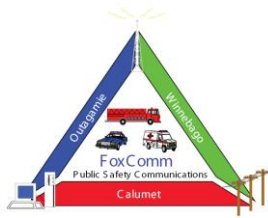


FoxComm User Technical Committee
Meeting Minutes
5/19/10

PRESENT: John Anderson, Robert Kavanaugh, Tony Lodel, Rob Mertins, Donna Potter, Gene Reece, Mary Schuelke, Jeff Stauber and Victor Voss

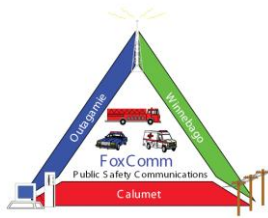
1. Determine Quorum and Call Meeting to Order: Quorum was met. The meeting was called to order at 1:35 p.m.
2. Approve Agenda: No modifications were made to the agenda.
3. Approve Minutes of April 21, 2010 Meeting: John/Bob moved to approve the 4/21/10 minutes. Motion carried.
4. Request for Additional Policies From Membership: No additional discussion on this item.
5. Review, Discuss Follow-Up from FAB: Topics will be discussed under each separate agenda item.
6. Update on Common Name Pilot Project: Rob stated that he met with Luke Behling regarding common place procedures. There were items that needed further investigation. One example given was Lane vs. Ln. Victor reminded the group that the work was only being done in conjunction with the Firehouse software currently, but it could be applied to any database software. The group will continue to work on this project.
7. Administrative Issues – Software/Hardware Update:
 - a. CAD Migration: Tony stated a quote had been received yesterday from Motorola and he would revise the budget. Tony informed the group that it would be financially beneficial to roll out the entire product up front. Agencies could then work on the upgraded product without having to wait. Tony added that he would like to have a timeline by the next meeting regarding when to rollout CAD in 2011. Tony will send out the list of agencies that were successfully using the product. Motorola would hold a train the trainer session. Donna asked about having test environments available for the upgrade. Jeff added that a lot of the questions would be answered when the consultant signed on. It was felt that CAD training would be much more overwhelming for the dispatchers than the training had been for the last upgrade. Tony stated that he would also send out the .pdf of the training guide.
 - b. Emergin Update: Tony stated that the current vendor had sent a notice regarding SNPP. Tony felt that UTC should be looking at a better product



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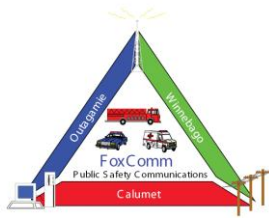
than what was being offered by Emergin. Faxing (tear and run) was still being utilized by many agencies, including Outagamie fire users. Jeff suggested the possibility of a product that could be used in conjunction with the radio product. Gene stated that he would take this item back to the fire workgroup for further discussion.

- c. CJIS Mandate – Two Factor Authentication: Tony stated that advance authentication was needed with the State. VPN would be allowed until 9/29/2013. Fingerprint readers as well as secure ID tokens were being discussed at the IT workgroup. Each agency would be on their own until 700 MHz and the new radio system. Gene suggested adding this item to the agenda, and Rob also suggested developing a timeline for these types of items.
 - d. Open Query Update V2.10.1.1: Tony stated that there had been some issues that would be fixed with the new update. The server would be updated first, and the downtime would be one hour. A client upgrade would be required for the PCs with the issues, but they would not need to be done at one time. Rob suggested applying the client upgrade to one of the broken PCs to see if it fixed the issue and test for a certain time frame before upgrading all of them.
- 8. Update on CAD Search – Incident Analysis Program: Rob was working with Oshkosh PD to install Corona Solutions. This item will be placed on the next agenda for a status update.
 - 9. Strategic Planning Update: FoxComm's vision and mission statements were awaiting approval from the Executive Committee. Jeff was also working with Mary Kohrell on identifying sub-categories for the plan. Once identified, UTC could begin to address the technical portion of the strategic plan.
 - 10. Radio Steering Workgroup Update: The group had not met because of the delay in getting the consultant hired. Jeff stated that there should be a signed contract with GeoComm within a few days. Gene stated that he would email the sheriffs and suggest that another meeting be scheduled. A kickoff meeting should occur in late June or early July. In the meantime, Jeff will continue to gather data. There were still unknowns regarding what counties would participate and at what level. Jeff suggested appointing a chairperson for the radio steering workgroup. Gene stated that he would report back to UTC at the next meeting.



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11. 2011 Budget Requests – Operating or Capital Follow-Up Discussions: Jeff had distributed draft budgets at the last meeting. The CIP needed to be updated with current pricing, and the numbers changed significantly because of the blade servers and consolidating everything into one project. In the operating budget, \$80,000 for the PSAP consolidation study had been removed per direction of the FAB. It was believed that funding could be found in 2010 budgets in all three counties. A contingency account had been created for \$38,500 per recommendation of Calumet County Finance.
12. Waiver to Deploy a 700 MHz Public Safety Interoperable Broadband Network: Jeff stated that a request for waiver to the FCC was filed by Karen on behalf of the three counties to use the 700 MHz public safety spectrum that was currently on hold. All waivers requested that instead of waiting for guidelines to be written, the spectrum be issued to the agencies. A 4G national network dedicated to public safety would be created. The waiver provided the opportunity to use the bandwidth. FoxComm could be expanded because of this. All the data would reside on the public safety network including video, mug shots or anything currently that could be done on cell phones. A federal grant opportunity would also be reopened for the month of June only, and assistance would be needed with writing for this grant. Jeff stated he would be attending a workshop next Wednesday to learn more.
13. Workgroup Updates
 - a. I.T.: John stated the group had discussed the best model of laptop to recommend to the municipalities. Law and fire could have different needs, so the group will investigate further. Tony stated he would build a list of MDC requirements for the next meeting. The group was also looking at two factor authentication. Winnebago would be looking at the RSA key or token as they didn't use VPN there.
 - b. Fire: The group did not meet.
 - c. Communications: Rob stated that the group had discussed CJIS mandates. Mary added that the creation of an incident type for fire hazard was approved. She added that recommendations from fire agencies doing dispatch would be needed. The example given was a tree falling on a house. Mary stated she would email information to Gene, and Gene will send out the information to all fire users. Gene brought up MABAS and



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Rob replied that nothing had happened since December regarding this item. They were waiting for Kelly to set it up in Calumet County.

d. Law: The group did not meet.

14. Around the Table: Interviews will be held next week for the new MIC. There were nine candidates for the first round of interviews. The goal was to present the top three candidates for a face-to-face interview with FAB. Gene stated that they were soliciting permission to field test air cards for Fire to improve response time documentation.

15. Meeting Schedule and Rotation – Next Meeting: June 16th at 1:30 at Fire Station #6.

16. Adjourn: Mary/Bob moved to adjourn the meeting. Motion carried. The meeting adjourned at 3:11 p.m.

Respectfully submitted,

Melissa Buman
Records Management/Administrative Services Supervisor
MIS Department – Outagamie County