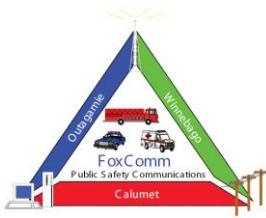


FoxComm User Technical Committee
Meeting Minutes
6/16/10

PRESENT: Bob Kavanaugh, Matthew Marmor, Rob Mertins, Gene Reece, Mary Schuelke, Kelly Sippel and Paul Xiong

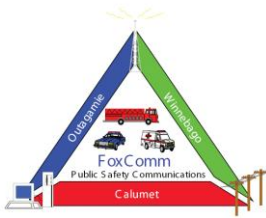
GUESTS PRESENT: Brad Bastian, Tony Lodel, Donna Potter and Jeff Stauber

1. Determine Quorum and Call Meeting To Order: The meeting was called to order at 1:30 p.m.
2. Approve Agenda: Mary Schuelke/Kelly Sippel moved approval of the agenda. Motion passed unanimously.
3. Approve Minutes of May 19, 2010 Meeting: Mary Schuelke/Rob Mertins moved approval of the May 19, 2010 minutes.
4. Request For Additional Policies From Membership:
 - a. Change Management Process: Tony stated that this policy would help track any global changes made to the FoxComm system. There had been communication breakdowns in the past, and he felt that this policy would help improve communication in the future. Discussion followed on workgroup review and the correct distribution of the document. Rob Mertins/Bob Kavanaugh moved approval of the Change Management Process document. Motion passed unanimously. This item will be placed on the UTC report for FAB. Once the policy is adopted at the FAB level, the document will be distributed.
5. Review and Discuss Follow-up from FAB: Jeff stated that FAB met on 6/15. The major items on the agenda were items relating to the MIC position as well as the approval of the operating and CIP budgets. A major topic of discussion was maintenance fees. Jeff explained that maintenance fees would be increasing by a large degree but would be subject to negotiation. Broadband was not included in the CIP. A technical consultant was hired for up to 120 hours and Jeff was told to refocus all of his efforts on the grant. Emergency funding was approved for this purpose. FAB also approved the Mission and Vision Statements. Strategic planning will be handed off to the new MIC, and the tentative start date will be June 28. Jeff stated that he would remain in his current role through the end of July.
6. Update on Common Name Pilot Project – Victor: No update. Rob stated that there were some issues in Outagamie County such as cross streets not showing up



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- in CAD for some of the common places. This item will be added to the next agenda.
7. Administrative Issues – Software/Hardware Update: Tony stated he was still researching other software products.
 8. Update on CAD Search – Incident Analysis Program – Paul/Rob: Rob stated that Winnebago had their geo file in place for the Corona Solutions project. A meeting would take place on Friday to go over the reporting tool that was created for them. Nick will review the Corona Solutions program to get a programmer's perspective.
 9. Strategic Planning Update: The Fiscal Advisory Board adopted both the Vision and Mission Statements. This project will be passed on to the new FoxComm MIC.
 10. Radio Steering Workgroup Update: Gene stated that a public meeting would be held on 6/17. A contract had been signed with Geocomm. Calumet County did receive a regional grant for fire service to upgrade radio. Outagamie County had submitted a regional grant for 2010.
 11. 2011 Budget Requests – Operating or Capital Follow up Discussions: Tony stated that the migration would take between 6 to 12 months, and a full evaluation of the system would be needed. Jeff stated that Motorola would be coming in to give a presentation in July. Funding would not be available until January 1, but negotiations could start before that date. Kelly asked if there were specs available so municipalities would know what to budget for 2011 and 2012. Paul stated that the IT workgroup had discussed this topic at their meeting. A vendor had provided specs for Panasonic but the vendor did not provide cost. Paul stated that they would like to bring in a few of these machines and test with them before providing any recommendations. Tony was still in negotiation with Dell. Fire and Law would need to come up with separate recommendations due to their different needs. HP did not offer a Tough book.
 12. Winnebago County MABAS Update – Rob: Rob stated that Winnebago County was still in the process of getting resource lists together. Matthew stated that they had attended the training and it had opened up a series of questions and issues, and Calumet County determined that more radio practice was needed. Gene stated that Outagamie County's goal was a go live date of January 1 with training to occur in September or October. Gene added that there was confusion regarding how the training was presented. MABAS of Wisconsin stated in training that



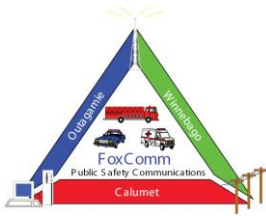
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programming into CAD should not be done and the processes should be handled with paper documents and a binder. Gene stated that there was a push to move forward, but yet no one was doing this. Box cards were still being worked on in Calumet County. One issue was that the policy and the website listed different resource information. Kelly added that this was confusing for the dispatchers, and education on the terms and language would be helpful. The paper recommendations would be followed, at least at the beginning of implementation.

13. Workgroup Updates:

- a. I.T.: This workgroup had a vendor presentation for Tough books, went over the waiver for interoperability, and talked about two factor authentication at their last meeting. Winnebago County will use a token system. The number on the token randomly changed. The group also discussed analysis software and they were thinking about creating a listserv to communicate more effectively regarding changes made within FoxComm. The group had discussed the security update patch policy and password policy. Changes would need to be made at the IT workgroup level before the policies would be brought forward to UTC for approval.
- b. Fire:
 - i. Fire Incident FIRHAZ Update: Gene stated that there was significant concern voiced that the new code would warrant an emergency response and that it would end up being a “catchall.” The recommendation was to change to “fire service call.” It was felt that the definition should clearly tie to what the code was for and how it would be used. The call could always be upgraded based on additional information.
 - ii. Status of MABAS: This item was discussed earlier in the agenda.
- c. Communications: Rob stated that the Communications workgroup meeting topics had already been covered.
- d. Law: Bob stated that the workgroup did not meet. Outagamie County met to discuss disconnection issues when uploading to Tracs.

14. Around the Table: The group would like to see the final copies of the minutes. Kelly stated that Donna had started in the position in the Comm. Center at Calumet County. Brad asked about incident analysis and added that Outagamie



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County used a product called Crimeview by the Omega Group. This product did plotting and reports could be created. The subject of GPS units for staff was brought up and Brad did not recommend this due to the age of the maps used as well as road construction issues. Jeff stated that a letter would be needed from Jay Shambeau to allow the appointment of Donna as a member of UTC. Rob brought up the subject of on-call representation. Jeff stated that an ad hoc committee had been formed to revise the current IGA, and on-call would need to be addressed through the IGA.

15. Meeting Schedule and Rotation – Next Meeting: August if necessary, otherwise the group will not meet again until September.

16. Adjourn: Mary Schuelke/Matthew Marmor moved to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 3:20 p.m.

Respectfully submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County