This provides experts that would address and direct any problem that comes in and could direct the work of field techs who are on site. This is a large system, interconnected with lots of pieces. This involves multiple people who have experience. The recommendation is to have in house staff experts who have the day to day response of working with the system as a whole. All sites would become part of the network and evaluate problems. There must be a core group of experts to be able to do this and provide a high level of service. This is the desired level to move up to.

The TWG recommends that we start at an initial level and get to the desired in house level.

Six staff positions are requested for the Network Center: A program Manager, an Operations Manager, and four technical positions. These would be permanent positions which would be funded by appropriation money. The TWG requests the SSMG to support these positions with a letter to DOT

requesting establishment.

A letter of support for these positions reflect their role in the WISCOM operation of maintenance.

MOTION

Motion made by Joe Baasch that the SSMG draft a letter of support for six positions: 1 WISCOM Operations Manager, 3 Support Technicians and request the re-class of two existing positions of Program Manager and IP Network Specialist. (Titles are not specific and subject to change).

Motion seconded by Kevin Lemke

Brad Hardel suggested researching this before approving a letter. He is concerned that the whole picture must be clarified further.

Motion carried with opposition from John Schrader, Kaylynn Gresham and Brad Hardel.

BREAK FOR LUNCH – 12:03PM, RESUMED AT 12:45PM

GOVERNANCE WORKGROUP REPORT – No Governance Report. Matt Joski asked for those interested in being a member of the Governance Workgroup to step forward.

DOT PROJECT REPORT – Carl Guse

System status update – There are 75 sites now on the air. Sites in progress: Union Grove, Milwaukee, and Pipestone (Sawyer County). Future sites: Pembine DNR Ranger Station – up in April, Mauston – Construction bids are due soon, and Boulder Junction (Vilas County) – Construction begins in the spring.

The Milwaukee 800 MHz site has been delivered.

There are 6,000 subscriber units activated. Users are added on a regular basis. 109 total agencies have been awarded on paper. There are a working total of 260 combined. Most of these users are interoperability users and large group users.

System Acceptance – System acceptance testing was conducted on February 16th and 17th. There were 12 units in the field and testing went well with a few local interference issues. Kimball did a report with recommendations and the System was accepted on March 1, 2012. Final payment to EF Johnson is being made for the core system. This is a significant milestone in this project.

Contract Changes – Contract changes were necessary to reflect changes in scheduling. The contract may be re-bid after four years. Addition of system has to be added on at some point. Current contract is in effect until 2016.

County Connection – Five have been installed to date: Grant County - control station, Pierce – control station, Pierce – gateway, Sawyer – console, and Vernon – console.

Site surveys are in progress. Equipment will ship this week.

These all went very smoothly and they were finished on a tight deadline for an exercise. Gateways and consoles particularly involve staff time to configure.

Updated Programming Guidance – Distribution of all authorized WISCOM programmers began on 3/5/12. This includes updates to control channels, 800 MHz, sites, interoperability talkgroups, and control station setups.

PSIC Grant Program – Currently making plans to make purchases to spend down in the next couple of

months. There are plans to purchase some more spare equipment to add capacity to the system with remaining money. More repeaters and system components will allow future expansion.

OJA UPDATE – Dave Spenner

WISCOM Level 3 Applications – Dave Spenner is heavily involved in working up the Level 3 applications for counties coming on as WISCOM daily users. All language is put into the template that has been adopted. What needs to be negotiated is how many talkgroups do they get? There is some variation of what counties want. OJA requests the SSMG's recommendation on how to proceed. This would apply to local talkgroups. This may be subject to further refinement.

The SSMG recommends guidance to daily users however it is important to leave direction open.

WISCOM Grant Funding - There is a new issue for WISCOM grant funding as federal bureaucrats have new interpretations of environmental, historical impact reviews of all of these projects. In the case of county daily users, a new form had to be created specifically for each county that was reviewed.

Subscriber Radio Testing –There were some things that were actually learned through the subscriber testing process. Things they thought were going to work and it put them through a regiment of standardized tests. Changes have occurred in the product line through this testing. Its been the direction of the SSMG to do the model testing. If essentially the models are equivalent then every kind of radio manufactured won't have to be tested. Specific kinds of models will be tested.

Three County Sheriff Services Study - OJA is working with Kimball to advocate Three-County Sheriff Services Study which involves Ozaukee, Milwaukee and Waukesha Counties which are all 800 MHz systems. UASI is supporting the funding of this study to see if they should combine three radio systems into one or if they should combine three radio systems with WISCOM into one. The study should be coming out June and all stakeholders are encouraged to participate and put questions on the table.

Applications Report – Jim Westover

There are 140 new pending Level 1 and 2 WISCOM applications. Most of these are tied with the 109 applications for daily users. There are about 50 daily user applications out of these that have been submitted with one agency left off (Lifestar EMS). Jim requests action on this and recommends an amendment should be made on the minutes from the last SSMG meeting under Item 6A for approval. There are roughly 171 applications for interoperability only and there are a total of 260 agencies applying for WISCOM.

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Training – Jim Westover

Since Train the Trainer has been developed and conducted, the roster has been created, reports must come in now and that will be available to the SSMG and are being tracked with the applications. Some of the state agencies that have different bureaus within different departments have not been trained.

Regional Train the Trainers will commence in spring. About two sessions a day – paid vs. volunteer. Working with WEM to use their training portal to put out and schedule this.

Events – OJA will host a Statewide Communications Interoperability Plan update workshop on May 1st in Appleton. This workshop is about upgrading the state strategy to roll out public safety wireless broadband and get some implementation strategies and goals and objectives in place into the plan. All SSMG members are invited to participate. The SSMG would be a great asset in developing this.

Interoperability Council - The Interoperability Council has been re-invigorated and there have been a number of new appointees. New names are listed on the website. Sheriff Matt Joski is appointed as the new Interoperability Council Chairman.

New Interoperability Addition - Tony Peterson is introduced as a new interoperability person. The long term strategy is that Tony will be taking on a greater role in the interop programs.

OLD BUSINESS

WISCOM/Hospital Update – Paul Wittkamp

A new Hospital Preparedness Director has been hired – Kevin Wernet. He is an active firefighter and is interested in WISCOM. Looking to pull a meeting together next week to get Kevin further up to speed on WISCOM and how the hospitals can be integrated into the system. Kevin is pro WISCOM and he is working on his budget for the HPG and the high point would be having a dedicated radio in every hospital with two control stations. He is looking forward to getting the WHEPP program involved with the SSMG.

NEW BUSINESS

TWG/SWG Action Items – See motions recorded under the TWG and SWG Reports.

Communication from Juneau County for WISCOM Level 3 Usage – Matt Joski

Matt Joski read a letter from Juneau County. He suggested to do further research on this. The SSMG has referred this to the TWG.

MOTION

Motion made by Randy Frailing to forward this request to the TWG

Seconded by Mark Handlin

Motion carried

WISCOM Acceptance Event - The SSMG decided to poll for member availability to schedule this event. The dates are April 30th, and May 2nd in Fond du Lac, Wisconsin. Further information will be available when the final date is confirmed.

WISCOM Level 3 User Fee Structure – Rich McVicar

Rich gave an overview of progress of the Level 3 User Fee Structure that the SWG has been working on. Discussion of specific revisions of the draft brought attention to areas that need to be defined:

1. Geographic area of user talkgroups and what would be needed to cover that area.
2. Definition of an expanded area
3. Definition of a statewide area
4. User fees for each area

The SSMG was asked to assist in pointing toward appropriate costs.

MOTION

Motion made by Brad Hardel to establish a minimum rate of \$200 per year, per radio for federal agencies

for 2012. This fee can be modified per yearly analysis.

Motion seconded by Paul Wittkamp

Motion carried

DISCUSSION ITEMS FROM MEMBERS

WISCOM Acceptance Event – A suggestion was made to have an additional date added to the poll of May 24th to take place at the next SSMG meeting.

NEXT MEETING DISCUSSION

The next SSMG meeting will be held on May 24th at 10am. Location will be determined.

MEETING ADJOURNEDMENT

MOTION

Motion made by Brad Hardel to adjourn

Motion seconded by Joe Baasch

Motion carried

MEETING ADJOURNED AT 4:05PM