

2.5.2016

**OASIS  
Public Safety Radio System Governance  
Board  
MEETING MINUTES**

2.5.2016, 10:00/AM CST  
Wauwatosa Fire Dept., Headquarters, Station 51  
1601 Underwood Ave., Wauwatosa, 53213  
Dial in: 605.475.4000 code 1052563#

**Board of Directors, Members:**

- Andy Pederson, Village Manager, Bayside: Chair
- Christine Westrich, OEM Director , Milwaukee County: Vice-Chair
- Eric Cera, Police Chief , Hales Corners: Secretary
- Erik Brooks, Mayor, South Milwaukee
- Robert Ugaste, Fire Chief, Wauwatosa
- Steve Krecklow, Budget Director, Milwaukee County
- Kathleen David, Deputy GMIA Director of O&M, Milwaukee County

**Call to Order.** The meeting was called to order at 10:08/AM by the Chair.

**Roll Call.**

Membership:

- |                                    |                     |                   |
|------------------------------------|---------------------|-------------------|
| • DOA representative -             | Steve Krecklow,     | Present.          |
| • DOT representative -             | Kathleen David,     | Absent (Excused.) |
| • OEM representative -             | Christine Westrich, | Present.          |
| • ICC representative -             | Erik Brooks,        | Present.          |
| • Municipalities' representative - | Andy Pederson,      | Present.          |
| • MCLEEA representative -          | Eric Cera,          | Present.          |
| • MCAFC representative -           | Robert Ugaste,      | Present.          |

Advisory Members:

- |                                |                   |                                  |
|--------------------------------|-------------------|----------------------------------|
| • Operational Committee Chair- | Jay Scharfenberg, | Absent (Jim Mayer substituting.) |
| • Technical Committee Chair -  | Jim Mayer,        | Present (via bridge.)            |
| • Owner's Representative,      | Steve Surwillo,   | Present (via bridge.)            |

Guests present:

- Chief Thomas Dietrich, Saint Francis Police Department.
- Lieutenant Kevin Hunter, Saint Francis Police Department.
- Systems Administrator Andy Koffman, HIDTA.

**Approvals.**

- A motion was made (Ugaste) and seconded (Brooks) to accept the September 10, 2015 Meeting Minutes as disseminated. Motion approved.
- A motion was made (Ugaste) and seconded (Cera) to approve the current Agenda. Motion Approved.

**Officer Reports.**

- Chair – No Report.
- Vice Chair – Christine Westrich
  - On a related topic, the Public Policy Forum study into Consolidated Dispatch will include representation from the City of Milwaukee going forward.
  - Attended the September Meetings of the ICC, MCAFC, and MCLEEA reaching out to interest more users and identify associate users. Some will be recommended later under new business. Currently, Greenfield has expressed interest in joining OASIS after a successful system acceptance in the June timeframe.
  - Both the McKinley and Engine 38 tower work is in progress. McKinley is halfway and E38 begins February 8<sup>th</sup> and finishes mid-March.
    - Cutover of dispatch connections to WCRS will occur in May after connectivity is tested. Wireline connection of analog consoles (CentraCom Gold Elites) will be supported until OASIS shared core is upgraded around mid-2017. After mid-2017, these analog/Elite consoles will still operate, but only through control bases.
    - May/June Acceptance Testing. Drivers will be needed. Volunteer if interested.
    - June/July transition of radios.

- Secretary – No report.

#### **Committee Reports.**

- Technical and Operational Committees Report. Jim Mayer –
  - Since the last Executive meeting Tech and Ops have met together four times. Participation from both counties has been excellent. Primary focus has been: Buildout, wireline procedures, and System Operational Standards.
  - Vice-Chair elections were held. Michelle Dahlen will continue in Operations and Dean Nelson in Technical.
- System Key Sub-Committee Report. Erik Viel –
  - Key group is updating the cooperative agreement document with Waukesha County.

#### **Old Business.**

1. Christine Westrich - Radio Board appointment letters disseminated.
2. Christine Westrich - Amending the IGA. Any amendments involves approval by the County Board and each member agencies governing body. These changes should be moved in masse. Known changes to date are:
  - Change of address.
  - Permanent representation from DOT.
  - Exhibit E relating to System Keys.
  - Exhibit F relating to Reports, Budgets, and Capital. Which have different due dates.
3. Erik Viel – Exhibit A of the IGA has a Version 2. Version 2 added categories for reporting Health and Other Departments. Revision tracking has also been instituted. Steve Kreklow mentioned that it might be good to acknowledge that County Departments pay \$55 per radio per month or approximately \$800,000 a year.
4. Definition of “Billable Radio” will be handled during Item 7 of New Business.
5. Steve Surwillo – The extension of warranty provided by Motorola has already been published.

#### **New Business.**

- 1) Election of Vice Chair. A nomination of Christine Westrich for the position of Vice Chair was made (Ugaste.) No other nominations were made. A motion was made (Ugaste/Brooks) to appoint Christine Westrich to the position of Vice Chair. Motion passed.
- 2) In order to stagger the terms as required, current appointed members drew the following straws: Robert Ugaste short, Andy Pederson medium-short, Erik Brooks medium-long, and Eric Cera long. These straws represent; one, two, three, and four year terms respectively. A motion was made (Kreklow/Westrich) to approve the term lengths as indicated by the results of the straw draw. Motion approved.
- 3) Christine Westrich proposed moving the dates of the Annual Report from the first quarter to May 1<sup>st</sup> because the Budget and Capital projects reports are included in that report and those are due May 1<sup>st</sup>. Erik Viel presented a conceptual Revenue report for consideration. The previous suggestion regarding reporting on County Departments’ share was acknowledged and will be added to the report. Some general discussion ensued with regards to fees – Brooks asked for clarification on what Capital funds were going to be used for. Multiple members replied essentially stating that the Capital fund is to cash finance the successor system. Brooks asked if there were any predictions as to the amount being charged as being enough or too much. Steve Surwillo replied that over time the Annual Report will be the evidence to support either scenario. Brooks asked if the \$5.00 per radio per month in 2021 could ever increase. Christine Westrich replied that per the IGA it may but it is limited to the Consumer Price Index for the year assessed. Brooks requested that the report presented be promulgated to a term equal to the reported life of the radio system. OEM representatives acknowledged this suggestion. A motion was made (Westrich/Brooks) to change the publish date of the Annual Report to May 1<sup>st</sup> of each year. Motion approved.
- 4) Covered in Item 3.
- 5) Covered in Item 3.
- 6) Discussion of changes to Exhibit A of the IGA was previously handled during Item 3 of Old Business.
- 7) Steve Surwillo indicated that the format for the System Operations Manual borrows heavily from the Armor system. Presented were five documents, Tech and Ops Standards numbered 001 through 005, promulgated by the Tech and Ops Committee for consideration by the Board.

- a) Tech and Ops approved standards relating to encryption. Any encryption must be the P25 AES format. This will ensure interoperability. Additionally, no talk group may operate as both a clear and encrypted channel.
- b) Billable Radio is defined as one which: has an I.D., is active on the system, and has a physical transceiver. This eliminates equipment that may have multiple I.D.s and are active within the system but does not transmit.
- c) Mutual Aid is defined as a non-daily user. It is linked to a user governed by MOU.
- d) Talk Group naming standards are to be equivalent to WISCOM, APCO and NPSTC standards.
- e) Decisions involving roaming involved considerable cooperation and compromise. Out of 10 priority levels available, only 5 will be utilized immediately. These will be the 1, 3, 5, 6, 8, and 10 numbered priority levels. This allows for dynamic re-prioritization as needed by specific incidences.

With regard to all five items, the procedures are substantially the same for the Waukesha sub-system. A motion was made (Cera/Westrich) to accept the Tech and Ops Standards numbered 0001 through 005 as submitted. Motion passed.

- 8) Christine Westrich clarified the item topic of developing a MCAN Special Committee. She stated that the effort to develop a fiber-optic network throughout the county is moving forward. It should be noted that as a radio system we could be involved as the radio function actually does represent a small fraction of the project's scope. As a group we should engage on the I.T. level and encourage each municipality to do so individually as well. Erik Viel added that MCAN is currently developing its charter. At this point it is a good idea to provide one representative to be involved to protect OASIS users who may become dependent upon the MCAN network for things like wireline connectivity.
- 9) A motion was made (Ugaste/Kreklow) to approve three proposed Mutual Aide users: the Red Cross, the Fire Bell, and ARES/RACES. Motion passed.
- 10) Adoption of Exhibit E of the IGA already handled as Item 2 of Old Business.
- 11) The MOU with Waukesha County is under review by legal on the Waukesha side. It will be available for Board review at the next meeting.

**Open Forum: Members and Non-Members.**

- Christine Westrich advises that during PSAP study proceedings a concept was floated that that the interrelated systems of CAD, GIS, Radio, and 9-1-1 could allow for integrated governance. It was further suggested that the Radio Board could morph into that role. No discussion followed.
- Erik Brooks asked if the city was joining the OASIS system and Christine Westrich replied that the mood is "enthusiastic."

**Planning and adjournment.**

- Next meeting date is scheduled for April 15<sup>th</sup>, 2016 at 10:00/AM at Wauwatosa Fire Department Headquarters.
- Meeting adjourned at 11:30/AM.