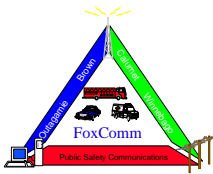


FoxComm User Technical Committee
Meeting Minutes
May 20, 2009

Present: John Anderson, Mary Schuelke, Bob Kavanaugh, Rob Mertins, Joan Mitchell, Gene Reece, John Zimmerman, Paul Xiong, Victor Voss, Karen Carlson and Tony Lodel

Guests Present: Donna Potter

1. Call to Order: The meeting was called to order at 1:33 p.m.
2. Approve Agenda: Gene Reece/Bob Kavanaugh moved approval of the agenda. Motion carried.
3. Approve Minutes from April 27, 2009 Meeting: Gene Reece/Victor Voss moved approval of the April 27, 2009 minutes. Motion carried.
4. Radio/Steering Workgroup Update: John stated that the meeting went very well. Gene asked Karen to send a copy of the presentation to UTC members. Gene wondered what percentage of the audience consisted of the elected officials. He felt that the presentation was very good and that many good points were made. Gene felt that the group needed to build on the true price to upgrade existing technology, as the numbers that Sheriff Brooks had given at the meeting were not that far off. Bob asked if funding would be a UTC concern or a FAB concern. Karen replied that FAB would make project recommendations and work with each county on funding mechanisms. The group then discussed existing VHF systems and issues. Karen stated that the Steering Committee would hold a meeting on 5/22 to discuss the next steps.
5. Procedures Tabled from Last Meeting
 - a. Overload Situation Procedure: Gene stated that the Fire workgroup came to a consensus that the best plan would be to use Emergin and fax machines in fire stations. Fax machines would also enhance the ability to get their incident information without needing to call the Comm. Center. Five procedures were established for fire, and a couple guidelines were developed for law regarding call pending protocols. Every fire department would establish a resource officer. This would be no different than in a call pending situation. The resource office would track and document times, and when completed, information would be updated in the incident number created with the original fax document. Fax would be easier and cheaper, because PMDC required a license and a computer, and they felt that a good fax machine could be purchased for under \$100, there would be no training involved. An agenda item would be created for the next meeting for the adoption of this procedure.

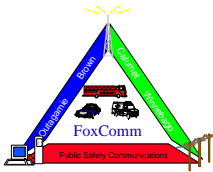


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- b. Common Name Entry and Maintenance Procedure Review: Karen asked for input from the group as far as what the policy should incorporate, and she would then draft the procedure. Victor asked for discussion regarding common names vs. aliases. Karen replied that common name was the real name that was assigned to a facility address. When they were entered in the database but not added to the geo files, there were issues. If common names were used, the name would be entered, and the correct address would be populated. Gene stated that accuracy of this information and procedures for updating the information would be very important. Karen then explained the current procedures, which, to some degree, varied by county. The group needed to come to a consensus on how to modify common names. A common name could have four aliases. Mary stated that the information had to be current and she wondered who was required to update the information. Gene stated that inspections were done twice a year. The fire department staff would need to be taught how to provide the updated information to the correct person for updating. The group wondered if information could be downloaded automatically. Schools, parks, established businesses, etc. were all included in common name. If ETI could produce a report to be downloaded, the common name would be up-to-date. Karen stated that she would type up a draft policy based on the group's discussions.

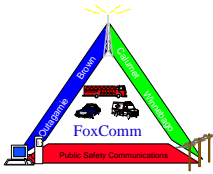
6. Policy Guidelines – Recommend for Adoption:

- a. Operating Systems and Anti-virus Software Policy: Joan stated that all agencies did not have this in place already, as they had not been required to have it in the past. Mary asked that the word “loss” be changed to “lost” on page 1. Joan Mitchell/Paul Xiong moved recommendation of the policy as revised to the Fiscal Advisory Board. Motion passed.
- b. Software and Hardware Deployment and Maintenance Policy: John stated that he would like to know the vendors available to assist with the process. Karen replied that any of the radio vendors could be contacted to see if they could do this. The group then discussed various vendors. Mary suggested checking the maintenance contracts to see if this would be part of the contract. John stated that he did not see a signoff page, and Karen stated that it should, and that she would also add this to the crisis situation policy as well. Gene Reece/Rob Mertins moved recommendation of the policy to the Fiscal Advisory Board. Motion passed.



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7. Budget Review and Discussion: John stated that it was his understanding that the percentages would change for the three remaining counties. Mary asked about Premier One status, and Karen replied that the three remaining counties did include this in their CIP. Karen stated that she did not feel comfortable forecasting for CAD in 2010. Gene asked about Premier One Mobile and the impact for users, as current MDCs might not function with this product. Karen stated that she requested updated specifications but has not received it from Motorola yet. She would distribute the new specifications when she received them. Karen added that the current system and Premier One system could run side-by-side. Mary asked about Pictometry and asked if this was something that could be incorporated into the FoxComm budget. The 3D pictures would be integrated with CAD. Karen added that it would be very intensive from a setup and ongoing maintenance standpoint. Karen added that it was recommended to take new photos every 2-3 years which includes aerial and street photos. Karen suggested that this item be explored further before including in the budget. Ortho is a flat shot, and when a user zoomed in, it was only from one angle. Mary will follow up on this item. Gene brought up the fire/fax long distance costs and additional lines. Karen explained what would take place with the move. Karen stated that there were enough phone lines. Karen stated that she had been told to expect a reduction in the FoxComm budget, and she did not know the impact of that yet.
8. Workgroup Updates:
 - a. IT: The IT group did not meet.
 - b. Fire: Gene stated that the group met and had worked on the crisis situation policy. The radio project was also reviewed. The group planned to meet again in mid-June.
 - c. Communications: The Communications group did not meet.
 - d. Law: The Law group did not meet.
9. Around the Table: Calumet County set up the special revenue account and the Board officially accepted the COPS grant. Tony added that everything was falling into place and the group was on target. Mary stated that Brown County's tentative date was June 23, and they would be taking the calls during the downtime. Karen stated that she would be trying to hold a presentation for Premier One next month. Ventura should be online by that point as well. Karen also added that the first quarter newsletter from Motorola had contained



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information about the discontinued development of SQL CAD which had been confused for the current and future FoxComm systems. She wanted the group to be aware that this platform was not what FoxComm was currently using, and it is not the recommended future system of FoxComm.

10. Next Meeting Date: June 17 at 1:30 p.m. at Fire Station #6.

11. Adjourn: Mary Schuelke/Gene Reece moved to adjourn the meeting. Motion passed. The meeting adjourned at 2:53 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County