

STATEWIDE SYSTEM MANAGEMENT GROUP

FIRE TRAINING ROOM
2400 POST ROAD
PLOVER, WISCONSIN
SEPTEMBER 25, 2009

DRAFT MEETING MINUTES

CALL TO ORDER – 10:38 AM

ROLL CALL

- MEMBERS
 - Tony Barthuly
 - John Sweeney
 - Joseph Baasch
 - Jeff Ohnstad
 - Carl Guse
 - Randall Pickering
 - Matt Joski
 - Keith Tveit
 - Mark Podoll
 - Keith Butler
 - Mark Schomisch
 - Gary McClelland
- GUESTS
 - Kelly Ziny
- OJA STAFF
 - David Spenner
 - David Roberts

REVIEW AND APPROVAL OF JULY 21, 2009 MEETING MINUTES

- MOTION
 - Motion made by Keith Tveit to approve meeting minutes
 - Motion seconded by Joseph Baasch
 - Motion carries

SUSTAINABILITY COMMITTEE REPORT

- OVERVIEW
 - Working on WISCOM FAQ draft (ready for website use)

Report Accepted

TECHNICAL COMMITTEE REPORT

- OVERVIEW
 - Still have not been able to proceed with antenna work – purchasing process has been handed off to new purchasing agent (hopes to do work before winter are fading)
 - Federal Engineering is reviewing frequencies and is 95% complete with the frequency matrix
 - The overall approach to frequencies has been refined / fine-tuned
 - Though more frequencies are being obtained, there are also some that are unusable (mobile-oriented or mobile only)
 - Carl believes that the vendor designed has to be flexible for continuing changes
 - The DoD plan is finalized
 - Part 22 hurdles are cleared – 42% of Part 22 spectrum will be afforded to WISCOM; 22% of Part 22 still unassigned
 - Letter of appreciation to Range Communications was drafted and signed by Matt

Report Accepted

OJA UPDATE

- PSIC GRANT UPDATE
 - Federal review for IJ
 - Both projects cleared (each site had to be evaluated and all sites passed)
 - Department of Transportation, Bureau of Communications applied for WISCOM grant

OLD BUSINESS

- STAFFING ISSUES
 - Kimball's contract includes provisions for a full-time project manager, assumed to be starting as the vendor contract is awarded
 - Quite a ways away from having a system administrator onboard
 - Unlikely to happen by the end of the year
 - Purchasing is very staff intensive – not having this position impedes completion of work
 - May be wise to alert the Interoperability Council to this issue

ACTION ON KEY VENDOR FOR WISCOM PROJECT

- BACKGROUND
 - Selection committee with SSMG participants went through usual DoT bidding process
 - A letter was sent to all bidders that reads “RFP 26669 – WisDoT intends to award to EF Johnson”
 - The package allowed some options and room for extra features
- MOTION
 - Motion made by Tony Barthuly to approve recommendation with additional services
 - Motion seconded by Mark Podoll for discussion
 - Discussion
 - Can the SSMG take a leadership role in support of a controller farm?
 - This issue could be referred to the technical committee for review
 - Amendment
 - Amendment made to remove “ad-hoc workgroup, with any other SSMG as chair member, chair direct”
 - Motion carries

DISCUSSION AND MOTION ON ADDITIONAL SSMG BYLAWS

- BYLAWS REVIEWED AND EDITED / CLARIFIED (SEE ATTACHED BYLAWS FOR FURTHER DETAIL)

VARIATION OF AGENDA

- MOTION
 - Motion made by Randy Pickering to allow EF Johnson to present
 - Motion seconded by John Sweeney
 - Motion carries

EF JOHNSON PRESENTATION

- INTRODUCTIONS
 - Michael Fleming – Area Director for 14 States
 - Lisa – Wisconsin Representative
 - Phil Garret – Engineer
 - Joe Hadin – Director of System Sales, Bids, and Proposals

NEXT MEETING DATE

- DISCUSSION
 - Ideas for next meeting should be sent to Matt Joski for October 27th – First week of November, in Fond Du Lac

MEETING ADJOURNMENT – 1:19 PM