

Agenda
Statewide System Management Group
Ramada Inn
1501 N. Point Drive
Stevens Point, WI 54481
715-341-1340

Friday, May 2, 2008

9:00 AM

9:00 AM Introductions and open dialog about concerns and desired outcomes for the SSMG and WISCOMM.

10:00 AM Bylaw Update/Finalization

11:00 AM Break

11:15 AM Technical Sub Committee Report and SSMG action on their work (Frequency Plan RFP and Engineering Consultation RFP)

12:00 Noon Lunch

12:45 PM Technical Sub Committee Review Continues

1:30 PM Sustainability Sub Committee Report and SSMG action on their work

2:30 PM Next Meeting Date

***CHARTER FOR
STATEWIDE SYSTEM MANAGEMENT GROUP
TO FOSTER
STATEWIDE PUBLIC SAFETY INTEROPERABLE
COMMUNICATIONS
April 21, 2008***

Whereas, The State of Wisconsin (herein after referred to as "state" and various public safety/service agencies within county and local government (hereinafter referred to as "municipal public safety/service agencies") have agreed in principle to develop a statewide public safety communication system known as the WISCOMM system, and

Whereas, the system is to serve all emergency first responders located in the State of Wisconsin, including private ambulance providers, other authorized non-government organizations, federal and tribal public safety agencies, and

Whereas, state and municipal public safety/service agencies desire to jointly develop a statewide radio communications system to provide interoperable voice communications for mutual aid purposes and enhance outside resources responding to assist with local emergencies, and

Whereas, state and municipal public safety/service agencies desire an alternative to perpetuating stand-alone individual communications systems and create a local option to consolidate their emergency communications equipment to avoid duplication of services, personnel, facilities, equipment, and

Whereas, state and municipal public safety/service agencies desire an alternative to perpetuating stand-alone individual communications systems and create a local option to enhance their public safety communications by investing in local build-out of the statewide system with capacity to meet local requirements for day-to-day, operational, and/or portable radio coverage, and

Whereas, there is value and improved capability seen in interconnecting a statewide system with stand-alone municipal, regional or state-agency communications systems, and

Whereas, costs of the system must be shared equitably and further defined by a cost structure based upon usage and bylaws, and

Whereas, the signatory participants representing state and municipal public safety agencies hereby acknowledge commitment to the formation of the WISCOMM system for the collective good of all of Wisconsin.

NOW, THEREFORE, the Wisconsin Office of Justice Assistance (OJA) as the designated administering agency for Public Safety Interoperability Communications (PSIC) and Homeland Security Funding including those funds allocated for WISCOMM system interoperability hereby charters the "Statewide System Management Group" (SSMG) for the purpose of providing interim governance of WISCOMM and to discharge the functions as outlined in this charter. The provisions of this charter will be enforceable as a special condition attached to any interoperable communications grant award made by OJA for the purpose of

implementing the WISCOMM system and shall be in effect for the full term of such grant awards unless expressly modified by OJA prior to the ending date of such grant award. The provisions of this charter are as follows:

I. MISSION STATEMENT:

1. The mission of the WISCOMM system is to provide statewide reliable and responsive communications interoperability between fire, police, rescue, emergency medical and emergency management and other government services.

II. STATE RESPONSIBILITY OWNERSHIP OF EQUIPMENT, SOFTWARE AND LICENSURE:

1. The WISCOMM system hardware, software and licensure have been purchased by the SSMG's government representative and remain the property of the unit of government that enables this endeavor throughout the term of this charter.
2. The Office of Justice Assistance will ensure PSIC funds are administered consistent with this agreement throughout the grant period ending September 30, 2010. Seventy percent (70%) of the Public Safety Interoperable Communications funds will not be expended to acquire equipment until a solution is in place that provides sustainability of the WISCOMM system. System sustainability will be developed by the system users.
3. The Office of Justice Assistance will utilize the State Interoperability Executive Council (SIEC) and its subcommittee known as the Statewide System Management Group to implement this initiative.

III. CREATION OF STATEWIDE SYSTEM MANAGEMENT GROUP:

1. The SSMG shall consist of:
 - a. Members representing and selected by five (5) state and two (2) federal and tribal agencies using the WISCOMM system. Agency heads or their designee will include:
 - (1) WI Department of Transportation
 - (2) WI Department of Natural Resources
 - (3) WI Emergency Management
 - (4) WI Department of Corrections
 - (5) WI Dept of Health and Family Services
 - (6) Federal Dept. of Homeland Security Representative for Wisconsin
 - (7) Wisconsin Tribal Emergency Management Association
 - b. Five members representing and selected among county agencies using the WISCOMM system. Representatives are:
 - (1) 4 County Sheriffs Agencies appointed by the president of the Badger State Sheriffs Association of and shall serve at the president's pleasure.

- (2) 1 County Emergency Manager appointed by the president of the Wisconsin Emergency Management Association and shall serve at the president's pleasure.
- c. Five members representing and selected among agencies within counties using the WISCOMM system. Representatives are:
 - (1) 2 Police Department Chiefs appointed by the president of the Wisconsin Chiefs of Police Association and shall serve at the president's pleasure.
 - (2) 2 Fire Department Chiefs appointed by the president of the Wisconsin Fire Chiefs Association and shall serve at the president's pleasure.
 - (3) 1 Emergency Medical Services Director appointed by the president of the Wisconsin EMS Association and shall serve at the president's pleasure.
- d. 4 "at-large" representatives selected at an annual meeting of users.
 - (1) Two members representing public safety communication centers. One is a member of WI Association of Public Safety Communications Officials and is appointed and serves at the president's pleasure and one is a member of WI National Emergency Number Association and is appointed and serves at the president's pleasure.
 - (2) SSMG will create Bylaws that will amend/create further rules such as user voting privileges, SSMG officers and duties, procedures for filling expiring and/or vacant seats, staggered terms for all initial selections, and other procedures to allow for effective, representative governance.

IV. SYSTEM PARTICIPATION:

Agencies may participate with the statewide system under different user categories as determined by the SSMG.

1. Any additional user agency wishing to join the WISCOMM system may do so upon application to and approval of the SSMG.
2. The SSMG shall be responsible for determining the initial cost, if applicable.

V. CHANGES TO THE SSMG CHARTER:

1. The SSMG is authorized to petition the OJA for changes to the SSMG Charter for the common good and to implement WISCOMM.

WISCOMM
Statewide System Management Group Directory
April 21, 2008

Chairperson: Sheriff Tom Richie

Vice Chairperson: Fire Chief Randall Pickering

State/Federal/Tribal Agency Representatives

- Carl Guse, State Frequency Coordinator
 - o WI Department of Transportation
 - o carl.guse@dot.state.wi.us
 - o 608-266-2497
- Doug Meier,
 - o WI Department of Natural Resources
 - o Doug.Meier@Wisconsin.gov
 - o 608-266-0859
- Keith Tveit, Fire Services Coordinator
 - o WI Emergency Management
 - o Keith.Tveit@Wisconsin.gov
 - o 608-220-6049
- Mark Schomisch, Associate Warden
 - o WI Department of Corrections
 - o Mark.Schomisch@Wisconsin.gov
 - o 920-928-6913
- Kaylynn Gresham, Deputy Director
 - o Oneida Tribe
 - o kgresham@oneidanation.org
 - o 920-869-4360
 - o 920-445-3837 (Cell)
- Paul Wittkamp, Communications Coordinator
 - o Department of Health and Family Services/EMS
 - o WittkPV@dhfs.state.wi.us
 - o 608-261-9306

County Government Representatives

Badger State Sheriffs Association

- Dave Mahoney, Sheriff
 - o Dane County Sheriff Office
 - o mahoney@co.dane.wi.us
 - o 608-284-6800
- Tom Richie, Sheriff
 - o Barron County Sheriff Office
 - o tom.richie@co.barron.wi.us
 - o 715- 637-6737
- Matt Joski, Sheriff
 - o Kewaunee County Sheriff Office
 - o 620 Juneau St., Kewaunee, WI 54216
 - o joskim@kewauneeco.org
 - o 920-388-7177 (Office)
 - o 920-255-1100 (Cell)
- Sheriff Gene V. Cary
 - o Vernon County Sheriff Office
 - o % Chief Deputy Jim Hanson
 - o jhanson@vernoncounty.org
 - o 1320 Bad Axe Court, Viroqua, Wisconsin 54665
 - o 608-637-2123
 - o 608-637-5331

Wisconsin Emergency Management Association

- Jennifer Lord Kourachi, Emergency Manager
 - o Clark County
 - o jennifer.lordkouraichi@co.clark.wi.us
 - o 715-743-5100

At Large

- Karen Carlson, Management Information Coordinator
 - o FoxComm
 - o 206 Court St., Chilton, WI 53014
 - o KCarlson@co.calumet.wi.us
 - o 920-639-6714 (Cell)
 - o 920-849-1481 (Fax)
- John Sweeney, Chief Deputy
 - o Oneida County Sheriff Office
 - o jsweeney@co.oneida.wi.us
 - o 715-361-5107

Local Government Representatives

Wisconsin Chiefs of Police

- Tony Barthuly, Chief of Police
 - o Fond du Lac Police Department
 - o tbarthuly@ci.fond-du-lac.wi.us
 - o 920-322-3702
- David A. Sonntag, Chief of Police
 - o Phillips Police Department
 - o 715-339-3847
 - o phillipspd@pctcnet.net

Wisconsin State Fire Chiefs Association

- Brian Satula, Fire Chief
 - o Oak Creek Fire Department
 - o bsatula@oakcreekwi.org
 - o 414-768-6555
- Steve Hansen, Fire Chief
 - o Racine Fire Department
 - o steve.hansen@cityofracine.org
 - o 262-635-7912

Wisconsin EMS Association – no association appointment

At Large

- Joe Collins, Chief of Police
 - o Two Rivers Police Department
 - o Joscol@two-rivers.org
 - o 920-793-5507
- Randy Pickering, Fire Chief
 - o Fitchburg Fire Department
 - o Randall.pickering@city.fitchburg.wi.us
 - o 608-270-4300

APCO Representative

- Rich McVicar, Operations Manager
 - o Dane County PSC
 - o mcvicar@co.dane.wi.us
 - o 608-267-3912

NENA Representative

- Mark Handlin, Lieutenant
 - o Lincoln County Sheriff's Department
 - o mhandlin@co.lincoln.wi.us
 - o 715-536-6272 x232

Technical Sub-Committee

Carl Guse (Chairperson)

Doug Meier

Gary McClelland

Karen Carlson (Vice Chair)

Al Wisler

Keith Butler

Kevin Lemke – FDL asst chief

David Sonntag or 4th class city PD member

Randy Pickering

Sustainability Sub-Committee

Jennifer Lord-Kourachi (Chairperson)

Paul Wittkamp

Rich McVicar

John Sweeney

BYLAWS AND GUIDELINES OF THE STATEWIDE SYSTEM MANAGEMENT GROUP

1.10 Mission

1.101

The Wisconsin Statewide System Management Group (SSMG) is an assembly of public officials representing public safety/service agencies throughout the State. The SSMG was created for the mission of providing statewide reliable and responsive communications interoperability between fire, police, rescue, emergency medical, emergency management and other government services.

1.102 Purposes:

1. Meet as needed to ensure a creation and implementation of a communications infrastructure for statewide interoperability and monitor progress, scope and effectiveness of WISCOMM.
2. Develop governance structure and language necessary for WISCOMM to exist.
3. Determine the technical stability of the WISCOMM system.
4. Develop RFP, evaluate consultants and review frequency availability and allocations to engineer the WISCOMM system.
5. Review and select agencies submitting requests to join the WISCOMM system.
6. Solicit bids and contracts for goods/services, based on state guidelines.
7. Identify funding methods, determine the agency that will act as fiscal agent for WISCOMM, propose funding requests to appropriate participating agencies and process for dispersing funds.
8. Establish short and long-range planning goals and accompanying fiscal needs
9. Establish policies, procedures, and directives relevant to WISCOMM operations.
10. Outline different levels of system participation and determine potential and define a process to join the WISCOMM system within each level of system participation.

1.03 Administrative Agency

The SSMG will be assisted by the Office of Justice Assistance in the keeping and posting of records of meetings. Committees or sub-committees designated by the Board will present their meeting records to the board for inclusion in the board records. Records shall consist of names of those in attendance, a summary of the business conducted, and motions made and votes taken by the board.

The Office of Justice Assistance Communications Interoperability Project Manager will act as the primary point of contact for the Board and will, under the general direction of the Board, exercise day-to-day coordination, supervision, and administration of the operation of the Board.

The Office of Justice Assistance Communications Interoperability Project Manager shall be the primary interface with contractors engaged in services for the SSMG and will designate the nature and depth of status and progress reports from the contractor to the board.

1.11 Membership and Appointment

1.111 SSMG Members

1. The SSMG shall consist of:

- a. Members representing and selected by state and federal agencies using the WISCOMM system. Agency heads or their designee will include:
 - (1) WI Department of Transportation
 - (2) WI Department of Natural Resources
 - (3) WI Emergency Management
 - (4) WI Department of Corrections
 - (5) WI Dept of Health and Family Services
 - (6) Federal Dept. of Homeland Security Representative for Wisconsin
 - (7) Wisconsin Tribal Emergency Management Association
- b. Five members representing and selected among county agencies using the WISCOMM system. Representatives are :
 - (1) 4 County Sheriffs Agencies appointed by the president of the Badger State Sheriffs Association of and shall serve at the president's pleasure.
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 - (3) 1 Emergency Medical Services Director appointed by the president of the Wisconsin EMS Association and shall serve at the president's pleasure.
- d. 4 "at-large" representatives selected at an annual WISCOMM meeting.
- e. Two members representing public safety communication centers. One is a member of WI Association of Public Safety Communications Officials and is appointed and serves at the president's pleasure and one is a member of WI National Emergency Number Association and is appointed and serves at the president's pleasure.

- f. Annual selection of the annual at-large membership will be done through a nomination, review and selection process within the municipal and county categories that the positions represent. Nominations will be solicited to all agency heads within the agency category one month prior to the annual meeting.
- g. If the SSMG membership determines that a member is missing more meetings than they attend, the membership can vote to replace said member with an approved alternate.

1.12 Meetings

The SSMG shall meet no less than four (4) times per calendar year.

A quorum shall be a presence of thirteen (13) members.

Each appointed SSMG member present shall have one vote on matters before the SSMG. Member alternates will be allowed to fully participate in matters before the SSMG with 24 hour written notice to the chairperson of the SSMG from the primary SSMG member. Notice shall include the name of the alternate and the reason for the need for the alternate.

An annual meeting will be held to present with invitation to all public safety and service agencies for the purpose of presenting status of SSMG initiatives and WISCOMM as a whole. Annual membership appointments will be conducted at this meeting by casting vote of the existing SSMG membership.

Meetings shall be subject to Wisconsin Open Meetings Law and Roberts Rules of Order.

1.13 Election of Officers

Officer elections and appointments shall occur at the SSMG designated annual meeting.

1.131 Officers

From the membership of the SSMG, the following three positions shall be selected.

The SSMG shall elect a **Chair**, who will serve a 2-year term. Chairs shall alternate between participating members. All agency members would be represented as Chair.

The SSMG shall elect a **Vice-Chair**, who will serve a 2-year term. Vice-Chairs shall alternate between participating agency members. The Vice Chair shall normally rotate into the Chair position.

OJA will function as **Secretary** for SSMG. It shall be the Secretary's duty to record and distribute (or delegate) the minutes and written agendas for all meetings.

Any deviation from the above process can be approved by a three-quarters majority vote of those present at an election.

1.15 Appointments

The terms of an appointment shall be on a rotating basis and renewed every three years.

1.16 Special Project Team Assignments

Any working group detailed to coordinate, research, recommend or act upon any matters associated with WISCOMM shall be led by a subset of member(s) of the SSMG and acknowledged as such. The designated team is authorized to carry out the assignment as determined by the SSMG and shall be responsible for reporting back SSMG as a whole.

1.17 Adoption of By-Laws/Guidelines

Adoption of these By-Laws and Guidelines shall be made at a meeting of the SSMG upon a majority roll call vote of those present.

1.18 Amendment of By-Laws/Guidelines

Amendment of these by-laws and guidelines shall be made at any regular or special meeting of the SSMG upon two-thirds vote of those members present.

**CHARTER FOR
STATEWIDE SYSTEM MANAGEMENT GROUP
TO FOSTER
STATEWIDE PUBLIC SAFETY INTEROPERABLE
COMMUNICATIONS
May 2, 2008**

Whereas, The State of Wisconsin (herein after referred to as "state" and various public safety/service agencies within county and local government (hereinafter referred to as "municipal public safety/service agencies") have agreed in principle to develop a statewide public safety communication system known as the WISCOMM system, and

Whereas, the system is to serve all emergency first responders located in the State of Wisconsin, including private ambulance providers, other authorized non-government organizations, federal and tribal public safety agencies, and

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Whereas, state and municipal public safety/service agencies desire an alternative to perpetuating stand-alone individual communications systems and create a local option to enhance their public safety communications by investing in local build-out of the statewide system with capacity to meet local requirements for day-to-day, operational, and/or portable radio coverage, and

Whereas, there is value and improved capability seen in interconnecting a statewide system with stand-alone municipal, regional or state-agency communications systems, and

Whereas, costs of the system must be shared equitably and further defined by a cost structure based upon usage and bylaws, and

Whereas, the signatory participants representing state and municipal public safety agencies hereby acknowledge commitment to the formation of the WISCOMM system for the collective good of all of Wisconsin.

NOW, THEREFORE, the Wisconsin Office of Justice Assistance (OJA) as the designated administering agency for Public Safety Interoperability Communications (PSIC) and Homeland Security Funding including those funds allocated for WISCOMM system interoperability hereby charters the "Statewide System Management Group" (SSMG) for the purpose of providing interim governance of WISCOMM and to discharge the functions as outlined in this charter. The provisions of this charter will be enforceable as a special condition attached to any interoperable communications grant award made by OJA for the purpose of

implementing the WISCOMM system and shall be in effect for the full term of such grant awards unless expressly modified by OJA prior to the ending date of such grant award. The provisions of this charter are as follows:

I. MISSION STATEMENT:

1. The mission of the WISCOMM system is to provide statewide reliable and responsive communications interoperability between fire, police, rescue, emergency medical and emergency management and other government services.

II. STATE RESPONSIBILITY OWNERSHIP OF EQUIPMENT, SOFTWARE AND LICENSURE:

1. The WISCOMM system hardware, software and licensure have been purchased by the SSMG's government representative and remain the property of the unit of government that enables this endeavor throughout the term of this charter.
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3. The Office of Justice Assistance will utilize the State Interoperability Executive Council (SIEC) and its subcommittee known as the Statewide System Management Group to implement this initiative.

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1. Any additional user agency wishing to join the WISCOMM system may do so upon application to and approval of the SSMG.
2. The SSMG shall be responsible for determining the initial cost, if applicable.

V. CHANGES TO THE SSMG CHARTER:

1. The SSMG is authorized to petition the OJA for changes to the SSMG Charter for the common good and to implement WISCOMM.

**BYLAWS AND GUIDELINES OF THE STATEWIDE SYSTEM
MANAGEMENT GROUP (May 2, 2008)**

1.10 Mission

1.101 The Wisconsin Statewide System Management Group (SSMG) is an assembly of public officials representing public safety/service agencies throughout the State. The SSMG was created for the mission of providing statewide reliable and responsive communications interoperability between fire, police, rescue, emergency medical, emergency management and other government services.

1.102 Purposes:

1. Meet as needed to ensure a creation and implementation of a communications infrastructure for statewide interoperability and monitor progress, scope and effectiveness of Wisconsin Interoperability System for Communications (WISCOM).
2. Develop governance structure and language necessary for WISCOM to exist.
3. Determine the technical stability of the WISCOM system.
4. Develop Request for Proposal (RFP), evaluate consultants and review frequency availability and allocations to engineer the WISCOM system.
5. Review and select agencies submitting requests to join the WISCOM system.
6. Solicit bids and contracts for goods/services, based on state guidelines.
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8. Establish short and long-range planning goals and accompanying fiscal needs
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10. Outline different levels of system participation and determine potential and define a process to join the WISCOM system within each level of system participation.

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- d. 4 "at-large" representatives selected at the annual WISCOM meeting to be held first quarter of each calendar year. Selection of SSMG At-Large Members will be conducted by a caucus of County Government

representatives and Local Government at the annual meeting. These members are voted into the appointment by user agency representatives who are from the counties (2 selections) and from local government (2 selections) present at the caucus. If the caucus group cannot come to agreement on their 2 selections, it comes before the seated SSMG body (less the current 4 at-large members) to vote on the selections. The SSMG will ratify the nominations of the caucus.

At the 2010 annual meeting, the at large membership will migrate to the staggered term rotation. At the 2011 Annual SSMG Meeting, one of the two at large will be selected for a 1 year term through the caucus process, the other will serve for 2 years. Thereafter, elections will be for 2 years terms. There are no term limits.

At-large vacancies due to unforeseen circumstances, are appointed by the SSMG chairperson from nominations of SSMG members. The appointment will be ratified by the SSMG to complete the remainder of the term.

- e. Two members representing public safety communication centers. One is a member of WI Association of Public Safety Communications Officials and is appointed and serves at the president's pleasure and one is a member of WI National Emergency Number Association and is appointed and serves at the president's pleasure.
- f. Annual selection of the annual at-large membership will be done through a nomination, review and selection process within the municipal and county categories that the positions represent. Nominations will be solicited to all agency heads within the agency category one month prior to the annual meeting.
- g. If the SSMG membership determines that a member is missing more meetings than they attend, the membership can vote to replace said member with an approved alternate from the appointing association.

1.12 Meetings

The SSMG shall meet no less than four (4) times per calendar year.

A quorum shall be a presence of thirteen (13) members.

Each appointed SSMG member present shall have one vote on matters before the SSMG. Member alternates will be allowed to fully participate in matters before the SSMG with 24 hour written notice to the chairperson of the SSMG from the primary SSMG member. Notice shall include the name of the alternate and the reason for the need for the alternate.

An annual meeting will be held the first quarter of each calendar year to present with invitation to all public safety and service agencies for the purpose of presenting status of SSMG initiatives and WISCOM

as a whole. Annual membership appointments will be conducted at this meeting by casting vote of the existing SSMG membership.

Meetings shall be subject to Wisconsin Open Meetings Law and Roberts Rules of Order.

1.13 Officers

1.131 Officer elections and appointments shall occur at the SSMG designated annual meeting by the SSMG membership.

1.132 Principal Officers

The SSMG shall elect a **Chair**, who will serve a 2-year term. Chairs shall alternate between participating members. All agency members would be represented as Chair.

The SSMG shall elect a **Vice-Chair**, who will serve a 2-year term. Vice-Chairs shall alternate between participating agency members. The Vice Chair shall normally rotate into the Chair position.

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Any working group detailed to coordinate, research, recommend or act upon any matters associated with WISCOM shall be led by a subset of member(s) of the SSMG and acknowledged as such. The designated team is authorized to carry out the assignment as determined by the SSMG and shall be responsible for reporting back SSMG as a whole.

1.17 Adoption of By-Laws/Guidelines

Adoption of these By-Laws and Guidelines shall be made at a meeting of the SSMG upon a majority roll call vote of those present.

1.18 Amendment of By-Laws/Guidelines

Amendment of these by-laws and guidelines shall be made at any regular or special meeting of the SSMG upon two-thirds vote of those members present.