FOXCOMM USER TECHNICAL COMMITTEE
Meeting Date & Time: May 28, 2015 at 2:00 p.m.
Location: Menasha Community Center

MINUTES

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

1. Determine Quorum and Call Meeting to Order: The meeting was called to order at 2:00 p.m.

2. Approve Agenda: Reece/Hess made a motion to approve the Agenda. Motion carried.

3. Approve Minutes: Reece/Nyman made a motion to approve the April 23 Minutes. Motion carried.

4. Request for Additional Policies from Membership:

    a. Memorandum of Understanding: Lodel stated that Bodnar would return to work in July, and he would set up a meeting with him regarding the MOU. Reece brought up a policy request for road closures. There had been a discussion at the fire user meeting about the practice of processing road closures in the system. Each county had a different parameter based on their county policies. A FoxComm policy would be beneficial and would include information such as who needed to be notified when a road closure is done, who is responsible for opening the road back up, etc. The Fire User's Group agreed that there should be a policy for this item. This policy will be created by the communications workgroup and brought to UTC for discussion/approval. Behling added that there had been discussion regarding data being shared and the hydrants. It was felt that the data sharing should be part of the MOU. Lodel will bring forward drafts of the policies for review at the UTC level.

5. Review and discuss follow up from FAB/FEC : Lodel stated that FAB did not meet, but Executive Committee did meet on May 26. Patty Francour will be the new Vice-Chair and Howard Mezera will be the new Chair. The group had discussed the data normalization quote. Lodel was directed to discuss with Motorola some questions that had been brought up by the group on data normalization, including whether there would be annual maintenance on this item. Bodnar had also

suggested adding milestone dates in the contract. Lodel added that he had tried to have this item included in the no-cost change order, and the price had been reduced. Oneida is currently using a T1 connection, and there is not enough bandwidth to support their PD on the new P1 system. Oneida is looking at purchasing a microwave system that would tie into FoxComm. FoxComm will provide guidance regarding the needed equipment. RMS had been discussed and the group agreed that Lodel should be a part of RMS discussions moving forward.

6. Administrative Issues – Hardware/Software Updates:

   a. Premier 1 CAD/Premier 1 Mobile:
      i. Data Conversion: Motorola found issues that were still being worked on.

      ii. Training Upgrade: Bill Shore completed the training on May 26.

      iii. P1 Update: Lodel reported that Motorola was onsite the week of April 20. He was still waiting on new hard drives, and he had asked Motorola numerous times for a tracking number. There is a temporary USB drive hooked up at the DR site. Hard drives had failed on the DR site, and he will assist HP in putting in the replacement hard drives. SSRS report writing training had been provided, and the training was beneficial. Motorola will assist with the upgrade to version CU5F. Upgrade to the training site was completed. ATP testing will happen on June 3-5. Production will be upgraded June 16 pending Motorola resources. Paramount will be upgraded after production is upgraded, possibly the week of July 6. ProQA will still work with the upgrade; it is backwards compatible. AVL data retention is still on hold. DR fail over is being looked at for August. Calumet County will be upgrading their UPS on Saturday and the Comm. Centers were notified that if there is an issue, they should contact Lodel or Donna Potter. A law related Motorola survey had been distributed, and feedback was provided to Lodel. Reece had some questions from the fire side, and a committee will be created to start looking into these items. Lodel informed the group he had opened a few tickets, including the road closure, as the route is through the road closure. Also, every time there is an attachment sent with a message when someone is not logged in, the message is received but not the attachment.

7. Workgroup Updates:

   a. I.T.:   This workgroup did not meet.

   b. Fire: Reece stated that the fire workgroup met on May 27. Greenville was having some MDC and GPS issues. Kiesow shared an issue when an MDC was not used for a

period of time it would go into a semi-lock down mode. Mertins stated that many settings could be looked at in relation with this item. The issues Lodel had brought up had also been discussed regarding road closures, routes and mutual aid. Lodel will obtain new hardware specs for the agencies that are looking to purchase new equipment. GIS functionality reported to the fire user group regarding adding the hydrants to the basic layer. They would like the fire service to reach out to the municipalities to obtain the data. The data would be updated once a year and any updates would have to be submitted by April. The update would be completed annually during the next scheduled map refresh. The request was also made to add to the MOU language regarding data mistakes connected to the hydrant layer.   The group had also discussed maintenance fees for licenses. Maintenance fees will be charged back to the municipalities in Outagamie County in 2016. There were some discrepancies with license numbers. It was felt that the research into licensing will clean up a number of items and eliminate some items not being used, or that are no longer justified. A lot of agencies were rethinking their licenses and may eliminate some of them. The inclusion of mapping increased the cost of a license quite a bit. Some agencies also had licenses they weren't aware that they had, and these items will be cleaned up as well.

c. <u>Communications:</u>   Potter stated that the workgroup met and discussed the items already discussed previously in the agenda.

d. <u>Law</u>: The workgroup met by teleconference for a short time. The next meeting will be held on June 15.

e. <u>GIS</u>: The workgroup met on May 8. The fire hydrants item was the main item discussed.

8. <u>Around the Table</u>:   Reece asked whether a software license could be transferred to another agency. Lodel replied that Motorola did not care where the license is used, but the changes would need to be made in Outagamie County's documentation. Anderson reminded the group of the upcoming Calumet County power outage.

9. <u>Schedule Next Meeting and Location</u>:   The next meeting will be held on June 25 at 2:00 p.m. at the Menasha Community Center.

10. <u>Adjourn:</u> Marmor/Anderson made a motion to adjourn the meeting. <u>Motion carried</u>. The meeting adjourned at 2:52 p.m.

Respectfully submitted,

Melissa Buman
Records Management/Administrative Services Supervisor
Outagamie County MIS Department