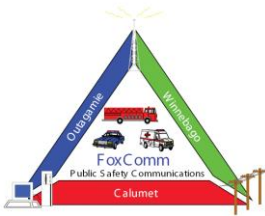


FoxComm User Technical Committee  
Meeting Minutes  
2/17/10

PRESENT: Robert Kavanaugh, Rob Mertins, Joan Mitchell, Gene Reece, Mary Schuelke, and John Zimmerman

GUESTS PRESENT: Karen Carlson, Tony Lodel and Donna Potter

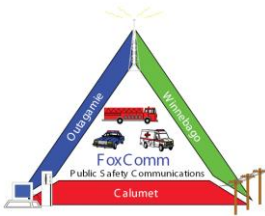
1. Determine Quorum and Call Meeting to Order: The meeting was called to order at 1:35 p.m.
2. Approve Agenda: Mary Schuelke/Bob Kavanaugh moved approval of the agenda. Motion carried.
3. Approve Minutes of January 20, 2010 Meeting: Minor clarifications were made to #14 to read: "Baycom was finalizing the cleanup of the FoxComm network and minor changes still needed to be made." Mary Schuelke/Bob Kavanaugh moved approval of the corrected 1/20/10 minutes. Motion carried.
4. By Laws Review Recommended Revision and Approve Revision If Necessary: Karen had sent out a bylaws document to the membership. She added that the UTC workgroups would fall under the current Atty. General's interpretation of public meetings, and as such, the meeting agendas had to be posted. Agendas should be sent to Tony, and he will email the agendas for posting. Discussion followed regarding quorum requirements for the workgroup meetings. Quorum for UTC was currently half of the membership plus one. Karen stated that she would discuss this topic further with John Bodnar. Melissa asked whether minutes would need to be taken at the workgroup meetings, and Karen stated that she felt that someone would need to take notes only and that Melissa would not be responsible for taking the notes. Gene stated that the vote for the bylaw changes would be placed on the next agenda.
5. Request for Additional Policies from Membership: Gene asked the group for additional policies, and there was no further discussion on this item.
6. Review, Discuss Response from FAB For Input Regarding Governance: Gene had attended the last Fiscal Advisory Board meeting, and the governance document had been discussed. The Sheriffs had raised a concern about penalties, and they felt they could not shut an agency down. The discussion focused on approval of a fee-based fine system similar to the FCC's that would be based on the severity of the infraction. The Compliance Committee would investigate the violation and meet with the agency responsible. If they were found to be non-compliant, Karen would start the formal action, starting with a letter including the



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appeal process. Karen stated that UTC was given the task to determine the penalties. Karen stated that John Bodnar had stated that FoxComm did not have authority to assess a fine. Mary asked for a definition of “termination of services,” and Karen replied it was stated that access to the mobile data system and/or portable radios on the trunk system could be terminated. The calls would continue to be dispatched. Karen will follow up with John Bodnar on this item.

7. Administrative Issues- Software/Hardware Update:
  - a. Open Query Upgrade: Tony stated that the open query was completed on February 1. Encryption was applied on February 16 along with the normal server updates.
  - b. CAD Upgrade: Tony was waiting for a quote request from Motorola. Motorola was inspecting the system and there might be a hardware issue with the current tandem that would require additional purchases, but this won't be known until he receives the quote.
8. Update on CAD Search Program: Tony stated Winnebago was looking at web-basing the program. Additional information would be available at the next meeting.
9. Crime Analysis Software Review and Next Steps for Review Process: Tony stated that the Law or IT workgroups did not meet to discuss this item, and there was no information to report. CAD Search was the name of Nick's CAD mining product. The group then discussed the Corona and Crimeview programs. Gene reminded the group that crime analysis software had originally been added to the 2010 budget, but it was later taken out.
10. Strategic Planning Update: Karen informed the group that only 11 of the 24 surveys had been completed. The Executive Committee would review the information at the next meeting.
11. Radio Steering Workgroup Update: Karen stated that the RFP for the consultant to write the procurement specifications of the infrastructure hardware was closed. The responses would be evaluated and the consultant would be selected. The hope was that the procurement RFP would be posted by mid-summer to have firmer numbers going into the budget process for 2011. Nine vendors had submitted proposals. Karen explained that it was written for voice and data, but



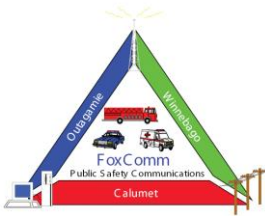
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this was still being evaluated. The foundation of the grant needed to be economic development as well as public safety. Every county was looking at broadband. Gene added that there had been significant challenges of the radio project within Calumet County. A Brillion newspaper had published articles containing inappropriate statements. A meeting was scheduled to try and answer concerns that had been raised. Gene felt that the champions of the system needed to start vocalizing the benefits of the system. Karen stated that funding was not just an issue with Calumet County. Everyone understood the date certain in 2013. Agency-wise, there would be significant differences in costs from one system to the other. Gene added that no one was focusing on the value of the increase in operational benefit. Karen had been working on a FAQ document to place in one central location. Gene stated that the next meeting would be next Wednesday night at the Calumet County Courthouse.

12. 2011 Budget Requests – Operating or Capital: Gene stated that budget items should be brought forward as soon as possible. The IT workgroup would have the biggest capital concepts that needed to be shared. Crime analysis could be requested again for the 2011 budget.

13. Workgroup Updates:

- a. IT: The IT workgroup did not meet.
- b. Fire: Gene stated that the fire group discussed the concept of quorum. They had worked on the FAQ sheet items. Gene had read a letter from Pat O'Brien from back in 1999. The delay with dispatching between Outagamie and Winnebago was discussed. CAD was seamless between counties, but dispatch frequencies were not. The FoxComm radio system would allow the process to be seamless without consolidating communication centers. Gene also discussed growth in the counties in the last 11 years.
- c. Communications: The Communications workgroup met on January 22 and had discussed the CAD upgrade. Tony had done a presentation on an AVL reporting utility. Anyone who had ATM installed on a PC could use the utility, including central workstations. Status and incident code reviews were discussed. Open Query was cleaned up by removing Brown County and expired users. Rob stated that the old Enforcer forms could be cleaned up, and Tony stated he would work on cleaning up Emergin users. They had also created a new incident type of automatic aid and changed



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priorities on some of the thefts. Winnebago did not use the preplans with CAD. Rob Mertins had been assigned the new workgroup coordinator. .

d. Law: The Law workgroup did not meet.

14. Around the Table: Joan stated that air cards were installed in the squads last month. They had worked through the most of the issues but were still having problems with AVL from the squads to the Comm. Center. Joan added that Radio IP software had been upgraded.

15. Bob stated that they were working on a lot of technology related items. Officers wanted access to RMS and leads online and geo-population software. Gene stated the in-car video system would be one way to record tactical channels to review the audio of the incidents. Gene asked about MABAS and programming. Karen stated that she was working with Kelly on the test for Calumet County agencies. Outagamie County would be starting to implement, so there would need to be future programming. Rob stated that Winnebago had not done anything with MABAS since November. There would be an organizational meeting coming up and only the agencies that had signed up would be invited to the meeting. Karen stated that it would be more GIS driven in the beginning. Only five agencies had signed on in Outagamie County so far.

16. Meeting Schedule and Rotation – Next Meeting: Tony had sent out the meeting notices for 2010. The next meeting would be held on March 17 at 1:30 p.m. at Fire Station #6.

17. Adjourn: Mary Schuelke/John Zimmerman moved to adjourn the meeting.  
Motion carried. The meeting adjourned at 3:13 p.m.

Respectfully Submitted,

*Melissa Buman*

Records Management/Administrative Services Supervisor  
MIS Department – Outagamie County