PRESENT: John Anderson, Robert Kavanaugh, Matthew Marmor, Rob Mertins, Kelly Sippel, and Paul Xiong

GUESTS PRESENT: Tony Lodel, Jeff Stauber and Donna Potter

1. <u>Determine Quorum and Call Meeting to Order:</u> Kelly Sippel called the meeting to order at 1:30 p.m. Quorum was confirmed.

2. <u>Approve 4/21/10 Agenda:</u> Item #3 in the agenda should be changed from 2/17/10 to 3/17/10 as the 2/17/10 minutes had already been approved. Paul Xiong/Robert Kavanaugh moved approval of the 4/21/10 agenda. <u>Motion passed unanimously</u>.

3. <u>Approve 3/17/10 Minutes:</u> Matthew Marmor/Robert Kavanaugh moved approval of the 3/17/10 minutes. <u>Motion passed unanimously</u>.

4. <u>Request for Additional Policies from Membership:</u> Robert Kavanaugh/John Anderson made a motion to carry over Item #4 to the next agenda. <u>Motion passed unanimously</u>.

5. <u>Bylaw Change:</u>

   a. <u>Discussion on the proposed bylaw change presented at the February UTC meeting on Workgroup Quorum:</u> Jeff Stauber stated that the opinion from FEC and FAB was that the workgroups would not apply to open meetings law, so a quorum would not be needed.

6. <u>Review and Discuss Follow Up from FAB:</u> Jeff stated that the structure of the Executive Committee had been discussed as it was currently time for rotation of officers. The concept of dividing UTC had been tabled. Action had been taken regarding the consultant for the radio project, and Geocom received the RFP award, but an appeal had been filed, and rescoring would need to happen. The group then discussed the current makeup of FAB and FEC. The current Chair was Patty Francour, and Vice-Chair was Sheriff Gehring. Funding had not been located yet for the consolidated dispatch center feasibility study. Howard, Tony and Jeff had been working on the FoxComm budget. Progress had also been made on the FoxComm vision statement, which was stated to be "seamless, integrated public safety communications." The group had worked with Mary Kohrell from Calumet County on this process. The next step was to start working on the mission statement. A high number of applications had been received for the MIC position; they hoped to have the new person on board by August.

7. <u>Update on Common Name Pilot Project:</u> Rob Mertins stated that Victor had been working with Luke on this project. Rob had met with Luke regarding the process, but their meeting had been cut short. Rob will meet with GIS staff in Winnebago
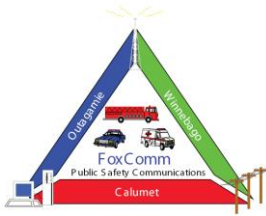
County and train more on the process. Rob added that the process was complicated, and there were thousands of common names. Common names were used as an easy way to look things up in CAD. Using the common names was very helpful for the dispatchers. This item will be added to next month's agenda.

8. <u>Administrative Issues – Software/Hardware Update:</u>

a. <u>CAD Upgrade – Follow-Up Report</u>: Tony stated that he had brought the CAD upgrade issue to the IT and Communications workgroups, and the decision was made to wait for Premier One implementation in 2011 and not spend the money on the upgrade. Bob asked if the group was still on track for Premier One in 2011. Jeff added that his understanding was that an RFP was not needed because it was a migration from Premier to Premier One – it was not a new purchase. It was essentially an upgrade, but it would be a new platform. It was already included in the Capital Improvement Plan.

9. <u>Update on CAD Search – Incident Analysis Program:</u> Paul Xiong stated that the Corona Solutions program had been added to the server, but he had not seen the application. Rob clarified that there were two different programs, the CAD search program created by Nick and the Corona Solutions program. Rob then explained the details of the Corona Solutions program. Paul added that Nick's program had been reviewed and staff had wanted to see if they could improve it or rewrite it. Oshkosh Police received the Corona Solutions product, and both still needed to be evaluated for budget purposes. Nick wrote the program in Access 2003, and it was not working well in Access 2007. The preference would be to have the data in a SQL database. Further review would happen soon so a recommendation could be made for the budget.

10. <u>Strategic Planning Update:</u> Jeff stated that the Executive Committee had worked with Mary Kohrell on the strategic plan. The bulk of the plan will be worked on by the new MIC staff person. They would continue the process by working on the mission statement at the next meeting.

11. <u>Radio Steering Workgroup Update:</u> Jeff stated that he had not met with the Radio Steering Committee yet. The group was waiting for a contract to be signed.

12. <u>2011 Budget Requests – Operating or Capital:</u> Jeff informed the group that it would be a status quo budget. Tony had found a T1 line that was not being used and he was working with AT&T on this. The CIP was already in place. Outagamie County's budget process would be due very quickly. The budget would need to be brought to the next Fiscal Advisory Board meeting. The 2011 budget included the following items:
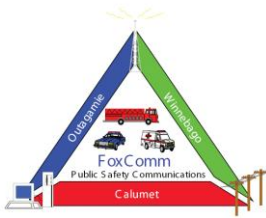
a. Disaster Recovery System
b. High Performance Data Transmitters
c. CAD Migration
d. Regional Voice System

The total CIP was 5.477 million to be split between the three counties. The group then discussed the budget items in detail. Kelly added that he felt the consensus of UTC was that Premier One was the correct direction for the future. The goal was to have a combination of air cards and high performance data.   An in-depth discussion of air cards and modems then took place. Encryption of modems would be needed for non-air card agencies by 9/30/10. This would not be a FoxComm budget item, but agencies would need to be aware of the associated costs. Tony stated that each agency owned their modems. No additional budget requests were voiced.

13. Workgroup Updates:
    a. I.T.: John Anderson stated that the group met yesterday, but he was unable to attend. The Corona application and advance authentication had been discussed. Tony stated that many questions had been brought up regarding authentication and further review was needed. The state changed to a level of authentication that would be more advanced. Logging in using Biometrics, tokens, cards, etc. would be needed to be more secure and would identify if the person running a query was actually someone that had the authority to do so. The state mandate given was 9/30/10, but Tony added that no recommendations had been given regarding specific products.   A meeting would be set up to discuss further.

    b. Fire: No report.

    c. Communications: The group met on April 13. Rob stated that they had discussed the CAD upgrade. Tony would be distributing the FoxComm flow tables. The AVL Reporting Utility would be installed and tested in each county. CJIS mandates and biometrics had been discussed. Some of the incident codes as well as budget items had been reviewed

    d. Law Workgroup: This workgroup did not meet.

14. Around the Table: No issues were voiced.

15. Next Meeting: May 19 at 1:30 p.m. at Fire Station #6
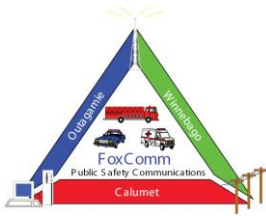
16. Adjourn: Bob Kavanaugh/Paul Xiong moved to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 3:00 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County