

**STATE INTEROPERABILITY COUNCIL
STATEWIDE SYSTEM MANAGEMENT GROUP**

OCTOBER 14, 2010
OFFICE OF JUSTICE ASSISTANCE
1 S. PINCKNEY STREET
MADISON, WI 53703
10:30AM

MEETING MINUTES

CALL TO ORDER – 10:32AM

ATTENDANCE

- MEMBERS
 - Kurt Pickering
 - Joseph Baasch
 - Tony Barthuly
 - Carl Guse
 - Steve Hansen
 - Mark Handlin
 - Rich McVicar
 - Mark Podoll
 - Kent MacLaughlin
 - Gary McClelland
 - Keith Tveit
 - Paul Wittkamp
 - Erin Gerred
 - Mike Knoll
 - Kurt Drezek
- VIA TELECONFERENCE
 - Keith Butler
 - Jim McNabb
- KIMBALL & ASSOCIATES
 - RD Porter
 - Jim Bitting
 - Laura Kelley
- VISITORS
 - Steve Miller
 - Jim McNabb
 - Keith Butler
 - Tim Pierce
- WISCOM STAFF
 - Kathleen Lordo
- WISCONSIN DOT
 - Jeff Ohnstad
- OJA STAFF
 - Jennifer Lord
 - Dave Spenner
 - Greg Engle
 - Sabrina Fordyce

REVIEW AND APPROVAL OF SEPTEMBER 24, 2010 MEETING MINUTES

MOTION

- Motion made by Joe Baasch to approve September 24, 2010, meeting minutes
- Motion seconded by Steve Hansen
- Motion carried

SUSTAINABILITY WORKGROUP REPORT – Laura Kimball

OVERVIEW

- Review draft of Kimball Sustainability Report
 - Will bring before legislators for WISCOM funding
 - Sustainability Workgroup reviewed and agreed
 - RD Porter highlighted the Operational Costs
 - Cost Analysis most important as this will be presented to the legislature
 - Three variables
 - Bare operating costs
 - System maintenance

- Amortization plan

DISCUSSION

- Expenses – are costs captured and realistic? Are there any forgotten costs?
- Other state comparisons to Wisconsin
 - Wisconsin has a unique system which is most cost effective
 - All other state systems are ten million dollars and over
 - Identified what other states have done
 - Broken down by their revenue
 - Identified primary funding source, budget appropriations, user fees
 - Private partnerships, grants, licenses, and permits have not been compared to Wisconsin
- Important information for legislature to know that there is a way for local and county governments to be on board at an effective cost to them.
 - Important to have this along with general revenue
 - SSMG requests an additional comparison of all other surrounding states
 - Illinois, Michigan and Minnesota must be included
 - Make identification as to why other states don't compare
 - Differences may show how they built their systems due to infrastructure – entities versus partnerships
 - Put in a language that supports the facts
 - Goal is to get the report shaped and show how dollars for Wisconsin are fewer amounts than other states
 - Kimball will start changes on first draft and SSMG will route it back to the Sustainability Workgroup and OJA. OJA will send it out to all parties.

AGENDA MODIFICATION

MOTION

- Motion made by Joe Baasch to move to “New Business” item on Agenda
- Motion seconded by Paul Wittkamp
- Motion carried

NEW BUSINESS ITEMS “APPROVAL OF WISCOM USAGE POLICY” AND APPROVAL OF OPERATIONAL REQUIREMENTS

- Approval of WISCOM usage policy (Brian Satula)
 - Reviewed proposed revisions
 - Dave Spenner took it to OJA – further discussion on the following is needed:
 - If policy is put into a bound document then what are the issues for sub-section updates?
 - How could it be accomplished to produce a “living document”?
 - Send to the Governance Committee to find solution for a “living document” and look and how to replace portions of the manual on the website and provide the public with the ability to find it.
 - The registration form should be a separate document and able to be sent online only.
 - Suggestion to wait one more month for more revisions and feedback before taking formal action.
 - Kathleen Lordo and Carl Guse will assist on the Governance Committee.

TECHNICAL WORKGROUP REPORT – Carl Guse

OVERVIEW

- WISCOM Statewide System Site Map was distributed
 - Map shows where specific sites are located
 - There are six sites that are currently on the air
 - There are fifty sites are in factory in Texas
 - After the fifty sites are shipped another twenty four will be built
 - Will be identifying a couple more possible sites for alternates
 - There are no impediments to the implementation of the plan
 - Informal meeting with Minnesota last week
 - Discussed possibilities to put together ways of interstate interoperability such as utilize a gateway box for border counties to communicate with each other and include for statewide for a larger area.

BREAK FOR LUNCH AT 12:00PM AND RESUMED MEETING AT 12:35PM

GOVERNANCE WORKGROUP REPORT

There was no Governance Workgroup Report given

DOT PROJECT REPORT – Carl Guse

OVERVIEW

- Factory acceptance testing will begin next week
- Technical training will take place in November
 - Ship trucking equipment to radio shops
- PISC Grant Workshop took place last week
 - Paperwork and materials needed if audited

OJA UPDATE- Dave Spenner and Jennifer Lord

OVERVIEW

- Concept Paper Project
 - Filing deadline was on October 1, 2010
 - Six groups were interested and have been approved. All are eligible for additional funding.
 - Taylor, Kewaunee, Douglas, Iowa, Dane, and Sawyer counties.
- MARC Repeater Round 6 Radio Grants
 - Over one hundred pre-applications received to date for distribution of three million dollars
 - Will be working on the pre-applications over the next month
 - Guidance for Round 6 radio grants will be available next month at interop.wi.gov with grant announcement.

OLD BUSINESS

- There was no discussion for Old Business

NEW BUSINESS

- Creation of a Membership Workgroup
 - Randy Pickering to speak with Brian Satula for the next agenda
- WHEPP (Wisconsin Hospital Emergency Preparedness Plan)
 - Paul Wittkamp gave overview
 - Use WISCOM to link hospitals together
 - Deliverables – Hospital Technical Committee
 - Matt Joski will draft a letter to WHEPP in recommendation to link to WISCOM
 - Hospitals would like to have new communications equipment
 - Will hold off due to Pilot Project
 - Paul Wittkamp recommends taking back to the SSMG
 - Have hospitals spent current grant money?
 - SSMG to endorse the pilot program
- MOTION
- Paul Wittkamp motioned for the SSMG to endorse the Wisconsin Hospital Emergency Preparedness Plan (WHEPP) on WISCOM Pilot Program but we will need a pre-established timeline to be brought to the SSMG for final concurrence and technical details to be further coordinated with the technical subcommittee.
- Joe Baasch seconded
- Motion carried

- Early Adopter Incentive Program – Rich McVicar

- Sustainability Workgroup reviewed
- MOTION
- Motion made by Rich McVicar that the SSMG establish an Early Adopter program with applications due by April 14, 2011. The program is subject to capacity limits and may be shortened or extended at the discretion of the SSMG.
- Motion seconded by Tony Barthuly
- Motion carried

Keith Butler left at 1:15pm

DISCUSSION ITEMS BY MEMBERS

- Kurt Drezek voiced questions regarding Round 6 Radio grant program
 - Carl Guse overviewed
- Randy Pickering overviewed sites available to accommodate SSMG members for future meetings via videoconference.

NEXT MEETING DATE

- Next meeting to talk place on December 9, 2010 at 10:30am via video conference.

MEETING ADJOURNMENT

MOTION

- Motion made by Joe Baasch to adjourn
- Motion seconded by Tony Barthuly
- Motion carried

MEETING ADJOURNED AT 1:55PM

DRAFT