



FoxComm User Technical Committee  
Meeting Minutes  
3/31/09

PRESENT: John Anderson, Matthew Marmor, Joan Mitchell, Shelly Nackers, Beth Rodgers, Kelly Sippel, Victor Voss, Paul Xiong, and John Zimmerman

GUESTS PRESENT: Karen Carlson and Tony Lodel – FoxComm  
Mike DeBrueler – Grand Chute FD  
Nick Oleszak – City of Menasha PD

1. Call to Order: Chairperson John Zimmerman called the meeting to order at 9:00 a.m.
2. Approve Agenda: Kelly Sippel/Paul Xiong made a motion to move item #6 and #7 after item #3. Motion carried. Victor Voss/Shelly Nackers moved approval of the March 31, 2009 agenda. Motion carried.
3. Approve Minutes from January 27, 2009: Victor Voss/Kelly Sippel moved approval of the January 27, 2009 minutes. Motion carried.
4. Bylaws – New Changes/Motion to Accept: The bylaws were distributed at the last meeting, but Karen reported that there had been changes. She also stated that since there had been issues with quorum at the meetings, she and John Zimmerman had discussed changing quorum to be among active members. John Bodnar and Karen had discussed adding the definition of “active membership,” to base quorum. Quorum would then be based on a membership of 13 instead of 16. The structure of the UTC was defined in the IGA, so no other changes could be made at this time. Other changes could be made in the future when the IGA was revised. Karen stated that quorum by law was 51%, but it could be defined further regarding what the 51% was based on. Changes were on page 1 in the Membership section and page 2 in the Meetings section. Kelly Sippel/Victor Voss made a motion to accept the proposed bylaws. Motion carried. These changes did not need to be approved by the Fiscal Advisory Board, but Karen will include the information in her report to the other two committees.
5. Recommendations of Relocation Plan to Fiscal Advisory Board: Tony stated that they had come up with a timeline. They were looking at the first phase being July 24. Tony would take a non-critical server to Calumet to test connectivity and continuity. Testing would last for a couple of weeks. The second phase would include the remainder of the equipment including the tandem. The July-August timeframe was suggested due to budgets, bad weather, staff vacations and coverage issues, etc. Karen stated that this timeframe was proposed back in October and the IT workgroup had met five times since that time to continue to refine it. It was also reviewed with the other workgroups, and in those meetings, no one seemed to have an issue or concern with it. Outagamie County MIS would be severely impacted if the project was pushed to the fourth quarter. It was looked at from a stability standpoint, other project loads, etc. There would be no



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permanent loss of service. All counties had 911 centers, and this was equally important for each county. A great deal of time has already been spent on the details. Tony added that they would be mirroring the networks and the Open Query server to minimize downtimes. Beth stated that they were concerned about their county and Tony stated that they would need Kevin Ray's participation within the IT workgroup to assure that all concerns are addressed. Nothing would need to be done for the IP scheme. Shelly stated that this was the first time that this timeline was given as solid. She wanted to express her concerns that third quarter was very busy for Brown County. Karen stated that she would redistribute the document from the workgroups. One of the things the groups had talked about was that Brown would need fiber connection to the new location back to the existing equipment room. There would be no additional work that would be needed at Brown County once this is completed for their new 9-1-1 center. Once the connection from the new location was made, they would operate just like Calumet, Outagamie or Winnebago Counties do today. Shelly stated that the target date for operations in the new 9-1-1 center was June 30<sup>th</sup>, but a lot of things had to come together to determine whether or not it would happen. Tony stated that there wouldn't be any loss of service with the first phase. When they did the server move, all would not be moved at once. Open Query, UDT, AVL, Tandem were identified as the critical servers. Karen then gave a detailed explanation of the move. She added that the details would continue to evolve. Karen stated that they would be able to provide a more detailed task oriented timeline as the plan continued to be defined. The Netclock was also brought up. Karen stated that this was contingent on Brown County's move. This piece of equipment was providing time synchronization to the dispatch consoles, the voice recording system and the telephone system at Brown County. Once the move happened, Brown County would get time sync from their new Netclock. Jay from Winnebago and Tim from Outagamie would be handling the router configuration. The IT workgroup would be heavily involved with the plan and the move. Shelly requested consideration for an early fourth quarter move, and she stated that she could not support the plan at this time. She would like time to review the information with her county. Beth stated that she felt the same way. Victor stated that he saw this as a working plan; the bottom line was that the move had to take place. He stated that the IT workgroup has done a lot of work and they are the experts. Karen again discussed plan details. Service would not be cut to Brown County. Kelly stated that there could be unforeseen delays any plan so he felt that the move should occur as reviewed to allow time for potential unforeseen delays. John stated that he would report to the Fiscal Advisory Board that there were some reservations but it appears that those reservations are being addressed, and that the IT workgroups would lay out as much as possible in the coming meetings.



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6. Updates on Current Optics:

- a. Radio Workgroup/Steering Committee: Karen explained the presentations that had taken place. She was still getting surveys back from all of the agencies. There had been a remarkable response. The next step was the formation of another subgroup to review the survey results with the consultants recommendations. If the findings group determined that the survey was not consistent with the consultant's recommendations, it would obviously extend the timeline. At this point, an RFP would be created in late 2009.
- b. Capital Improvement Budget: Calumet, Outagamie and Winnebago Counties had their portions of the 2009 budget still intact.

7. Review Communications Policy: Karen stated that this was put on the agenda to remind members to reach out to their agencies. John stated that the group should keep their contact lists updated.

8. Updates – Policies and Procedures:

- a. System Overload Procedure: Beth Rodgers/Shelly Nackers made a motion to table this item until the next meeting. Motion carried.
- b. Equipment Maintenance and Application Deployment Policy: Karen stated that this policy made maintenance mandatory and there would be budgetary impact, so this policy would need to be finalized in the next month or two. The fundamental reason for the policy was the VRMs. Tony had been working on the anti-virus/software policy, and Karen stated that she felt these policies should be separate. Agency impact was a previous concern. FoxComm would write the policy, the County Sheriffs would require and enforce it, and the agencies would comply with it so that the system would run properly. Karen explained that costs were dependent on how long it had been since maintenance work had been done. Shelly stated that items in the policy needed to be more defined. The plan had to be finalized before it could be distributed to all of the agencies. The group agreed that it would have to be to the agencies soon.

9. Technology Review – Member Presentations: This item had been added for members to share information on new technologies. Nothing to share.

10. UTC Workgroup Reports:

- a. IT Workgroup: The group met on March 30 and decided on the wireless solution for connectivity to Calumet County. The group discussed the



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equipment move, and the CAD upgrade for 4/7. The specifications for wireless was also agreed upon. Tony was still meeting with the counties for timelines to implement the web server.

- b. Fire Workgroup: Karen stated that the group met and redefined some capability codes for NIMS compliance. The majority of the time was spent discussing incident response times and transferring data.
- c. Communications Workgroup: No report
- d. Law Workgroup: No report

11. Adjourn: Kelly Sippel/Paul Xiong moved to adjourn the meeting. Motion carried.  
The meeting adjourned at 2:19 p.m.

The meeting was followed by a presentation by Nick Oleszak on the FoxComm CAD Search System.

Respectfully submitted,

*Melissa Buman*

Records Management/Administrative Services Supervisor  
MIS Department – Outagamie County