



**FoxComm Executive Committee
Minutes
March 26, 2009**

PRESENT: Karen Carlson, Patty Francour, Brian Leonhardt, Howard Mezera, Tom Pynaker, and Lynn VandenLangenberg

1. Call To Order: The meeting was called to order at 2:36 p.m.
2. Approve Agenda: Tom Pynaker/Patty Francour moved approval of the agenda. Motion passed unanimously.
3. Approval of Minutes from February 23, 2009: Patty Francour/Tom Pynaker moved approval of the February 23, 2009 minutes. Motion passed unanimously.
4. Approval of Closed Session Minutes from February 23, 2009: Lynn VandenLangenberg/Patty Francour made a motion to move into a closed session. Motion passed unanimously. Closed session minutes were distributed, reviewed and returned to Karen. Tom Pynaker/Lynn VandenLangenberg moved approval of the February 23, 2009 closed session minutes. Motion passed unanimously. Tom Pynaker/Patty Francour made a motion to end the closed session. Motion passed unanimously.
5. Appropriation Funding and Stimulus Bill Funding Updates: Karen stated that she did not have the award document, which included the transfer the funds from Brown to Calumet County, but she stated that she was making progress. She informed the group that the 2010 appropriations document was due to Senator Kohl's office by April 7th. She was developing the documents necessary for this. Regarding the stimulus bill, she was looking at broadband data. Karen stated that trying to keep up with the grant processes is tough and that it could be a full-time job. Lynn stated that some vendors were providing webinars. Howard and Karen had met recently with a vendor who was providing free services to write and develop grant applications. Brian asked about other state groups such as SSMG or NewCom and if they would be of any help. Karen stated that the purpose of SSMG was to govern the State system only. NewCom did look at grant opportunities. MABAS grant funding was also discussed, and Karen was in contact with at least one member of NewCom on this. Karen stated that she and the sheriff's had met with Representative Nelson. Karen stated that there should be preference toward group initiatives for grant funding. Brian stated that he viewed FEC meetings as preparation for the FAB meetings. FEC was not the governing body. Brian stated that issues should be identified that should be brought forward to FAB. Lynn stated that this should be clarified with FAB, and this will be an agenda item at the next meeting. Patty asked about public safety broadband and if this would replace how the squads communicated, and Karen confirmed this. Karen then explained the current system and how it was nearing end of life. Karen added that high speed data transmitters would be utilized at the same tower sites. It would be similar technology, but at a much higher speed, which was considered to be broadband speed. Patty stated that Winnebago County was implementing in-squad video, and she explained the hot spot issue.
6. User Technical Committee Quorum Issues and Role Review: Karen stated that there was an ongoing issue with quorum at the UTC meetings. The current bylaws defined membership as four

people per county and defined the different roles in each county. There were only three representatives from Calumet County. Also, fire and law representatives from Brown County vacated their positions because of Brown County's termination in FoxComm. Karen stated that she was working with John Bodnar to rewrite the bylaws. Quorum would be 51% of active membership (not including the three vacant positions). Lynn asked if this would be a permanent agreement or if it would be solely because of the transition, and whether the termination agreement could be modified. Karen replied that John Bodnar had recommended reducing the number members, as the group was large. Fire and IT didn't understand each other's projects, and the bulk of the work was done in the individual workgroups rather than at the full UTC level. Brian asked if there should be a narrowed sub-committee. Karen stated that the group was defined in the IGA, and Brian stated that the group will be changing the IGA for after Brown County is no longer in the consortium. Karen stated that there were no elected officials on UTC; it was an open meeting due to how it was defined in the IGA. Organizational efforts were impeding the members' ability to get their jobs done. Karen stated that the workgroups were not having any trouble with attendance. Karen stated that typically the workgroup meetings wander off-topic, but they were full of ideas and communication. This item will be an agenda item for the next FAB meeting. The recommendation will be to change the IGA and the bylaws. The original meeting for UTC was scheduled for 3/18, was changed to 3/31 and this date might not work. Karen stated that she added tele-conference and video conference options. Tom added that attendance at UTC had been a long-term problem.

7. IT Workgroup – Network Planning Updates and Recommendations: Karen stated that the IT workgroup is making continued progress. Karen stated that they were going to try a teleconference this week. She and Tony had been talking about the use of Skype in the future. Karen stated that it was hard to know when to speak during teleconferences. Karen stated that web meeting might be used as well. Karen stated that she was going to create a more detailed document that would show the operational impacts for the move. Tony had been working on a task list and timeline which was not yet complete. Karen stated that she would like to have the document available at the next FAB meeting. Tony had also been working with vendors for the install. She added that things were coming together in spite of the tight timeline. Lynn stated that resource constraints and time phases should be built into the document.
8. Transition Planning
 - a. Brown County 911 Center Operational Date for New Facility: Lynn stated that she met with Jim Nickel yesterday. Apparently there was some rework discovered in the last week or so regarding electrical. The June 30th date was still the plan. The telephone and radio systems would be moved, but Jim intended on keeping the CAD system at Green Bay Police and was looking at September 15 for that move. Lynn stated that Jim recommended that FoxComm CAD stay until September 15. Karen stated that no new connectivity would be necessary. If we were to wait until the new CAD system was in place, there would be one downtime of about an hour. Karen explained that when the primary equipment would be moved from the current site to Calumet County, there would be time for all users to fall over to the backup tandem, 15-20 minutes, and then the tandem determined how long to sync at the back end, approximately 30-40 minutes. It would be different for the Windows servers, which included AVL and Open Query. Karen explained how these two programs would function during the downtime of about two hours. Karen stated that each workgroup had

discussed the rough plan in December and there had been no objections by any of the groups. Howard stated that UTC should review the plan and bring forward to FAB. Brian stated that FAB would not be the right forum for having a long, detailed discussion about the plan. The group decided that the plan should be sent to FAB. Lynn stated that the timing was the bigger issue. Brian stated that he sensed at the last meeting there would be flexibility within the June 30 – September 15 range. Lynn stated that Jim had told her September 15 or earlier. Karen stated that Motorola would not give a firm timeline until there was a signed contract. Lynn asked if everyone had to sign the Notice of Termination document. Karen stated that FAB members were those that needed to sign, and as long as it was the majority of board members, it would still pass.

- b. Options for Brown County Time Synchronization Needs: Karen stated that this issue was contingent on when Brown County was live in their new center and when the move would take place. There were options, but she didn't feel that a lot of time should be spent on them because they might not be needed.
- c. Assurance for Continued Service to Brown County after the Primary Equipment Relocation: Karen stated that there was no intention for any disconnect of service and no reason to be concerned. She will address this in her more detailed document. Howard asked about the agreement on the T1 line. Karen replied that an early termination fee would be charged through negotiations with AT&T. An additional discussion took place regarding what might happen if there was a delay with Brown County's move. Tom requested the addition of Brown County's timeline as an agenda item for the next FAB meeting.

9. Termination Agreement – Recommendation to FAB: Karen stated that the only comment was that Pam asked for a minor change in Item #4. The biggest issue was still the funding mechanism; how costs were going to be shared. Brian stated that the agreement did seem to have administrative approval. Lynn stated that their Corp. Counsel brought up a few concerns, and they had discussed them. Karen stated she would add an Exhibit A. The group agreed that the agreement should go to a vote at the next FAB meeting. Karen explained the licensing item with Motorola. Lynn asked if this item would be tied to when fiscal responsibility was transferred, and Karen confirmed that it already is listed to FoxComm in Motorola's maintenance agreement. Karen stated that it might be cleaner for Motorola to have this done anyway prior to July 1 because of Brown County's new system.

10. Radio Steering Committee Update and Timeline Review: Karen sent out a timeline and added the steering committee members at the top. The group felt that another sub-committee would be appropriate to review the survey and recommendations. Karen added that the surveys were still coming in and needed to be compiled. Sheriff Brooks had offered that his Administrative Assistant could help compile this information. The Findings Review Committee meeting was tentatively scheduled for the morning of April 8. The main things they will look at would be the functionality requests from the users and the channel requirements. Lynn asked if there would be a way to validate the stated needs. Karen replied that they could do comparisons to other systems and channel capacity. Karen added that agencies were wondering when entities other than Public Safety could be brought in, such as the Highway Departments. The presentation for elected officials will be moved out until May. Karen also mentioned the concept at Omaha, and that she would be

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visiting the site later in the year. The biggest struggle was how to establish the governance model; this was a work in progress.

11. Discussion on MIC and ATC Reports If Necessary: Karen discussed recent progress at the SSMG meetings.
12. Next Meeting: April 28 at 2:30 p.m. at Outagamie County.
13. Adjourn: Tom Pynaker/Lynn VandenLangenberg made a motion to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 4:21 p.m.

Respectfully submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
Outagamie County MIS Department