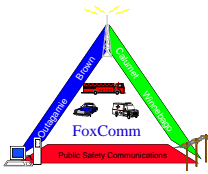


FoxComm User Technical Committee
Meeting Minutes
October 6, 2009

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

GUESTS PRESENT: Donna Potter

1. Call To Order: The meeting was called to order at 1:14 p.m.
2. Approve Agenda: Shelly Nackers requested the addition of an update regarding the move. This item will be discussed under #8. Mary Schuelke/Shelly Nackers moved approval of amended agenda. Motion carried.
3. Approve Minutes from June 17, 2009: Mary Schuelke/Bob Kavanaugh moved approval of the 6/17/09 minutes. Motion carried.
4. Policies and Procedures
 - a. Crisis Situation Procedure – Recommend to Counties for Adoption: Karen stated that the crisis situation procedure was brought forward to the Fiscal Advisory Board. Members stated that they did appreciate the work that went into the procedure, but they wanted it to be accepted on a county basis rather than as a FoxComm procedure. It was stated that the procedure did not go through the law group. Members will check on the status for adoption in each county.
 - b. Governance Policy Umbrella for Operating Systems and Anti-Virus Software (policy returned from FAB and software and hardware deployment and maintenance policy): Karen distributed two documents to the group. She stated that she added a start date of January 1, 2010. She also mentioned that a minor typo would be corrected. Karen stated that revisions could continue to be made on this policy. Gene Reece requested that the July 1 date be changed to May 1 for budgeting purposes, and the group agreed to this change. Karen stated that this policy would be brought forward at the next meeting for final approval.
5. Common Place Maintenance Policy Update – Pilot Study Update: Victor Voss stated that he had met with Luke and Grand Chute staff. The group will start with standardization for Firehouse and then move on to other applications. Victor stated that he would work with Luke on the query, which would be linked to CAD.
6. Radio/Steering Workgroup Update: Gene stated that the operational group had met and had identified the initial workload. All three counties and all disciplines were



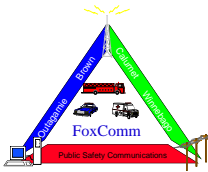
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represented at the meeting. The Steering Committee had not met, but Gene stated that he assumed that there would be a meeting shortly. Victor stated that Winnebago County had held a 9-1-1 subcommittee meeting, and a number of fire departments had been complaining about the radio project. Because of this, the Fire Chiefs Association was contacted, and departments were reassured about the project at a recent MABAS meeting. Sheriff Brooks will be calling a meeting for fire and law on Thursday to lay out his plan. He wanted to be sure that everyone's questions were answered before forwarding to the county board. Gene added that the law enforcement executive's group has submitted a letter of support for the 700 MHz system. EMS would be sending a letter of support to the County Executive. Karen Carlson added that Calumet County held a law meeting and they would be doing the same. John Zimmerman asked what the issues were, and Victor replied that he thought the fear of the cost was what was driving a lot of it and how it would affect their budgets. Municipalities were raising the most questions about communicating in other areas. The group then discussed possible grant opportunities.

7. Strategic Planning: Karen stated that the Executive Committee had begun a strategic planning process for the consortium. Currently, there was no definite direction for UTC other than the fact that they did want UTC involved in the strategic planning process. Karen asked the group for their thoughts regarding how UTC should proceed. The possibility of different workgroups was discussed. Bob Kavanaugh asked about the possibility of bringing in a strategic planning facilitator. Karen replied that this had not been pursued. Bob stated that a facilitator would help the project move forward. The group then discussed possible workgroup involvement. Karen added that some planning had been done at the beginning of FoxComm back in the 1990's. Many FoxComm documents needed redrafting, and she felt this would be an appropriate time to start working on a strategic plan, and the committee members supported this. Karen added that the revised IGA ideally would be in place by January 1st. John Zimmerman stated that the group would wait for direction from the Fiscal Advisory Board on this item.

8. Workgroup Updates:

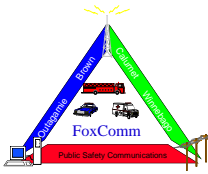
- a. IT – Network Configuration: John Anderson stated that the group had held conference calls to discuss configuration regarding the move. There were a few small outstanding issues. Tony Lodel stated that he had moved each server at the end of August. Everything worked the way it was supposed to until they started with the Open Query server, which was complicated by a State issue regarding a wrong IP address. The server was down for two to



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three hours. Tony added that after all critical servers were moved, they moved the tandem. He explained that there was an issue with the redundant server. For a period of five weeks, the incident files were copied, but the close database did not sync, so all of the incidents were left open. Karen had followed up with engineering and support to identify why this had happened. They will start testing on a quarterly basis to make sure that the process was working correctly in the future. Paul Xiong asked if it would make sense to do another failover test to make sure that this server was working correctly. Tony stated that this would be addressed as part of the quarterly process. Karen added that during the time period when the audit processor had filled up, there would be no way to recover unless notes were added. This happened on September 27th between 7:05 – 7:45 p.m. Karen stated that they had been battling this issue for a long time. There was now an engineer who knew what the problem was. A utility was run, and it cleaned up the records. Shelly Nackers requested a document detailing the situation and noting what would be done in the future so that it wouldn't happen again. Tony also stated that an SCSI card was bad and had been returned. It was stated that multiple redundancy had been built into the network, and each site also had microwave technology. Brown County was connected with the T1 lines and also had redundancy, and there would be more paths of redundancy once everything was online. Shelly also asked about the CAD logoffs and Open Query slowness, and Tony stated that these items would be addressed once the network was totally up and running. Shelly also asked about BI/Hummingbird query, and Karen replied that they were not aware of any issues.

- b. Fire - MABAS, Radio Recommendations: Gene stated that the group had met last month and one of the biggest items discussed was grants for radio. The recommendation was that if the agency needed radios, to go ahead and move forward with the grant, but if they were a “nice to have,” to not accept the radio grant money. Many departments had made the decision not to submit for the grant. The group had also discussed the crisis situation policy and MABAS. There had been a recent meeting with the MABAS Executive Board and there was agreement regarding working together. Gene stated that Outagamie County was the farthest behind with regard to MABAS.
- c. Communications: Nothing to Report

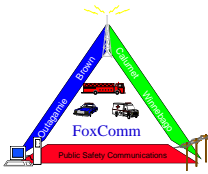


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- d. Law – Discussion and Capital Budget Planning Information: Bob stated that the group had met and discussed Premier One and the associated costs. They had also discussed the subject of modems, which currently were at end of life. Karen stated that there had been no update on this item.

9. Around the Table:

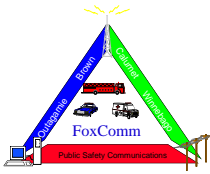
- a. User Conference and Equipment Move: Tony stated that he felt that the user conference was good and he got a lot out of it. John stated that the move went well, and he was continuing to learn how things worked together. Victor stated that he thought the move went well from the user perspective. Mary added that the efforts with the move were appreciated. Matthew stated that there are a lot of issues for the departments and they were a central partner with the group moving forward. Shelly stated that for Brown County's portion, they found the move frustrating, as they ended up with a lot of issues. Shelly also recommended that Friday and Monday of a holiday weekend should be avoided for any future projects. She added that considering the magnitude of the project, it had gone as well as could be expected and she did appreciate that Karen and Tony were available.
- b. UTC Meeting Minutes: Mary stated that she would like to receive the meeting minutes earlier than the normal distribution so she could review them and share them with the users before the meetings. Shelly mentioned that final drafts of the meeting minutes were not shared with the group. Karen replied that the communications policy would be shared and that requests for change had to be made at the meetings. She also added that Melissa kept the recordings until the minutes were approved. Donna stated that the final minutes from the previous meeting could be distributed with the draft minutes for the next meeting. Open records issues were also brought forward. This item will be reviewed.
- c. Fiscal Advisory Board Involvement: Shelly asked if a joint meeting would be held in November. Karen replied that November's meeting would have a heavy focus on the strategic plan and she would confirm the status with Brian Leonhardt. Gene suggested that it would be beneficial to talk about the strategic plan together at the beginning rather than waiting until they had started down a path. Shelly then asked if John Zimmerman had been attending the Fiscal Advisory Board meetings. John stated that there had been a lot of confusion regarding what the Fiscal Advisory Board wanted from UTC. The group also discussed the crisis policy as an example. Karen



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stated that FAB did not feel that the effort was wasted, but procedure would need to be adopted at the county level. Shelly stated that one of the problems was that the document changed from when it was reviewed and approved to when it went before the Fiscal Advisory Board. She stated that if a procedure was approved at the UTC level, the group needed to have the confidence that when it was forwarded to the Fiscal Advisory Board, it was the same document, and if additional information was needed, it should come back to UTC. Karen replied that the policy was to include enforcement, and Karen did add this piece after discussing with members of the committee. Regarding the meetings, John stated that Fiscal Advisory Board meetings were open meetings. Joan added that there was sometimes a lack of communication regarding the meeting schedules. Shelly asked if UTC members could be added to the email list for the meeting notices and minutes for the Fiscal Advisory Board. Karen replied that everything was posted on the website. Gene stated that he wanted a joint meeting, and he believed that the Fiscal Advisory Board needed to hear their frustrations and be told what the role for UTC was. Bob stated that the UTC Chair should be giving updates on the UTC projects on a regular basis at the Fiscal Advisory Board meetings. If the chair couldn't attend the meetings, someone else should be appointed. Gene stated that UTC should be communicating with the Fiscal Advisory Board. If the ball has been dropped, it needed to be picked back up. Gene added that he thought UTC was a good group that made a difference, and that the group should be working together to develop policies that involve all agencies, especially regarding consistency of working across borders. Shelly stated that the group lost an opportunity for communication throughout the last year, but after correcting this, it will make for a strong unit moving forward. John Zimmerman stated that he had not had enough communication with either Karen or the Fiscal Advisory Board, and it did not mesh well with his schedule due to working nights. He stated that if he could not attend a Fiscal Advisory Board meeting in the future, he would find someone to fill in

- d. Emergin Use: Gene stated that at the fire chief's meeting two weeks ago, a chief had praised the use of Emergin and encouraged all fire departments to look at using it to supplement their current system. They found it very beneficial to apprise command staff of the situation through the use of text messages to cell phones. There had been some requests made since the meeting. Karen stated that use should be kept at command staff due to the system capacity. Karen added that users should have texting included in their cell phone plans.



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10. Next Meeting Date and Time: A meeting date and time was not set, as there could be a joint meeting with the Fiscal Advisory Board. The group discussed the use of the internet meeting scheduler but decided to have Karen send an Outlook appointment instead. Karen added that the Fiscal Advisory Board currently had a meeting scheduled for November 5 at 8:30 in the Outagamie County Board Room, but this date and time could change
11. Adjourn: Mary Schuelke/Gene Reece moved to adjourn the meeting. The meeting adjourned at 3:18 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County