User Technical Committee Members

Rob Mertins, Chair*	P
Luke Behling, Vice Chair*	P
Calumet County	
John Anderson	P
Andy Hess	P
Matthew Marmor	E
Donna Potter	P
Brian Reedy	E
Outagamie County	
Steve Flater	P
Joanne Hollmann	E
Rudy Nyman	P
Gene Reece	P
Winnebago County	
Jesse Jensen	E
Dean Kaderabek	P
Keith Kiesow	P
Paul Xiong	P
FoxComm Staff	
Tony Lodel	P
Recording Secretary	
Melissa Buman	P
Guests	
Rorick Olson (CC)	P
Missy Sykes (OC)	P
Chris Coppick (OC)	P

FOXCOMM USER TECHNICAL COMMITTEE
Meeting Date & Time: March 26, 2015 at 2:00 p.m.
Location: Town of Menasha Fire Station 41

MINUTES

1. <u>Determine Quorum and Call Meeting to Order</u>: The meeting was called to order at 2:00 p.m.

2. <u>Approve Agenda</u>: Behling/Hess made a motion to approve the agenda. <u>Motion carried</u>.

3. <u>Approve Minutes</u>: Kiesow/Nyman made a motion to approve the Minutes. <u>Motion carried</u>.

4. <u>Request for Additional Policies from Membership</u>:   Lodel informed the group that all three policies were still being reviewed by the I.T. workgroup.

    a. <u>Motorola Deployment Tool</u>

    b. <u>Software and Hardware Maintenance Policy</u>

    c. <u>Third Party Policy</u>: Lodel stated that he had discussed this policy at the FAB level. He would be working with John Bodnar to create one standard Memorandum of Understanding (MOU) that all three counties would use in the future. Sample documents would be forwarded to Bodnar.

5. <u>Review and Discuss Follow Up From FAB</u>: Lodel stated that the Fiscal Advisory Board met on March 3. The potential partnership had been discussed, and Lodel had provided a detailed update regarding P1 status. The no cost change order had just been received at that time, and FAB could not act on it because it wasn't listed on the agenda. Lodel did make the recommendation to add a disaster recovery failover test with Motorola staff onsite, and Motorola did agree to add this item to the change order. Lodel had not received the revised change order yet. He informed the group that he had presented the first draft of the 2016 budget, and it had been reviewed during the meeting.

6. <u>Administrative Issues – Hardware/Software Updates</u>:

    a. <u>Premier 1 CAD/Premier 1 Mobile</u>: Lodel stated that the next scheduled upgrade (CU5) was tentatively set for April 13. Motorola staff would be onsite for the upgrade. The training environment would be upgraded pending delivery of the hardware from HP. Motorola staff would be onsite during the week of

April 20 to assist with the disaster recovery failover and during the week of May 2 to assist with the failover back to the primary. Lodel stated that I.T. staff from the counties would need to assist with the failover processes. In addition, SSRS report writing training would be held the week of April 27. Potter confirmed that the upgrade to CU5 would require the clients to be updated. Behling questioned whether the databases would need to be updated, and Lodel stated he would verify this during the next weekly conference call. Data retention would be determined after the upgrade to CU5.

Hiplink Duplicate Paging: Lodel stated that testing had been done with Hiplink paging. He would be sending out a follow up email to the key fire agencies. The add-on software would be purchased by FoxComm, and the total of $5,600 would be subtracted from the final payment to Motorola. Reece explained that there were two different issues.   He questioned whether the filter could fix the issues, because it was not helpful to receive multiple pages containing the same information. Lodel stated that he would verify specifically what the software was filtering.

Data Conversion: Lodel stated that he waiting for a reply from Craig Swanson. It was felt that Motorola staff members were waiting until FoxComm's system was upgraded to CU5 before moving forward with data conversion.

Paramount/ProQA: Lodel stated that this item would also happen after the upgrade. He was currently waiting for a meeting with Motorola staff to discuss further.

Data Normalization: Lodel stated that a quote had been received for $9896.00 which would provide the ability to attach/import vehicle information. This item will be discussed further at the communications workgroup level. Mertins added that he highly recommended that the data come across in the proper format so that the CAD client could read it. Lodel stated that a meeting was scheduled with the Motorola Director to discuss the costs as well as a few other items. The quote was very vague, and he hadn't received a final annual support invoice yet. Lodel stated that he was hoping that the data normalization costs could be added to the no cost change order.

7. Workgroup Updates:

   a. I.T.: The workgroup had discussed the 2016 budget, the change order, SSRS training, the Paramount upgrade, and the upgrade to CU5. The majority of time was spent reviewing and discussing the policies. Lodel added that a new switch and router had been installed at Outagamie County.

   b. Fire: Reece stated that the workgroup did not meet. He then explained the need for a new incident type, and this item will be reviewed at the Communication workgroup. Mertins stated that he would export a current list of incident types from provisioning and forward it to Reece for review.

   c. Communications: Potter reported that the workgroup met on March 4. Discussion items included the topics Lodel had previously discussed. The next meeting will be held on April 1.

     d. <u>Law:</u> This workgroup did not meet. Lodel stated that the group was still trying to schedule a meeting.

     e. <u>GIS:</u> This workgroup did not meet.

8. <u>Around the Table</u>: Reece discussed an error message he had received recently on his MDC. He will send a copy of the screenshot to Lodel. Xiong stated that Present Tense software was causing slowness issues on the mobiles during testing. He stated that Bill Shore from Motorola had been contacted. Flater stated that there was a workaround to this issue, and software support should be able to assist with this item.

9. <u>Schedule Next Meeting and Location</u>: The next meeting will be held on April 23 at 2:00 p.m. at the Town of Menasha Fire Station #41.

10. <u>Adjourn</u>: Reece/Flater made a motion to adjourn the meeting. <u>Motion carried</u>. The meeting adjourned at 2:50 p.m.

Respectfully submitted,

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