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

1. Call to Order: The meeting was called to order at 1:31 p.m.

2. Approve Agenda: Beth Rodgers/Mary Schuelke moved approval of the agenda. Motion carried.

3. Approve Minutes from March 31, 2009 Meeting: Victor Voss/Paul Xiong moved approval of the March 31, 2009 minutes. Motion carried.

4. Update on Relocation Plan: Tony stated that they were in the process of obtaining the quote for the tandem move, and they were also researching having Motorola onsite during the move. Tony researched two other companies - one never returned the call and one did not move electronic equipment. Tony stated that they were still on task for the first server move. The tandem move would occur at the end of August. Brown County was asked to help with the configuration of the router and network connection to the new Brown County 9-1-1 center, and he had not heard anything on this yet. Karen stated that at the last Fiscal Advisory Board meeting, the Board voted on and passed the Brown County Termination Agreement. The agreement stated that the counties were going to share costs according to the current cost-sharing formula. John stated that Karen and Tony had been working with the IT workgroup. Karen added that there were costs projected for the relocation for some items that may not be needed. Karen added that she had not done any negotiating yet with Motorola on the on-site service price. Karen also added that a great deal of wiring was tied to the back of the tandem, and she would prefer to have an engineer from Motorola onsite.

5. Procedures Tabled from Last Meeting

   a. Situation Overload: Karen stated that the name of the procedure had changed several times. Karen asked the group how they wanted to proceed. There was concern from the communications center side that too many variances created issues. Gene stated that as the group moved down the path of MABAS, there would be a battalion chief dispatched to the Comm. Center to assist in decision-making for box alarms. Bob stated that this procedure seemed to be the same as an EOC. Gene explained that it was different in that these situations happened so fast that an EOC could not be activated, and after a short amount of time, the situation was resolved. It would be a means to develop a way to get some of the radio
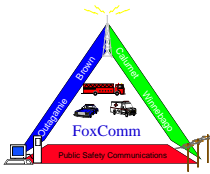
traffic out of the Comm. Center. An area commander could be established for each community. Bob asked about county procedures and wondered if others should be at the table to discuss this item. Fire has one dispatch channel, and another means needed to be created to handle these types of situations. Gene stated that Appleton had their own frequency but many other agencies in the County did not. Gene stated that a declaration of a "situation" needed to be made as the first step. The next step would be having something in place for the dispatchers to reroute non-emergency calls. Gene stated that they would take this item back to Fire Workgroup and would provide some suggestions at the next UTC meeting.

b. <u>Hardware Maintenance Policy</u>: Tony stated that this item was brought back to the IT workgroup. The group agreed to divide the policy between software and hardware. They would like to discuss the policy further, because it did affect the 2010 budget. Karen explained progress on the policy at previous meetings. The hardware maintenance and deployment was something that would have a budget impact for 2010. Gene asked what the concern was with the document and stated that he didn't see a reason to change it. He added that a new policy would need to be developed regarding the antivirus program. Bob stated that he would like to have Appleton's IT director review the policy. The Sheriff or county FAB member from each county would be providing the enforcement that the maintenance was being done at the various agencies. Gene felt that it would be beneficial to see the draft antivirus and operating patch documents. It would also give time to send out to the IT people and get comments back by next month. The budget impact would be annual maintenance and antivirus. Joan stated that on the IT side it also involved staff labor. Tony stated that the antivirus software would be up to each county. Karen stated that all county agencies were represented at UTC. The group agreed to send out the policy to their agency distribution lists.

c. <u>Software Maintenance Policy</u>: See discussion in Item b. above.

6. <u>Radio/Steering Workgroup Update</u>: Gene stated that there would be a meeting on April 29. A focus group was brought together to go through the survey results. There had been an 80% response rate. The group's recommendation was to go with a 700 MHz digital trunked radio system. Karen, Victor and Gene would be meeting to develop the presentation for public safety and elected officials to discuss. The tentative date for the meeting is May 14 at the Grand Chute Town
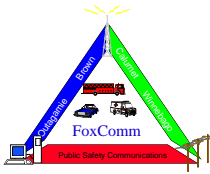
Hall at 6:30 p.m. The intent was to position FoxComm for submitting a grant through the stimulus package, and that needed to be accomplished by May 18. Karen did submit two applications for the core infrastructure of the system, positioned as a high performance mobile data backbone. Karen stated that the end of life on the current system was January of this year. Calumet would continue to be the grant agent for FoxComm. UTC members would receive the meeting announcement to forward to their officials.

7. <u>Technology Review – Members to Present New Technology Ideas for Consideration</u>:   John stated that he thought the presentation at the last meeting was good, and that it would be a useful application. He added that officers have had a lot of new technology in the last few years – MDCs, digital camera systems, etc. Paul asked about Emergin, and Karen replied that this product had been bought out, and she explained the details of the situation. She added that there would be an opportunity to continue with the product, but another alternative would be needed for the maintenance. Karen's opinion was not to rush out and buy something new. Tony added that the product was still functional. He added that there was not a whole lot to the software. Basically, it is used to set up a user to receive alerts. They would probably be looking at two to three years of additional use. Karen added that she would resend the workstation specs for Premier One to the group. Karen stated that there wasn't a lot of new functionality, and she could schedule a review as part of the next meeting.

8. <u>2010 Budget Decision – Member Input for Additional Capital or Operational Budget Requests:</u> Tony distributed the 2009 budget. He stated that he was looking for input for any additional requests. For 2009, the board split into operating and capital budgets. Prior to this, FoxComm had only one budget. Some of the counties had blocks of hours for consulting services for whatever might be needed. It was not specific to a certain part of the system or application. Karen also asked for training ideas. There was a much bigger training budget in 2008 than in 2009. Karen stated that UTC would make budget recommendations to the Fiscal Advisory Board. The Board would have two meetings in June, and June 30 would be the deadline. Gene asked that the 2009 capital budget and the 2009 recommendations that did not make the capital budget be distributed to the group. Budget recommendations will be made at the May meeting. After discussing timelines, Karen stated that if a member felt strongly about a particular item, the comments should be forwarded to her as soon as possible.
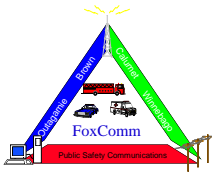
9. <u>Workgroup Updates</u>:

    a. <u>IT</u>: Tony had already discussed much of the information in item #4. The group was still on track for the wireless install on June 15 and the router configurations for June 22. The non-critical server would be moved on July 24. The tandem move would happen at the end of August. Jay and Tim were going to get together and work out the connections between Outagamie and Winnebago fiber and get back to the group for the May 11 IT meeting. Joan stated that the first connection test did not work, and additional testing would be done.

    b. <u>Fire</u>: The group did not meet in April. The group would meet in May before the next UTC meeting. The group will give an update on NIMS compliance.

    c. <u>Communications – Incident Code Review for Train Derailment</u>: UTC would have final approval for any new codes. After additional discussion, this item will be taken back to the communications workgroup for further review.

    d. <u>Law</u>: The group did not meet in April.

10. <u>Around the Table</u>: Tony stated that this was a new standing agenda item for items that were not listed elsewhere on the agenda. Gene asked about the update of common name files. Karen stated that this item was last discussed in 2008 and no further work had been done on this.

11. <u>Next Meeting Date</u>: May 20th at 1:30 p.m. at Fire Station #6.

12. <u>Adjourn</u>: Mary Schuelke/Beth Rodgers moved to adjourn the meeting. <u>Motion passed</u>. The meeting adjourned at 3:02 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County