



FOXCOMM USER TECHNICAL COMMITTEE

Meeting Date & Time: October 20, 2010 at 1:30 p.m.

Location: Fire Station #1 in Appleton

MINUTES

User Technical Committee Members

Gene Reece, Chair*	P
Kelly Sippel, Vice-Chair*	E
Calumet County	
John Anderson	P
Matthew Marmor	E
Donna Potter	P
Outagamie County	
Mary Schuelke	E
Robert Kavanaugh	P
Joan Mitchell	P
Winnebago County	
Victor Voss	P
Rob Mertins	P
John Zimmerman	P
Paul Xiong	P
Recording Secretary	
Melissa Buman	P

Guests:

Tony Lodel, FoxComm
Application Technical
Coordinator

Thomas Swadley,
FoxComm Management
Information Coordinator

1. Determine Quorum and call meeting to order: The meeting was called to order at 1:30 p.m.
2. Approve Agenda of October 20, 2010: Voss/Zimmerman made a motion to approve the agenda. Motion passed unanimously.
3. Approve Minutes of September 15, 2010 meeting: Voss questioned whether the change management process had been distributed. Lodel replied that he would send it to the membership. Potter questioned action on the IGA. Reece replied that no action had been taken. The project was in progress with the Executive Committee. Voss/Zimmerman made a motion to approve the minutes of the September 15, 2010 meeting. Motion passed unanimously.
4. Request for additional policies from membership: No further discussion on this item.
5. Review, discuss follow up from FAB: Reece reported that he had attended the last FAB meeting. There had been significant discussion regarding the IGA, including the addition of wording regarding on-call support. There had also been significant discussion on the radio project, and the current status with GeoComm. Swadley was directed to meet with GeoComm and discuss the revised scope of services. Swadley added that he had presented information at the Executive Committee meeting and the corporation counsel will create an IGA draft for the next Executive Committee meeting on November 30. Voss questioned whether the scope and purpose of the Radio Steering Committee had been discussed. Swadley replied that the discussion was to take back to RSC to have the committee determine how they could support the procurement process. Reece also informed the group that a recommendation had been made to remove the 800 data component from the radio project. It had been decided not to bring that forward as it was felt the users needed to be better informed first. Gene stated this task would be the responsibility of the RSC.
6. Update on Common Name Pilot Project: Mertins reported that Outagamie County would be purchasing an ARC-GIS tool in January that would be beneficial, as the current process was not stable. Mertins would be bringing up this topic at the user conference.
7. Administrative Issues – software/hardware update:

- a. Premier 1 CAD/Premier 1 Mobile (Lodel): Lodel stated that this item was on the agenda because it was an ongoing project. Lodel explained the timeline and stated that if Premier 1 Mobile was rolled out prior to 2012, licensing would be needed. Lodel also explained that an option would be to use only one message switch rather than two, and this item was also being kept on the FAB agendas. Winnebago County did do testing with air cards and found that they had 98% 3G coverage. Lodel asked what the coverage was with the current system. Zimmerman reported that there were issues in some of the rural areas. Lodel stated that Outagamie County and Calumet County would need to do testing to verify the 3G coverage, and this would assist in the message switch decision. Lodel added that cell technology was advancing rapidly, and that by 2012, coverage would likely be even better. Voss reported that all of the agencies would not use air cards just because of the cost. Lodel stated that counties would start to push back maintenance costs to the agencies. Reece added that this was hard to make that clear to the users because there hadn't been a decision made at the FAB level regarding this item. There were also no parameters covering this item in the current IGA. Reece felt that it was worth the money to obtain the additional functionality. Kavanaugh added that something would have to be done anyway, as equipment was at end of life, and eventually, the system would no longer be maintained. The cost of running both systems had to be identified and how those costs would be paid. Lodel reported that there could be additional licensing fees that would become part of the negotiation of costs. In addition, Lodel reported that as agencies moved to the new system, they might have some equipment that could no longer be used. Mitchell questioned the CJIS rules and whether the same network could be used. Lodel reported that Premier 1 Mobile did address the CJIS policies. Potter mentioned that CJIS had also released a draft with additional restrictions. The cutoff date in 2012 was unknown, and there would likely be a transitional period during the first six months of the year. Reece stated that members should forward to Tony information regarding MDCs that would be staying on the message switch starting in 2012. Lodel also added that there would be a need to develop a Premier 1 migration workgroup with tasks to include information gathering and testing.

8. Maintenance

- a. Premier 1: Discussed under Item 7 a.
- b. Agency concerns regarding push back of Maintenance and additional cost without notification for all projects for budgeting: Discussed under Item 7 a.

9. Grants

- a. COPS: This grant had been used for the current microwave system and was awarded in 2008. There was \$137,000 remaining that had to be spent before the end of December. Swadley stated that GeoComm was requesting additional funds, and that because the grant was for a wireless data network, he felt that the funding could be used for this purpose. Lodel stated that the other option would be to install hot spots in all the counties that could be used during a disaster. Any tower, building, silo, etc. could be used as long as it had fiber or microwave connectivity. Swadley stated that he would also need to speak with the grant specialist regarding eligibility. Encryption was discussed, and Mitchell recommended discussing with CJIS to confirm that the earlier date for the CJIS compliance would not need to be met by implementing this project.

Lodel will follow up on this item and added that in speaking with Howard Mezera from Calumet County, this would be an addition to the current vendor's microwave contract, but FAB would need to authorize the purchase. Anderson/Mitchell made a motion that the UTC supported the concept of hot spots in the FoxComm network if it met the parameters set forth for CJIS and would make a recommendation to FAB that the funding be used for this purpose. Lodel informed the group that FoxComm could ask for a waiver, but a plan had to be in place. Motion passed unanimously. The group then discussed if CJIS responded that advance authentication would need to be updated, the project could not proceed. This resulted in a secondary motion from Reece/Kavanaugh to recommend to FAB that if the first recommendation failed, the funding be carried over to be used for the radio project in 2011. Motion passed unanimously.

- b. WIJIS Justice Gateway: A grant opportunity had been awarded to FoxComm, and the vendor had been paid for a direct connection back to WIJIS. Outagamie and Calumet were not directly connected, but this had been implemented. This was a grant proposed with a due date of 11/5.
10. Update on CAD Search – Incident Analysis Program: Mertins reported that Winnebago County had training on the Corona product in late September. There were still some issues with geo-coding. The City of Oshkosh used the same software, but they were able to achieve a higher hit rate. Mertins stated he would create a cheat sheet to assist users. The Incident Analysis program had been recreated in Visual Basic, and the result was that it was much more user-friendly. Reece added that the goal was to make a decision whether to incorporate this item in the 2012 budget. Potter stated that with the move to Premier 1 CAD, the product might not be compatible or beneficial. The workgroup will query Motorola regarding the products that would work with Premier 1.
 11. Strategic Planning Update: No further progress had been made on this item since the last meeting. Swadley encouraged the members to email him with any ideas regarding this subject.
 12. Radio Steering Workgroup Update:
 - a. GeoComm Strategic Planning Meeting Information: Swadley reported that there had been a planning session with various users throughout the three counties and GeoComm staff. Coverage issues and mutual aid were discussed as well as the RFP process and how costs of user equipment vs. infrastructure costs could be separated, but it was more of a very loosely run question and answer session that attendees felt to be somewhat disappointing. Swadley stated, however, in looking at the details of the RFP, basically GeoComm was to utilize the CTO study data, and they hadn't been looking to gather much more information from FoxComm.
 - b. Preparation for GeoComm's interview sessions tentatively planned for 11/8 and 11/9 – Reece stated that it was imperative that UTC members encourage the users to send representatives to these meetings to make sure that their information was provided and that their questions were answered. Swadley added that the interview sessions were open to all agencies and that interviews were set up on a per discipline, per county schedule.
Reece requested that the finalized schedule be emailed to the membership. Swadley also reported that there had been some discussions with GeoComm regarding the scope

of services. FAB members were concerned regarding the maintenance costs, which were estimated to be 1.6 – 1.8 million dollars annually, so Swadley had gone back to GeoComm to ask them to identify other options. The result was a revised scope of services at a cost of an additional \$40,000. Legal counsel had felt that the original agreement had the flexibility to provide the additional information without incurring additional cost. Swadley did state that in reviewing the RFP, it did appear that FoxComm was headed toward the 700 MHz as the solution. The most recent revised scope of services document provided an analysis of VHF conventional, trunked and 700 MHz at a deeper level. GeoComm was also directed to look at functionality between systems. The pricing for this additional information would be \$5,000. This topic had been discussed at the Executive Committee meeting and the committee felt that this would provide the information necessary to make the right decision to move forward. Swadley stated that he would be meeting with John Bodnar and GeoComm staff to resolve a few items with the agreement. Reece added that comments he heard from agencies that had already narrow-banded were that there were clarity and quality issues. Potter added that coverage would improve with narrow banding if utilizing a digital system rather than analog. Reece stated that the goal of FoxComm radio was to improve fire and police officer safety. Simply meeting the requirements of the narrow banding would not satisfy that goal. Lodel stated that there were other options that could be explored, such as the use of Brown County's radio controller.

13. PSAP Consolidation: Swadley stated that there had been a number of meetings held with three different workgroups for the project - one to discuss issues and concerns, one to evaluate the RFP responses, and one to handle higher level issues. Vendors had posed about 20 questions. The RFP due date would be November 15.
14. BTOP Grant Update (Swadley): Swadley reported that he had received a letter from the NTIA on October 4 indicating that FoxComm's submission was not recommended for an award because the project's budget was unreasonable. Swadley had spoken with other waiver recipients that had not received an award, and the same form letter had been used but with a different reason provided. New Mexico had initiated comments to the FCC regarding interpretation of FCC code section 337 and he had sent a letter stating agreement with New Mexico's comments. Swadley also reported that Lodel would be attending a federally funded trip for broadband testing in Boulder, Colorado from December 1 through 3. This opportunity was recently opened up to allow two representatives from each of the 20 waiver recipients. Swadley reported that Motorola would be in attendance at this educational event. Swadley stated that he was unsure at this time whether his schedule would allow him to attend and he asked if anyone from UTC would be interested in attending if he was not able to do so. Members were told to contact Swadley if interested.
15. Workgroup Updates:
 - a. IT: Anderson stated that the group met on October 19. Much of their workgroup discussion had already been discussed. The work group worked on topics such as PMDC recommendations, Baycom cleanup and gateway issues. Regarding the radio project, they had discussed VHF and 700 MHz and proposed that the 800 data network be eliminated due to 800 being an obsolete system. CJIS advanced authentication had also been discussed. Anderson also informed the group regarding issues with all three

communication centers during generator testing at Calumet County. Policies and procedures, including notification, would be developed for the future.

- b. Fire: No update.
 - c. Communications: Mertins reported that their workgroup had met on October 12 and in addition to the items discussed at UTC, they had discussed MABAS procedures.
 - d. Law: No update.
16. Around the Table: Anderson stated that four years were remaining on the existing FoxComm service contract. Counties would be responsible for a maintenance charge in five years. Lodel will follow up on this item. Mitchell reported that the RFP award for a two-year air card contract went to Sprint.
17. Meeting schedule and rotation – next meeting: November 17 at Fire Station #6 unless the road construction was not completed.
18. Adjourn: Zimmerman/Mertins moved to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 3:58 p.m.

Respectfully submitted,

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