

STATEWIDE SYSTEM MANAGEMENT GROUP

JULY 15, 2010
OFFICE OF JUSTICE ASSISTANCE
1 S. PINCKNEY STREET, SUITE 615
MADISON, WI 53703
1:30PM

MEETING MINUTES

CALL TO ORDER – 1:35PM

ATTENDANCE

- MEMBERS
 - In Person
 - Joseph Baasch
 - Tony Barthuly
 - Keith Butler
 - Joe Collins
 - Mark Handlin
 - Steve Hansen
 - Dave Mahoney
 - Rich McVicar
 - Doug Meier
 - Randy Pickering
 - Via Teleconference
 - Brian Satula
 - Mark Schomisch
 - Paul Wittkamp
 - Shawn Gullickson
 - Erin Gerred
 - OJA STAFF
 - Matt Joski
 - Kathleen Lordo
 - Jennifer Lord
 - Marcia Kasieta
 - Sabrina Fordyce

REVIEW AND APPROVAL OF JUNE 22, 2010 MEETING MINUTES

- MOTION
 - Motion made by Tony Barthuly past meeting minutes
 - Motion seconded by Mark Handlin
 - Motion carries

SUSTAINABILITY WORKGROUP REPORT – RICH MCVICAR

- OVERVIEW
 - Review of “Statement of Work Scope” – Kimball and Associates
 - Down to two pages
 - Statement of work refined
 - Kimball Webinar to convene on Tuesday July 20th at 1:30pm
 - OJA attend
 - Kimball to offer assistance in developing basic policies and procedures
 - Two page Scope of Work to be sent out July 15, 2010 via email

PROJECT REPORT - KATHLEEN LORDO

- OVERVIEW
 - Antennae installations to take place in three weeks
 - Design approval is in progress
 - Training – combiner/tuning set up
 - One complete site is ready
 - EF Johnson to start next week
 - IP Network approved for three sites – Chilton/Columbus and Haven
 - Factory testing to begin in late October
 - MOU for DOI is submitted
 - Estimated time set to be “on air” resolved within two weeks

- Push for delivery of sites into November
 - No timeframe for all sites set
- Missed window on PGA but planning

OJA UPDATE – JENNIFER LORD

- OVERVIEW
 - Daily User Concept Papers
 - One set is received so far from Sawyer County
 - Kimball will do engineering study for WISCOM
 - Visited some sites, have a good feeling for design
 - Will use up 3.2 million dollars for equipment

OLD BUSINESS

- OVERVIEW
 - SSMG participation on the WISCOM Daily User Review
 - Two volunteers chosen – Doug Meier for state level and Joe Baasch for local government
 - Will involve OJA visits to review
 - Applicant agencies are not permitted to volunteer
 - SSMG representation on EFJ Factor Acceptance Testing
 - Pushed back to late October
 - WI State Patrol along with Dave Spenner and Jennifer Lord to attend
 - Cost is covered via grant
 - Need two volunteers to attend testing – Matt Joski and Tony Barthuly to volunteer
 - Week long commitment in Dallas, TX
 - Testing will be from October 25th to October 29th
 - Alan Wistler attended last time
 - Send out a request to non-attending members
 - Introduction of new member – Shawn Gullickson

DISCUSSION ITEMS FROM MEMBERS

- OVERVIEW
 - FCC Document Ruling on Narrowbanding equipment deadlines
 - 2011 date eliminated
 - Manufacturing equipment that could go wideband but does not affect Narrowbanding dates
 - Hospital Preparedness Group participation with WISCOM
 - Survey conducted with twenty hospitals who want to participate
 - Would be greatly valuable for mass casualty
 - WISCOM article on the website – Marcia Kasieta needs a timeframe and will work on in next week
 - Regional Coordinator position is now open for East Central Wisconsin
 - Matthew Marmor is in the process of posting the position internally as early as next week

NEXT SSMG MEETING SET FOR AUGUST 26, 2010, 10:00AM

- Southeastern Wisconsin location or members and guests may dial in

MEETING ADJOURNED AT 2:20PM

- MOTION
 - Motion made by Matt Joski to adjourn
 - Motion seconded by Tony Barthuly