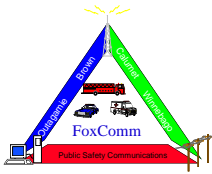


FoxComm User Technical Committee
Meeting Minutes
6/17/09

PRESENT: Bob Kavanaugh, Rob Mertins, Joan Mitchell, Gene Reece, Mary Schuelke, Kelly Sippel, Paul Xiong and John Zimmerman

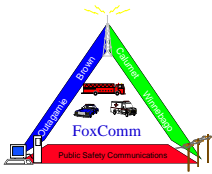
GUESTS PRESENT: Karen Carlson, Tony Lodel, Donna Potter, Brad Bastian, Bob Heimann, Mike Debruler, Cody VanBoxel, William Schroeder

1. Call to Order: The meeting was called to order at 1:39 p.m.
2. Approve Agenda: Mary Schuelke/Kelly Sippel moved approval of the June 17, 2009 agenda. Motion carried.
3. Approve Minutes from May 20, 2009 Meeting: Bob Kavanaugh/Paul Xiong moved approval of the May 20, 2009 minutes. Motion carried.
4. Premier One Presentation: Steve, Greg, and Matt from Motorola gave a presentation on the Premier One Mobile Client through the GoToMeeting viewer over the Internet. After the presentation, the group discussed the presentation and the fact that the current system was at end of life. It was noted that some features of the project being demonstrated would require infrastructure changes.
5. Radio/Steering Workgroup Update: Gene stated that each county was asked to provide help from an operational standpoint to start working on FoxComm radio. He hadn't heard back from other users yet. The hope was to start putting together the plan for how the system was supposed to work. They would also like to meet with Representative Nelson to discuss funding not coming down to the local level for these types of projects. Karen stated that a meeting would be set up with the three assembly representatives for the FoxComm region. Karen also gave an update on recent legislation progress. She explained that some of the funding mechanisms were no longer available, as grant funds had been reallocated to other projects. Karen stated that the CAD hardware was nearing end of life, and at some point, a decision would need to be made. The deadline for radio would be the end of 2012.
6. Revise and Approve Policies and Procedures
 - a. Crisis Situation Procedure – Recommend for Adoption: Gene stated that the procedure had been presented to Fire and EMS chiefs and no concerns were forwarded to him. Mary stated that Outagamie had discussions regarding internal processes, but nothing that would change the procedure. Gene Reece/Bob Kavanaugh made a motion to forward the crisis situation procedure to the Fiscal Advisory Board for approval. Motion carried.



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- b. Operating Systems and Anti-virus Software Policy – Returned From FAB, Revise and Approve: Karen explained that the Fiscal Advisory Board wanted to see wording regarding governance and consolidated purchasing for all agencies needing software or tuning of hardware. “Foxcomm will manage the maintenance of all equipment” could be added as the last sentence. Karen stated that an RFP could be done. Gene stated that this was a complete change in philosophy for FoxComm. Mary stated that this item could be covered under maintenance. Gene stated that it would be adding steps for agencies to get this done. Kelly stated that the goal was to have agencies in compliance with tuning their MDCs and have the antivirus software up-to-date. Karen wondered if the policies could be left as is with an umbrella policy on group purchasing that would be separate. She would also address concerns of maintenance contracts, and specific agency requirements. The group felt that this would be acceptable. Joan wondered if those smaller agencies would want a consultant to perform the installation. Karen stated that she would insert one line referencing group purchasing and governance. Mary Schuelke/Kelly Sippel made a motion to have Karen amend both policies to include a reference to an umbrella policy that would identify potential cost savings related to purchasing. Motion carried.
 - c. Software and Hardware Deployment and Maintenance Policy – Returned From FAB – Revise and Approve: See Item b. above.
7. Common Place Maintenance Policy Update – Pilot Study: Karen had spoken with Luke Behling from OC Planning and they had discussed what he thought would work for common places. Luke would like to start a pilot project with a small community over the next few months. Gene recommended working with Victor Voss. Karen added that something would need to be done to address Calumet’s needs. Karen will proceed with the pilot project.
 8. Items for Consideration over the Summer: Workgroups will continue to meet throughout the summer months.
 9. Motorola Users Group Conference: The conference had been scheduled for those staff covered under the FoxComm budget.
 10. Workgroup Updates:
 - a. I.T.: It workgroup did not meet.



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- b. Fire: Gene stated that a number of counties were working on MABAS, a method for dispatching resources. The three counties were working on the same system, and he felt that procedures for CAD programming could be standardized. The group also talked about getting fire users on board early for the 2010 grant for radio funding as well as the concept of subscriber units. Their recommendation was the development of a format similar to a utility, and they will be meeting with Karen to determine how to proceed with this concept. Gene also mentioned that the group had been talking about drafting the MABAS coordinator/liaison concept for consideration.
 - c. Communications: Communications workgroup did not meet.
 - d. Law: Law workgroup did not meet. A decision still needed to be made by FAB regarding how long both platforms could run. Karen stated that a decision would not be made on this until it would be approved in Capital Improvement Plans. If Premier One would be the platform, it was not in the budget to even update the computers. The sooner that decision is made; the sooner counties would know what to put in their budgets. There was concern voiced about updating to Premier One Mobile before CAD.
11. Around the Table: No additional discussion.
12. Next Meeting Date and Time – Wednesday, September 16, 2009 1:30 p.m. at Fire Station #6
13. Adjourn: The meeting Gene Reece/Bob Kavanaugh – meeting adjourned at 3:40 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County