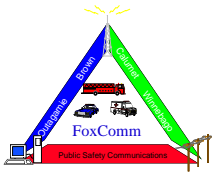FoxComm User Technical Committee
Meeting Minutes
January 27, 2009

PRESENT: John Anderson, Luke Behling, Joan Mitchell, Shelly Nackers, Rob Mertins, Bob Kavanaugh, Gene Reece, Beth Rodgers, Mary Schuelke, Victor Voss, Paul Xiong, and John Zimmerman

GUESTS PRESENT: Karen Carlson and Tony Lodel

1. Call to Order: The meeting was called to order at 1:34 p.m.

2. Approve Agenda: The date listed for the minutes of 9/18/08 should be changed to 11/19/08. Gene Reece/Bob Kavanaugh made a motion to approve the agenda as corrected. The motion passed unanimously.

3. Approve Minutes from November 19, 2008:   Mary brought up a sentence regarding CAD in item #4. The wording "an interface for crime analysis with" will be added before the word "CAD."   Mary added that she was unable to download the draft policy mention in item #8, and she would like to receive a copy of this policy. Beth Rodgers/Bob Kavanaugh moved approval of the 11/19/08 minutes as corrected. The motion passed unanimously.

4. Nominations/Selection to Fill Vacant Officer Position of Vice-Chair: Officially, the next rotation would go to Brown County. 2010 would be the year that someone from Brown County chaired the committee. Shelly explained that Brown County would not be part of FoxComm in 2010, but they would be participating in 2009. She didn't see it as a problem to select someone from one of the other counties. Bob Kavanaugh/Beth Rodgers nominated Gene Reece. Gene accepted the nomination. Nominations were closed. Mary Schuelke/Bob Kavanaugh moved to accept Gene Reece as Vice-Chair for the FoxComm UTC Committee. Motion passed unanimously.

5. Review/Highlight the Motorola Newsletter:
    a. 2009 User Conference Announcement: Karen asked if the committee members had received the newsletter via email. Some members did not receive it, so Karen will forward the newsletter on to the membership. The User Group conference will take place on September 20-24, 2009. Motorola will continue to have the same educational seminars, but the focus will be on the new technology. Karen added that the 2009 budget only included funding for sending Karen, Tony and the UTC Chairperson.
    b. GeoFile Application Updates: Karen stated that GGM had been used, and a few years back, the group migrated to this utility. It would allow the Planning department to use the newest version of ArcView 9.3. Karen had

been given the green light to update this software. Luke asked if there was anything in the release notes about the ATM upgrade. Karen replied that there was nothing she was aware of, but she hadn't gotten into the detail. The Geofile software could be upgraded right away without doing any other upgrade. GIS staff will schedule the upgrades in their counties.

c. <u>New Applications Releases and Announcements</u>: The website is www.motorola.com/premierone. At this website, users can download white papers on the different systems. Karen explained that the biggest difference with Premier One is the sharing of common databases. Karen also stated that Motorola announced that version 6.7.5 was available. The biggest difference with this version is a transaction management facility (TMF) that would track changes in databases more closely, and changes could be undone. Karen stated that she didn't feel FoxComm was ready to upgrade just for this feature, and she wasn't aware of any other customers that were on this release. Karen explained that Motorola would not be moving forward with a SQL based premier CAD. They will continue to offer what FoxComm has today, and their development will be focused on the .net CAD. Karen also noted the announcement of version 5.18 for the PMDC message switch. Outagamie County is already on this version. This version offers the latest release in encryption that CJIS requires for password security. ATMM was then discussed, and Karen replied that this was a major drain on the radio network. Gene felt that this would be beneficial for their command vehicle. Mary asked when FoxComm planned to go to the next generation of PMDC. Karen replied that Fiscal Advisory Board did have an item in the Capital Improvement Plan that included .net mobile. Right now, the members were re-evaluating whether they could move forward with the three remaining counties. This item had been tabled until the March FAB meeting.

6. <u>Radio Workgroup/Steering Committee Update</u>: Gene stated that the group had met a few times and had looked at funding options. The group also made a number of presentations to users and some elected officials. Emphasis was on completing the tactical communications plan. A survey will be going out this week to all users. Victor will be putting together the information from the surveys. There was a concern about funding raised by the users as well as members of the committees. They will schedule a joint meeting of all municipal leaders and key players from the three counties in March. Gene added that the sheriffs from all three counties were committed to a joint project. No specific decision on technology had been made.
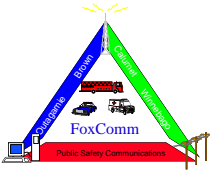
7. <u>Update on Public Safety Incident Analysis Tool Development</u>: Tony stated that he was working with Nick from the Menasha Police Department. Nick was putting together a program and testing with the MEG unit. His plan was to have the product ready to roll out to the Oshkosh Police Department as soon as possible. The features of this product would be similar to the Crime View software.

8. <u>Review of January FAB Meeting Items</u>:   Karen stated that Calumet County had informally agreed to take on the fiscal agent role for FoxComm as part of the transition with Brown County leaving at the end of the year. There would be an Executive Committee meeting on Thursday to review the asset list in order to form a written agreement on the transition and relocation plan. At the last meeting, the details of the relocation plan were reviewed and no further questions remained. CIP was discussed as mentioned previously. Karen gave an update on the appropriations funding. She and Tony continued to collect information on how the network could be revised. There would be no carryover of 2008 funds to 2009. Karen stated that she had requested that the engineer contract be carried over, but services were not provided and funds were not expended in 2008. There was no provision for this item in the 2009 budget. Funds remaining in the 2008 budget were due to the hire date for Tony being later in the year than originally anticipated.   Shelly asked if there was a timeline for the relocation plan. Karen stated that the Executive Committee would be reviewing this on Thursday for the first time. Karen stated that one of the non-critical Windows servers would be moved first. Karen expected the tandem move to have the largest downtime. The plan was written to migrate systems slowly and back out if necessary. Karen stated that the move would start in the third quarter. The goal was to have the network in place by the end of second quarter.

9. <u>Bylaws Review Update</u>: Karen highlighted the items that John Bodnar specifically recommended. Changes were made to be less specific with computer systems. No changes were made to the membership section, which comes from the current IGA, and that will be changed in 2010. In the section dealing with officers, she struck the second sentence. With the administrative agreement, Outagamie County will provide the recording secretary for the minutes. Under the regular meetings section, this was changed to 51% membership, which was consistent with Robert's Rules of Order. Section C violated open meeting law, so this was taken out. The word "subcommittees" was changed to "workgroups" in item #5. John had asked Karen to start itemizing items to be changed in the IGA.
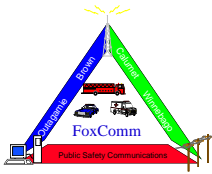
Joan noted that the bylaws also stated "MIS Director or designee" and the committee had no directors on it, as they were all a part of FAB and EC. Karen asked that any other changes be forwarded to her 15 days before the next meeting. The group agreed to forward the bylaws to FAB for their input. Approval of the bylaws will be a future agenda item.

10. <u>System Overload Policy/Procedure</u>:   Karen stated that this was a standing item on the agenda. The minutes from the last meeting stated that the most recent policy draft would be distributed. Karen will find the most recent version of this policy and distribute to the committee members for review.

11. <u>Equipment Maintenance and Application Deployment Policy</u>:   Karen stated that she had a task to go back to Corporation Counsel to see how this policy would be enforced. John Bodnar had stated that UTC could write the policy. FoxComm would be the author and true enforcement would be by the counties. Discussion took place regarding maintenance contract details regarding not having the modems tuned. Shelly asked that the most recent software and equipment policies be sent out to the committee members. The group also discussed not keeping current with client upgrades. Joan asked if the group wanted to take this section further due to the recent virus problem at Brown County. Virus updates, Windows updates and patches, etc. could be added to this section. Joan added that the IT workgroup could review this item. Gene stated that all involved should understand what would be required and the associated costs so these items could be added to their budgets. Shelly suggested having the IT workgroup put together a list of recommendations that UTC could review at a future meeting.

12. <u>Future Meeting Topic Discussion – Technology Review, Other Ideas From Members</u>: This item will be tabled until the next meeting.

13. <u>UTC Coordination Moved Over to Tony Lodel</u>: Karen stated that Tony would take over the coordination of the technical workgroup and UTC. He would be working with John on the agenda items. Tony will take the primary role in the upgrades. Tony stated that the CAD update would be a mid-March timeline to stage. He was compiling a list of tasks and timelines. Motorola had given a 15 day window for testing to determine if there would any issues. Deployment will be tentatively scheduled dependent on the testing.

14. <u>Workgroup Updates</u>:
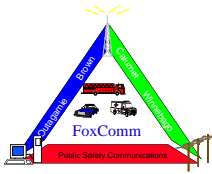
    a. <u>IT – Technical Transition Plan</u>: Paul stated that John Anderson was the new IT workgroup chairperson.

    b. <u>Fire-NIMS Capability Review, MABAS, Second Call Recommendation Procedure</u>: Gene stated that there was confusion with NIMS when fire agencies were calling for tenders to be dispatched. They were originally assigned to do a NIMS capability review, and the fire group will be taking that back with recommendations after the next meeting. They had discussions regarding the Mutual Aid Box Alarm System (MABAS). The four counties were actively pursuing this. They believed there would be an impact on CAD. Also, there had been a lot of work and discussion on the radio project. Regarding the second call recommendation procedure, Victor stated that the end result was that it seemed to be different than Outagamie County's procedures. Rob stated that he did the configuration and there was a conflict on how the user would approach the comm. center when calling in. The terminology was opposite of what was actually happening, and follow up was needed. Gene stated that their department took on a project with Tony and Karen regarding Emergin. Karen added that Shiocton was brought on board over the last month. There had been six notifications per call, but now it was down to one text. Victor asked that Emergin remain on the to-do list.

    c. <u>Law</u>: This workgroup did not meet.

    d. <u>Communications – Common Name Entry and Maintenance Policy</u>: Karen stated that she was going to work on a common name procedure. John stated that they were looking at duplicate entries in Winnebago County.

15. <u>Next Meeting Date and Time</u>: February 18 at 1:30 p.m. at Fire Station #6.

16. <u>Adjourn</u>: Victor Voss/Shelly Nackers moved to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 3:12 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County