User Technical Committee Members

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

FOXCOMM USER TECHNICAL COMMITTEE
Meeting Date & Time: September 25, 2014 at 2:00 p.m.
Location: Town of Menasha Fire Station 41

MINUTES

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

2. Approve Agenda: Flater/Reedy made a motion to approve the agenda. Motion carried.

3. Approve Minutes: Behling/Kaderabek made a motion to approve the Minutes of August 28, 2014. Motion carried.

4. Request for Additional Policies from Membership:

    a. Motorola Deployment Tool: Lodel stated that the deployment tool draft document had been distributed. The IT workgroup will review and discuss further before forwarding to UTC for adoption.

5. Review and Discuss Follow Up from FAB/FEC: Lodel reported that FAB and FEC did not meet since the last UTC meeting. The next scheduled FAB meeting will be postponed due to the Motorola User Conference.

6. Administrative Issues – Hardware-Software Update:

    a. Premier 1 CAD/ Premier 1 Mobile: Lodel stated that the Paramount server should be in place before the upgrade; however, according to Mezera at Calumet County, HP was still waiting for parts for the server. The estimated ship date had passed. Lodel added that Remy would be onsite after the 3.3.1 upgrade, and a discussion would take place regarding set up. Lodel stated that he had been told by Motorola staff that as soon as the upgrade was installed, all of the interfaces should fall into place.

The group then discussed the ESRI software expiration concerns. Behling informed the group that support for the current release would end on December 31, 2015. This would mean that there

would be a window of time where Foxcomm would be running unsupported GIS software. Lodel added that Motorola staff had stated that they would support their side of the product, but if something would break getting to their product, support would not be available. The group felt that this concern needed to be addressed again with Motorola. Lodel added that to upgrade to the 3.4 requirements, all hardware would need to be replaced at a cost of approximately half a million dollars. The current hardware should be kept in place at least three to four years. Lodel stated that he had brought up this item at the last FEC meeting. The 3.4 upgrade would include a free software upgrade, but there would be Motorola staff costs involved for being onsite. Lodel added that he did include this in his budget as a future item for the 2016/2017 budget. Lodel stated he would follow up with Motorola regarding the support issue.

Regarding the 3.3.1 upgrade, Lodel had sent to UTC members and the county IT department an email including the step-by-step procedures from the Motorola project manager. The upgrade was scheduled for October 7. Motorola staff would be onsite for a few days after the upgrade to provide assistance.   Lodel stated that downtime was not scheduled, and users should be able to work normally in the system, however the client site would be affected regarding premise hazards. Lodel was asking that users stop entering information on Monday at 2:00 p.m. Xiong inquired regarding new version testing, and Mertins reported that he had been using the release for several hours in CAD and Mobile. Ian would be testing for four hours on 9/26. Calumet County and Outagamie County were moving forward with installation and testing. Xiong also questioned the items involved with the install. Sok stated that Outagamie County had completed a CAD workstation install earlier in the day. He stated that there were multiple files and it would be easy to become confused. Missy from MIS at Outagamie County would be creating documentation for the install process. Lodel stated that county IT departments would be given four weeks for installs. Potter added that the Time interface would be a critical piece for testing.

7. <u>Workgroup Updates</u>:

   a. <u>I.T.</u>: This workgroup did not meet.

   b. <u>Fire</u>: No fire representatives were present at the meeting. Mertins stated that a meeting would be held on October 7.

    c. <u>Communications</u>: Potter stated that the workgroup met on September 3. One of the bigger topics was the 3.3.1 upgrade. On-call issues were discussed, as well as the GEO validation changes. Detailed information was received after the meeting. Winnebago County will be setting the value to "false" to prompt at re-verification of the address. Calumet County will be setting the value to "true," and Outagamie County had not made a decision on this item yet.

    d. <u>Law:</u> The workgroup did not meet.

    e. <u>GIS</u>: Behling stated that the workgroup had a 3.3.1 upgrade meeting/training session on September 24. The upgrade details were discussed, including agencies with customized maps. Time was also spent discussing the depreciation of ARC GIS 10.

8. <u>Around the Table</u>: N/A

9. <u>Schedule Next Meeting and Location</u>: The next meeting will be held on October 23 at the same place and time to discuss the results of the update. Anderson/Lodel will send out an email and cancel this meeting if necessary.

10. <u>Adjourn</u>: Flater/Hess made a motion to adjourn the meeting. <u>Motion carried</u>. The meeting adjourned at 2:34 p.m.

Respectfully submitted,

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