



FOXCOMM USER TECHNICAL COMMITTEE
 Meeting Date & Time: August 27, 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	E
Andy Hess	P
Matthew Marmor	E
Donna Potter	P
Brian Reedy	E
Outagamie County	
Steve Flater	E
Joanne Hollmann	P
Rudy Nyman	E
Gene Reece	P
Winnebago County	
Jesse Jensen	P
Dean Kaderabek	P
Keith Kiesow	E
Paul Xiong	P
FoxComm Staff	
Tony Lodel	E
Recording Secretary	
Melissa Buman	P
Guests	
Missy Sykes	P
	P

1. Determine Quorum and Call Meeting to Order: The meeting was called to order at 2:00 p.m.
2. Approve Agenda: Hollmann/Hess made a motion to approve the agenda. Motion carried.
3. Approve Minutes: Reece/ Behling made a motion to approve the June 25 UTC Minutes. Motion carried.
4. Request for Additional Policies from Membership:
 - a. Memorandum of Understanding: Lodel did not meet with John Bodnar yet regarding this item.
 - b. Road Closure Policy: The road closure policy was discussed. The policy originated at the fire workgroup level at the June meeting. The communication workgroup had also discussed the policy, which addresses closing roads in CAD and mobile. The group approved alternate wording in the third policy bullet. "respective County Communication Centers" will be changed to "all FoxComm Communication Centers." Reece/Jensen made a motion to approve the policy as revised. Motion carried. The policy will be forwarded to FAB for final approval.
5. Review and Discuss Follow up from FAB/FEC: FAB met on August 4. The group reviewed and approved the no cost change order for the P1 project. Action was postponed on the data normalization quote until the next meeting. The Executive Committee did not meet.
6. Administrative Issues – Hardware/Software Updates:
 - a. Premier 1 CAD/ Premier 1 Mobile: The CU5L server upgrade was completed on August 11. A ProQA error was noticed on the server side after the upgrade, which caused a hold on the upgrade for the client side. The Paramount upgrade is scheduled for September 3. The error message will be fixed after this upgrade. CAD client query sorting was a concern with the upgrade. There had been a concern with the deployment tool at Calumet County that has been fixed and the status monitors item also was resolved. There is an issue with mobile and the underscore keys, and this item had been reported to Motorola, and Motorola has a fix for it. It is

considered an “inconvenience” item. Mobiles will be updated after the Paramount upgrade. The exact timeframe is unknown. Mertins stated that hopefully it would occur sometime in October. The group also discussed the outdated firmware on the servers on the production and DR site. The upgrade will require six hours of downtime on Tuesday between the hours of 2:00 a.m. and 8:00 a.m.

7. Workgroup Updates:

- a. I.T.: The workgroup did not meet.
 - b. Fire: The workgroup did not meet.
 - c. Communications: The workgroup met on August 5. They discussed and approved the no cost change order. The group also discussed open tickets, Emergin issues and the road closure policy.
 - d. Law: The workgroup did not meet.
 - e. GIS: The workgroup did not meet.
8. Around the Table: Reece asked for feedback regarding Cellcom service. No concerns were voiced. Reece added that their new mobiles included internal air cards.
9. Next Meeting: The next meeting will be held on September 24 at 2:00 p.m. at the Menasha Community Center.
10. Adjourn: Reece/Hollmann made a motion to adjourn the meeting. Motion carried. The meeting adjourned at 2:35 p.m.

Respectfully submitted,

Melissa Buman

Records Management/Administrative Services Supervisor
Outagamie County MIS Department