



FOXCOMM USER TECHNICAL COMMITTEE
 Meeting Date & Time: February 26, 2015 at 2:00 p.m.
 Location: Town of Menasha Fire Station 41

MINUTES

**User Technical Committee
Members**

Rob Mertins, Chair*	P
Luke Behling, Vice Chair*	P
Calumet County	
John Anderson	P
Andy Hess	P
Matthew Marmor	E
Donna Potter	P
Brian Reedy	P
Outagamie County	
Steve Flater	P
Joanne Hollmann	E
Rudy Nyman	P
Gene Reece	P
Winnebago County	
Jesse Jensen	P
Dean Kaderabek	E
Keith Kiesow	P
Paul Xiong	P
FoxComm Staff	
Tony Lodel	P
Recording Secretary	
Melissa Buman	P
Guests	
Rorick Olson	P
Sam Sok	P

1. Determine Quorum and Call Meeting to Order: The meeting was called to order at 2:00 p.m.
2. Approve Agenda: Potter/Hess made a motion to approve the agenda. Motion carried.
3. Approve Minutes: Reece/Anderson made a motion to approve the January 22 minutes. Motion carried.
4. Request for Additional Policies from Membership:
 - a. Motorola Deployment Tool: Mertins reported that the I.T. workgroup would be reviewing the policy at their next meeting. The group discussed the two products involved – the Motorola Deployment Portal and the All-In-One Installer tool. After additional discussion, the group agreed that both products should be defined further, including the levels of restriction. Lodel stated that he would create a second draft to be reviewed at the next I.T. workgroup meeting. Rudy Nyman joined the meeting and was introduced and welcomed to the UTC committee as the new Law representative for Outagamie County.
 - b. Software and Hardware Maintenance Policy: Lodel stated that this policy would address software versions to provide enforcement that agencies be up-to-date on P1 CAD. Lodel stated that he had revised the existing PCAD policy. He stated that he had already discussed a draft of the policy at the last FAB meeting, and FAB members had some concerns. The group discussed possible revisions. This policy will be reviewed in further detail at the next I.T. workgroup meeting.
 - c. Third Party Policy: Lodel stated that there had been discussion at the last meeting regarding the Memorandum of Understanding. Lodel had created the policy in 2009; however, each county had their own document that had been completed by each county’s legal counsel. Reece stated that he felt there

should be one FoxComm document drafted by FoxComm's legal counsel. This policy will be discussed in detail at the next I.T. workgroup meeting. All three policies will be kept on the agenda for discussion at the next UTC meeting.

5. Review and Discuss Follow up from FAB: Lodel stated that FAB met on February 3. The group had discussed a partnership with Brown County, and Lodel added that FoxComm had been listed as a Motorola reference for P1, and he had answered questions about the product as part of Brown County's RFP process. The group also discussed updates to the program, Motorola timelines, the change order, and the three policies noted in item #4. He had informed the group that the fire agencies were dissatisfied with Hiplink and that he was working on a possible solution with Motorola. Lodel added that there was a \$6,000 add-on feature for Hiplink that would eliminate the issues, and it looked like Motorola intended to provide this item at no cost as part of the change order.
6. Administrative Issues – Hardware/Software Updates:
 - a. Premier 1 CAD/Premier 1 Mobile: Lodel reported that a switch had been replaced on February 11 with no issues. He summarized the Motorola Action List items and status. Sok brought up a concern with the AVL data, and Lodel stated that this was one of decisions that would need to be made. He reported that training for the All-In-One Installer had taken place on February 9, and the counties had been pleased with the training as well as with the assistance of Judi Norch, who was onsite the week of February 16. Lodel reported that the Motorola project management visit and best practices items on the action list had not been scheduled yet. He informed the group that CU5 would be released on March 18, and he estimated that an upgrade would happen in the timeframe of mid-to-late April. Behling brought up the subject of data conversion, and Lodel stated that the Core Group still had some questions regarding this item. Lodel also informed the group that the weekly conference call with Motorola staff had moved to Fridays at the same time.
7. Workgroup Updates:
 - a. I.T.: This workgroup did not meet. The next meeting will be held on March 10.
 - b. Fire: This workgroup did not meet.
 - c. Communications: Potter stated that the group met on February 6. They discussed many of the items already mentioned by Lodel. A decision had been made not to upgrade to CU4, as there were very few critical items and it was determined not to be worth the effort to upgrade. The group also had discussed data conversion.
 - d. Law: This workgroup did not meet.
 - e. GIS: This workgroup did not meet.

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8. Around the Table: Reece mentioned a message he had received on his MDC, and it was determined that the day the message was received was during the time that Judi Norch had been working with Joann Hollmann. Lodel stated that he was working on FoxComm's 2016 budget and he asked the group for suggestions. He stated he would be presenting his budget draft to FAB on March 3. He also added that the Law workgroup had not met in a long time, and he felt that now that there was new representation in Outagamie County, it would be helpful to schedule a meeting. Lodel volunteered to assist with meeting coordination. Anderson informed the group that Calumet County would be replacing UPS units in their data room - exact date to be determined. It was discussed that any issues with this project could affect Emergin and Hummingbird. Kiesow informed the group that the fire department would be reorganizing the existing space. He stated that meetings could still be held in the current room or next door in the community center during the transition. Mertins mentioned that draft meeting minutes were available on the FoxComm website. Mertins and Lodel will follow up regarding this item.
9. Schedule Next Meeting and Location: The next meeting will be held on March 26 at 2:00 p.m. at the Town of Menasha Fire Station #41.
10. Adjourn: Flater/Xiong made a motion to adjourn the meeting. Motion carried. The meeting adjourned at 3:16 p.m.

Respectfully submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
Outagamie County MIS Department