

**WISCOM State System Management Group
Sustainability Subcommittee**

November 3, 2008

9:00 AM

Plover

Plover Fire Department
Meeting Room

Minutes

In attendance were:

Jennifer Lord Kouraichi (chair), Clark County Emergency Manager,
SSMG WEMA representative

Rich McVicar, Dane County PSC Operations Manager,
SSMG APCO Representative

John Sweeney, Oneida County SO Chief Deputy
SSMG Member at Large

Keith Tveit, WEM Fire Services Coordinator,
SSMG State Agency Representative

Paul Wittkamp, (secretary) DHFS / EMS Communications Coordinator,
SSMG State Agency Representative

Carl Guse, (observer and SSMG Technical Committee representative)

David Spenner, (observer and OJA Homeland Security Project Manager)

Mark Handlin, (observer and SSMG WINENA representative, Lincoln County SO)

Rich Nowakowski, (observer and Regional Sales Mgr, JPS Communications)

Chris Lewis (observer, interoperability lead for Federal Dept of Interior)

Thanks to Chief Kluck, Plover FD, and Keith Tveit for the meeting room and use of the facilities.

Meeting was called to order by Jennifer at 9:08 AM

The minutes from the October 1, 2008 meeting were reviewed. A motion to accept was made by Keith Tveit, seconded by Paul Wittkamp. Minutes approved.

MOU

A discussion of the current state of the SFY2006 HSGP Memorandum of Understanding was held. It was reported that WI Chiefs of Police has signed, the WI Fire Chiefs has signed, and the Badger Sheriff Assoc will sign. WEMA will be meeting in Nov or early Dec to vote on the MOU. The MOU was presented at the recent all hands meeting at WEM.

WEBSITE REVIEW

David overviewed the OJA Communications Interoperability website, the associated links, and distributed a hard copy of the front page to use as an example of what could be done for WISCOM. He will look into the availability of

using wiscom.wi.gov as the domain for the SSMG. There was comment, though, that this domain might appear to be too “state focused”. Paul moved, and Keith seconded to use the OJA Communications Interoperability webpage as an initial first home for the SSMG and sustainment committee efforts. Motion passed. As a friendly amendment, Rich suggested the word “mobile” be inserted in the third paragraph of the front page in the sentence that talks about “95% statewide coverage”. Amendment accepted.

TRAINING

Keith started the discussion about WISCOM training. He offered that the training should not be done by volunteers. A professional should be hired. This will ensure continuity and consistency. Jennifer suggested a web based format could augment the consultant. Rich mentioned that the WISCOM concept; digital, trunking, etc., will be new and unfamiliar material to most users of the system and that MABAS and TERT had difficulties due to this. Rich also mentioned that a training curriculum should be developed and from that, a position description for this trainer could be developed. Jennifer and David said that either PSIC funding or a DHS investment justification could cover the cost for this position. The group thought that this position should be employed by the SSMG, not an existing agency, to avoid any political or appearance issues. John offered that no funding should be spent for this role until the system engineering and lesson plan is done. Keith furthered that real training cannot start until the WISCOM system is actually turned on and is operational.

MAINTENANCE

Rich mentioned that maintenance issues will be driven by the engineering consultant. Maintenance questions arose such as: What are the maintenance needs? What maintenance resources will be available? What are the system warranty periods? Will user or surcharge fees be available for maintenance? Can BOC staff be multi-tasked for monitoring maintenance needs? The first question that needs to be met, which will again be determined by the engineering study, is what will the annual maintenance budget be?

OTHER COMMENTS

Jen: OJA releases next DHS grant cycle on 11/4 or 11/5. We should develop an IJ for maintenance. Any left over can be used for the build out.

John: Badger Sheriff Assoc stated that they are concerned that there are no future grant monies tied to long term sustainability.

Keith: Long term sustainability can be funded through only two ways; user fees or GPR.

John: For budgeting, users need to recognize that WISCOM is a “need”, not a “want”.

Jen: User fees should be the last method of funding sustainability. The first choice should be an appropriation.

John: The TIME system and billing by DOJ is a good example of funding sustainability.

Keith and John: Users need to recognize that WISCOM will supplement their local system, not replace it, and that not everyone will need access to WISCOM.
David: A good usage of grant funding would be as a project incubator or to start programs, not to maintain them.

DRAFT BUDGET DOCUMENT

This document covers a two year budget for 2009 – 2010, and 2010 – 2011. The first year budget is \$ 400,000 for build out and one FTE. The second year adds funds for tuning, maintenance, upgrades, engineers, and training coordinators. Second year total = \$800,000.

Keith moved to forward the proposed budget to the SSMG for their adoption. Rich seconded. Motion passed.

HOMEWORK

Carl will research how WISCOM could be insured. The existing state infrastructure is self insured. Can additional insurance be purchased?

Jen and David will work on the website.

Rich and John will work on a one page, concise, sustainability needs document with firm bullet points to focus on.

Paul will research BadgerNet from its conception to current.

Keith and Rich will draft a training lesson plan.

The next meeting of the Sustainment Committee will be held in Plover at the FD on December 18th prior to the SSMG meeting, and will start at 9 AM.

The meeting was adjourned at 10:30 AM.

Respectfully submitted,
Paul Wittkamp, Sec.