



FOXCOMM USER TECHNICAL COMMITTEE
 Meeting Date & Time: July 28, 2011 at 1:30 p.m.
 Location: Appleton Police Department

MINUTES

**User Technical Committee
 Members**

Donna Potter, Chair*	P
Victor Voss, Vice Chair*	E
Calumet County	
John Anderson	P
Andy Hess	P
Matthew Marmor	P
Brian Reedy	E
Outagamie County	
Luke Behling	P
Steve Flater	P
Joanne Hollmann	P
Robert Kavanaugh	P
Gene Reece	P
Winnebago County	
Bill Anthes	E
Dean Kaderabek	P
Rob Mertins	P
Paul Xiong	P

FoxComm Staff	
Thomas Swadley	E
Tony Lodel	E
Recording Secretary	
Melissa Buman	E
Guests	

1. Determine Quorum and Call Meeting to Order: The meeting was called to order at 1:30 p.m. Quorum was met.
2. Approve Agenda: Reece/Xiong moved approval of the agenda. Motion carried.
3. Member Introductions: Committee members were introduced.
4. Approve Minutes of April 28, 2011 Meeting: Mertins/Anderson moved approval of the minutes. Motion carried.
5. Request for additional policies from membership: No further discussion regarding this item.
6. Review, discuss follow-up from FAB: Potter stated that FAB met on July 12. There was a presentation by the PSAP consultant L.R. Kimball. The study did indicate that it would be feasible to consolidate. Presentations to the county boards would tentatively occur in August. Potter stated that the IGA had been discussed at length. A motion had been made to delay the Premier One project, but the motion did not pass. Possible opportunities with Manitowoc County and Brown County were being explored. The BTOP administration fee increased from \$5,000 to \$15,000 per year. A motion was made to fund this for 2011 and 2012. The next meeting will be held on August 2 at 1:30 p.m.
7. Administrative Issues – software/hardware update:
 - a. Premier One CAD/Premier One Mobile Project: Potter stated that the kickoff meetings were held on July 19-21. Motorola spent a day at each county to observe the communication centers. IT and GIS workgroups also met during this time. Motorola made the recommendation that Outagamie County be the primary site for the system with the backup site at Winnebago. Flater stated that it had been determined after the meetings that Outagamie County did have adequate power for the server needs, and he had forwarded the information to Lodel. Options were

also being explored for the feasibility of Calumet County as the backup site.

8. Grants

- a. COPS: Lodel prepared documents to send to COPS recommending the NetMotion VPN solution, including server, equipment and additional support hours. Anderson informed the group that the cost savings for the initial purchase and maintenance of NetMotion vs. Radio IP were substantial. Flater added that NetMotion also had better performance, and the product was easier to deploy and troubleshoot. Potter added that tokens would be the responsibility of individual counties.

9. Radio Steering Committee Update: Potter stated that Swadley had informed her that the Outagamie County and Winnebago County boards had approved the radio project. At this time, the question was if this will be a FoxComm project or a project to be managed by the individual counties. Reece stated that Swadley did send out an Excel document regarding subscriber units.

10. PSAP Consolidation: Discussed above in item #6. Committee members voiced interest in receiving the L.R. Kimball final document.

11. Workgroup Updates:

- a. I.T.: Xiong stated that the group met by conference call. The group had discussed CAD migration and the COPS grant. All items were covered at the kickoff meeting.
- b. Fire: This workgroup did not meet.
- c. Communications: Mertins stated that the group met on July 19, and had discussed incident types and status codes and what items would be migrated to the new CAD system. On call issues were also reviewed. Mertins stated that Outagamie County was not in the Emergin pager group. The COPS grant had also been discussed.
- d. Law: This workgroup met for the kickoff.
- e. GIS: Behling stated that the group had met on July 27. Follow up from the kickoff meeting had been the main topic of discussion, including monthly update changes, address points and standards. Behling explained that individual address points would be used instead of a range. The workgroup was wondering if there needed to be a standard since it would be the primary layer for dispatching out of CAD. There was also an issue with some of the municipalities in obtaining updated data. A policy could be put in place to have the municipalities provide the Sheriff's department with new addresses, etc. Reece stated that he thought each municipality had an agreement with the county. Reece suggested that a component should be incorporated into the

FoxComm IGA that each county enter into an intergovernmental agreement with each municipality within their county to provide the updated address information. This data will be a critical component of the new system, and if the data is not accurate, 911 services will be affected. Potter stated that there was an item in the proposed revised IGA stating, "Each agreement shall contain a provision in which the city, town or village agrees to comply with all policies, procedures and training required of the participating counties under the terms of this agreement." Therefore, the group would need to create a policy. The GIS workgroup will work toward the creation of this policy. Behling also stated that any CAD changes that would be entered by GIS, they would need this information by the end of August. Mertins stated that communications workgroup would be discussing this item at the next meeting. The group then discussed the project's pre-provisioning timeline. Clarification from Motorola was needed regarding this item. Potter stated that the GIS workgroup should send an email to Tony explaining this item and asking for clarification regarding the discrepancy in the timeline.

- f. Premier One Implementation Workgroup: Already covered in earlier discussions.
12. Around the table: Mertins brought up concerns regarding Open Query. Xiong brought up the revised workstation specs, and after discussion, Tony will contact Motorola for clarification. The GIS workgroup indicated that changes to GIS data will need to be received by mid-August. The Communications workgroup indicated that changes to GIS data would not be known until after the pre-provisioning workshop on August 24 and 25. Motorola will be requested to identify when the GIS data needs finalized. Flater asked where training would be held, and Mertins replied that the training would be held at the Winnebago County Sheriff's Department in the resume room, which was located near the server room. Reece stated that Winnebago County would be going live with MABAS soon. He informed the group of a reasonably priced MABAS conference on August 26-28. Reece also stated there had been a 10-35% improvement in call dispatch time at Outagamie County through a change in process. Reece also requested that the committee be updated regarding the IGA process. Reece will speak further with Swadley about this request.
13. Meeting schedule and rotation – next meeting: Tentatively Thursday, August 25 at 1:30 p.m., Harrison Town Hall. Thursday, September 1 was mentioned as an alternate meeting date.
14. Adjourn: Behling/Reece moved to adjourn the meeting. Motion carried. The meeting adjourned at 2:45 p.m.

Respectfully submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
Outagamie County MIS Department