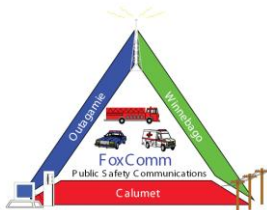


FoxComm User Technical Committee  
Meeting Minutes  
3/17/10

PRESENT: John Anderson, Matthew Marmor, Rob Mertins, Joan Mitchell, Gene Reece, Mary Schuelke, Kelly Sippel, Paul Xiong and John Zimmerman

GUESTS PRESENT: Karen Carlson, Tony Lodel, Donna Potter and Jeff Staubel

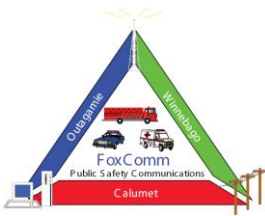
1. The meeting was called to order at 1:30 p.m. Quorum was met.
2. Approve Agenda: Gene stated that the bylaws vote would be added to the next agenda. Kelly Sippel/John Zimmerman moved approval of the March 17, 2010 agenda. Motion carried.
3. Approve Minutes of February 17, 2010 Meeting: Paul Xiong/John Zimmerman moved approval of the February 17, 2010 minutes. Motion carried.
4. Request for Additional Policies from Membership: Gene brought up on-scene time stamping for structure fires. After additional discussion, Gene stated that he would discuss this item further with the Fire Users Group.
5. Review and Discuss Follow up from FAB:
  - a. Regarding Governance: Gene stated that FAB was working with the components of the IGA. Follow up was needed regarding penalties and clarification as to what legally could be done. Gene added that FAB had been appreciative of UTC's input.
  - b. FoxComm MIC Vacancy: Karen had introduced Jeff Stauber to the group at the beginning of the meeting. She explained that Jeff would be acting as the interim FoxComm MIC effective immediately. Jeff distributed his contact information to the group. A six-month time period was estimated for the hiring of Karen's permanent replacement.
  - c. Consolidation of Communication Centers Study: Sheriff Pagel and Chief Hirte brought forth a recommendation for a feasibility study at the FAB level. The final recommendation to find funding to conduct a feasibility study was sent to the County Executives and Administrator.
6. Administrative Issues – Software/Hardware Update
  - a. Open Query Upgrade: Tony stated that the upgrade was complete, but he was still dealing with Motorola on a few issues.
  - b. CAD Upgrade: Tony stated that the upgrades should be completed by mid-April. Motorola had assigned a project manager for the upgrade. FoxComm would have to purchase some hardware but the details were still unknown at this point. Tony stated that he was still gathering information from the vendors. The group discussed different options in detail. It was also noted that this upgrade already had been moved back



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one year. Joan reminded the group that pricing for the 2011 budget should be firm when proposed to FAB. Tony will also determine the benefits that the upgrade would provide. Tony stated that the upgrade was fairly new and there were bugs in it and his recommendation was to wait. The group then discussed the risk associated with waiting to upgrade. Tony stated that the hardware could be handled for the next few years, and there would be no issue with the software. Gene asked that firm numbers be available at the next meeting for further discussion.

7. Update on CAD Search – Incident Analysis Program: Paul stated that Corona Solutions would be purchased in Winnebago County. They would evaluate the software and compare with Nick's program. Paul will follow up on this item and provide additional information at the next meeting for possible inclusion of a CAD search program in the 2011 budget.
8. Strategic Planning Update: Karen stated that the summary results from the questionnaires had been presented to FAB. The Executive Committee would continue to work with the facilitator on the process.
9. Radio Steering Workgroup Update: Gene reported that approximately 62 people had attended the February 24 meeting in Calumet County. Gene felt that the meeting was well attended and there had been good information sharing. He added that there was still a concern regarding cost. The needs and benefits were presented to the group and the follow up questions after the meeting were typed up into a FAQ document. Karen added that negotiations were continuing regarding the evaluation of RFQs submitted.
10. 2011 Budget Requests: Gene reported that all items to be considered for inclusion in the 2011 should be brought forward for discussion at the April meeting, with voting to take place during the May meeting.
11. Workgroup Updates:
  - a. IT: John stated that the workgroup met by phone on Tuesday. Baycom had completed the final cleanup on March 4. Time had been spent discussing crime analysis and air cards. Minimum requirements for workstations for Premier One had also been a discussion topic. Kelly reported a tremendous increase in speed with the air cards. Joan added that an air card demo would be set up for Appleton Police.
  - b. Fire Workgroup: Gene stated that the workgroup met on Thursday and had discussed the feasibility study. A great deal of time was also spent discussing the Mobile One update projected for 2012 and the impacts. The group would be discussing MDC functionality at the April meeting, and they were planning a Motorola webinar for the May meeting. Gene



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reported that Calumet County would oversee the regional interoperability grant. MABAS had also been a discussion topic at the meeting

- c. Communications: Rob stated that the workgroup met on March 2 and had discussed the CAD upgrade. There had been issues with the AVL reporting utility installation. This program would provide tracking information for a vehicle in a certain timeframe. A report request procedure had not been created yet. Tony was currently handling all requests. Database status/incident codes and priority changes had been discussed. A follow up meeting regarding incident codes would be held on March 18. A dispatcher and a supervisor from each county would be present to review and standardize a list of 99 codes. Gene added that the fire users had been very appreciative of the new auto aid incident type.
- d. Law: John stated that the workgroup met on February 24. There had been some questions regarding air cards. Radio IP had been discussed as well as internet connection issues. Crime analysis and high speed radio/costs were also discussion topics.

12. Around the Table: Karen informed the group that Luke Behling had provided an update on the pilot project for common names. The first extraction from the Firehouse system was being entered via a GIS refresh process. Mike Bouchard would later do testing on the training side. Gene thanked Karen for all of the work she had done for FoxComm and UTC. Joan asked about the 2011 budget and wondered if there would be a document to review at the next meeting. Karen replied that the capital expenditures would be the same as in the document that had been distributed six months ago.

13. Next Meeting: The next meeting will be held on April 21 at 1:30 p.m. at Fire Station #6. Kelly Sippel will chair the meeting.

14. Adjourn: Kelly Sippel/John Zimmerman moved to adjourn the meeting. Motion carried. The meeting adjourned at 2:56 p.m.

Respectfully Submitted,

*Melissa Buman*

Records Management/Administrative Services Supervisor  
MIS Department – Outagamie County