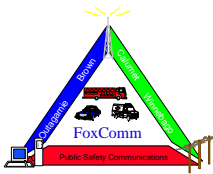FoxComm User Technical Committee
Meeting Minutes
November 18, 2009

PRESENT: John Anderson, Robert Kavanaugh, Rob Mertins, Mathew Marmor, Gene Reece, Mary Schuelke, Kelly Sippel, Victor Voss, Paul Xiong, and John Zimmerman

GUESTS PRESENT: Karen Carlson, Tony Lodel and Donna Potter

1. <u>Call to Order:</u> Chairperson John Zimmerman called the meeting to order at 1:34 p.m.

2. <u>Approve November 18, 2009 Agenda:</u> Victor Voss/Gene Reece moved approval of the November 18, 2009 agenda. <u>Motion carried</u>.

3. <u>Minutes of October 6, 2009 Meeting:</u> Gene Reece/Kelly Sippel moved approval of the October 6, 2009 minutes. <u>Motion carried</u>.

4. <u>Discuss Meeting Minute Distribution:</u> Discussion took place regarding the website where the final meeting minutes will be posted. User ID and password details were given to the membership. The User Technical Committee Communications Procedure was also discussed in relation to the meeting minutes. Members could forward the email containing the agenda and draft minutes to their distribution lists. Gene stated that he would recommend sending only the agenda to the distribution list. Discussion then took place on the method for members to receive the final approved minutes. Gene asked if the draft minutes could be placed on the website under password protection for only UTC members to review without the minutes becoming a public record. The group agreed to the wording, "UTC minutes will be distributed to UTC membership in draft, unapproved form on the secure website for membership review." Karen stated that she would check with John Bodnar on this item.

5. <u>Discussion on CAD software patch, Open Query Upgrade and Administration Issues, UDT Upgrade and Administration Issues:</u> Tony stated that there had been a CAD patch applied in the last week, and the process had gone smoothly. Open Query will be handled with the "dark Tuesday" procedures on December 8. Tony stated that the UDT server been upgraded recently and it had also been a smooth upgrade.

6. <u>Policies and Procedures:</u>

   a. <u>Governance Policy Umbrella for Operating Systems and Anti-virus Software Policy – Approve for Recommendation to FAB:</u> Karen stated that this policy had been discussed at the last meeting. Gene Reece/Victor Voss moved approval of the policy. <u>Motion carried</u>.
   b. <u>Informational Discussion on System Administration Agreements:</u> Karen stated that she and Tony had been tasked with making sure security requirements were in place. There had been some issues in the past, and

agreements had been drafted for anyone having system administration passwords. Tony added that a remote access policy was being set up for the vendors, using best practices, to help protect FoxComm data and equipment. Signatures would be required on the policies. Karen stated that this type of policy was standard for IT departments. Tony also brought up the change management policy which was used when adding or changing users to the FoxComm related systems.

7. Common Place Maintenance Policy Update – Pilot Study Update: Victor Voss updated the group regarding the testing with Firehouse RMS and Outagamie County GIS.   Victor added that it took a long time to load the entire common place labeling on the MDC, and the group agreed that much of the current information was inaccurate. Rob Mertins added that the common place information also aided other staff, such as the dispatchers. The policy will address proper use and maintenance of the common place information.

8. Radio/Steering Workgroup Update: Gene stated that the group had met last Tuesday and they had discussed some of the ongoing obstacles with the project. There were still some questions about the system, so a regional Fire and EMS Chiefs meeting was scheduled for Dec 8 at 6:30 p.m. at the Grand Chute Fire Department. A meeting will be held on November 20 with the Executives and Sheriffs to talk about concepts specifically related to approval and creating central purchasing to help all counties defray the costs of the purchases. Operational subgroups had been meeting regularly to work on the plan. Gene stated that the biggest concern had to do with the costs. Each county had a different philosophical position. In Winnebago County, the Sheriff would be buying everything. Outagamie County's position was to pay for the infrastructure only and the users would have to pay for the radios. Calumet County's position was somewhere in between.

9. Strategic Planning: Karen stated that a facilitator would not be available until late January. Karen added that FoxComm could continue to operate under the existing Inter-Governmental Agreement. Basic governance would be similar to the current IGA, but there would be changes regarding membership levels, etc.

10. Workgroup Updates:

   a. IT: no meeting
   b. Fire: Gene stated that there had been discussion on the regional meeting and what needed to be done to move the radio project forward. Most of the meeting was spent discussing the format of the December 8 and November 20 meetings.
   c. Communications: A meeting would be held in December.
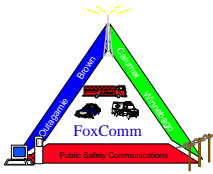
    d. <u>Law:</u> Robert Kavanaugh stated that timelines, modem updates and TraCS had been discussed.

11. <u>Around the Table:</u> Gene stated that there was discussion at the last radio steering meeting regarding public service agencies. Karen stated she was collecting contact information and she would be sending individually addressed letters to about 400 people regarding a future meeting to be set up for the public service agencies. Kelly Sippel discussed an MDC connectivity issue near the Waverly Beach area.

12. <u>Next Meeting Date and Time:</u> January 20, 2010 at 1:30 p.m. Gene stated that he would attend the next Fiscal Advisory Board meeting. Karen will send out the appointment.

13. <u>Adjourn:</u> Gene Reece/Mary Schuelke moved to adjourn the meeting. <u>Motion carried.</u> The meeting adjourned at 2:46 p.m.

Respectfully Submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
MIS Department – Outagamie County