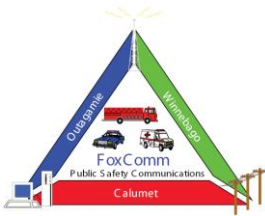


FoxComm User Technical Committee
Meeting Minutes
1/20/10

PRESENT: John Anderson, Robert Kavanaugh, Rob Mertins, Gene Reece, Mary Schuelke, Kelly Sippel, Victor Voss, Paul Xiong, and John Zimmerman

GUESTS PRESENT: Karen Carlson, Tony Lodel and Donna Potter

1. Determine Quorum and Call Meeting to Order: Quorum was met. The meeting was called to order at 1:35 p.m.
2. Approve 1/20/10 Agenda: Bob Kavanaugh/Paul Xiong moved approval of the agenda. Motion carried.
3. Approve Minutes of November 18, 2009 Meeting: Victor Voss/Kelly Sippel moved approval of the 11/18/09 minutes. Motion carried.
4. Transfer UTC Chairman Position to Gene Reece: The group thanked John for his contributions to FoxComm over the past year.
5. Selection and Approval of Vice-Chairperson – Calumet County: Gene Reece asked for nominations for Vice-Chair. Bob Kavanaugh/Mary Schuelke nominated Kelly Sippel. No other nominations were voiced. Kelly Sippel accepted the nomination. John Zimmerman/Victor Voss made a motion to approve the selection of Kelly Sippel for the role of Vice-Chairperson. Motion carried.
6. Policies and Procedures - Update of Policies Sent to FAB: Gene stated that he had attended the last Fiscal Advisory Board meeting. The three policies that had been sent to FAB were adopted with no modifications. Mary asked that the approved policies be posted on the FoxComm website.
7. Request for Additional Policies From Membership: No additional discussion on this item.
8. Review, Discuss and Take Action on Request from FAB for Input Regarding Governance – Governance Topics: A governance topics document was sent out with the agenda. Gene stated that a question was raised at FAB about who had the authority to deal with situations involving non-compliance with FoxComm policies. An example mentioned was the MDCs. The current IGA did not contain wording regarding governance of this item. Corporation Counsel felt that compliance would fall back to each county's Sheriff. FAB asked for input which would be built into the new IGA. Karen explained that she had created a document that included her thoughts as well as feedback from some of the user groups. The group wondered how it would be determined that maintenance work



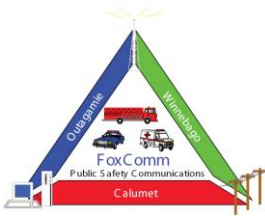
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had been completed. Karen replied that some type of documentation would be provided, such as a work order. "Termination of service" definitions were also discussed. Gene recommended a process for appealing the compliance committee's decision to handle disagreements. Karen explained that the IGA was between the three counties and that the IGA included wording that each county would have an agreement with their municipalities. Outagamie County was the only county that had already executed this piece. Gene asked if the group should suggest the membership of the compliance committee. This topic was discussed in detail, and the final recommendation was "a minimum of six and a maximum of nine members." Gene suggested the addition of records retention to the list. After discussion, the item "record retention and release (custodianship)" was added. Kelly Sippel/John Zimmerman made a motion to forward the governance topics document to FAB for further discussion. Motion carried.

9. Administrative Issues – Software/Hardware Updates:

- a. Open Query Upgrade: Tony Lodel stated that there had been a fallback due to the client not being tested by Motorola. The upgrade was now ready to roll out and was being tested with Winnebago County's Communications Center. Tony stated he would send out a notice regarding the rollout. Each agency would have two weeks to apply the upgrade and he would then turn on the security for the server to become CJIS compliant.
- b. CAD Upgrade: Tony stated that the next version would be 6.7.9.3. Staging would begin in March with rollout in April. This version would provide enhancements to the current version.

10. Update on CAD Search Program: Tony stated that Nick was no longer adding enhancements to the CAD product he created. He was willing to schedule training far in advance. Paul stated that they wanted to convert this program to SQL, and Nick had consented to having Winnebago's programmers make the conversion. Rob Mertins and Kelly also brought up issues with slowness. Donna Potter stated that she felt the slowness issues were due to the number of incidents, and slowness would not be improved with SQL. Karen stated that Winnebago County was purchasing a product from Corona Solutions which included crime analysis. After additional discussion regarding intended use of this type of system, Paul Xiong recommended discussing this item in depth at the IT workgroup level. The IT workgroup was also tasked with the review of other crime analysis programs. A report will be provided at the next UTC meeting.



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11. Strategic Planning Update:

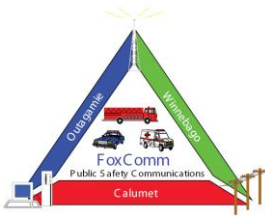
- a. Goals, Expectations, and Opportunities: Karen informed the group that a strategic planner would be hired soon. Gene asked the group to spend time thinking about individual roles, the committee as a whole, and how improvements could be made. Karen stated that as early as next week, survey emails would be sent. The surveys would be compiled using the Survey Monkey product. Karen stated that she would facilitate the strategic planning process. The goal was to have the draft document completed for the April FAB meeting. Karen urged the group to look at other consortiums' structures and bylaws. One item she noticed was that other consortiums included wording regarding attendance expectations.

12. Radio Steering Workgroup Update: Karen stated that they were in the process of finalizing the tactical plan document. She added that public service was added in addition to public safety, and due to this, they would regroup and look at additional design concepts. The RFP was active with a deadline of February 12 for the infrastructure procurement consultant. She stated that she anticipated there would be an award made by March 5. The consultant would take all of the system requirements and CTO's report and formulate the information into an RFP for the radio system. The RFP needed to be out by mid-summer at the very latest to keep the current project timeline. Gene added that there had been significant discussion about the concept of creating means for a vendor-based central stores purchasing program to get the best price possible, which had been endorsed by the three county executives. He stated that there had been a number of rumors regarding the provider, and he stated that the appropriate representative be contacted for clarification.

13. 2011 Budget Requests – Operating or Capital: Gene stated that UTC needed to provide a budget to FAB in a timely fashion so the budget items could be incorporated into their discussions. Budget Requests will become a regular agenda item. Gene stated that if the group's recommendation was for crime analysis software, research should be done at this time.

14. Workgroup Updates:

- a. IT: John Anderson stated that Baycom had been discussed and minor changes needed to be made. He informed the group that the new FoxComm website (www.foxcomm-wi.com) had been deployed. The group also discussed open query problems. Policies and standardization of



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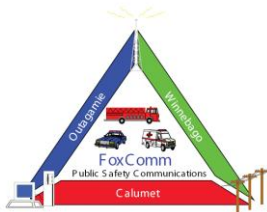
user accounts was also discussed. Tony asked the groups to come up with user lists so he could start reviewing them for cleanup in the system. Karen stated that the communication workgroup would discuss this item at the next meeting.

- b. Fire: Gene stated that the fire workgroup group met last week. They were still working with the tactical plan, and they had discussions regarding the inclusion of public service as well as the governance topics. Victor stated that Luke had been working on the common name project and had been trying to update through the fire prevention records. Gene also reported that a number of chiefs wanted to become more involved with Emergin. Email access could be requested, but requests for texts were being denied, as text utilized the modem and slowed the speed of the system. The group's next meeting would be held on the second Thursday in February.
- c. Communications: Mary reported that the communications group would be meeting on Friday. At the last meeting, CAD status and the upgrade had been discussed in addition to MABAS.
- d. Law: Bob stated that the law group had discussed the governance list and the need for crime analysis software.

15. Around the Table: Tony requested that the members visit the new FoxComm web page and email him with feedback. Tony will pass along the new password for access to some of the pages. There will also be a member's only area on the site. Shane Polakowski from Outagamie County created the new website.

16. Meeting Schedule and Rotation: Gene stated that the past schedule had been the third Wednesday of each month at Fire Station #6 at 1:30 p.m. Using this schedule, the next meeting would be February 17. Gene also asked the group for feedback regarding the use of conference bridging for the meeting for people that were not physically able to attend the meetings. Karen stated that all members could not be bridged in. The site would still have to be posted, and someone would need to be at that meeting site during the meeting. Tony asked about quorum and Karen replied that a member dialing in would still be counted in the meeting quorum.

17. Adjourn: Mary Schuelke/John Zimmerman moved to adjourn the meeting. Motion carried. The meeting adjourned at 3:41 p.m.



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Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County

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