

9.10.2015

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

9.10.2015, 3 – 4:30 PM 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 3:06/PM by OEM Director Christine Westrich.

Roll Call.

Membership:

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

Advisory Members:

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

Guests present:

- Waukesha County Representative, Gary Bell, Director of Waukesha County Dept. of Emergency Preparedness.

Approvals.

- A motion was made (Ugaste) and seconded (David) to accept the May 22, 2015 Meeting Minutes as disseminated. Minutes approved.
- A motion was made (Ugaste) and seconded (Pederson) to move the **Open Forums** ahead in the Agenda to allow for questions to the Motorola Representative. Motion Approved.

Special Presentation: Motorola Warranty Extension

- Peter Jafuta of Motorola Solutions. Would like to thank everyone for their business. At the request of the Governance Board he was able to internally negotiate a warranty extension to subscribers purchasing under contract 1332. This warranty will terminate on July 1, 2017 or 18 months from the date that purchased units were shipped, whichever is later. This represents a minimum of a 6 month extension to the standard warranty. (Motorola statement attached.)
 - Gary Bell expressed that the Chiefs in Waukesha County would like to thank Motorola for this consideration.
 - Christine Westrich stated this will likely be appreciated by Milwaukee County subscribers as well.
 - A motion was made (Ugaste) and seconded (David) to accept the Motorola document for inclusion in the minutes. Motion approved.

Open Forum: Members and Non-Members.

- Gary Bell - there has been an issue with the 6500 series causing interference in their command vehicle. The problem is prevalent in conventional mode. It may be related to the close frequency of channels. What will occur is that one radio will push others off the system. The user will see an "Out of Range" message.
 - Peter Jafuta - Motorola is aware of the problem and engineers are seeking to identify the root cause.
 - Gary Bell and Peter Jafuta - Intermediate solutions are to change back to old mobiles and/or to increase the distance between antennas.
 - Jim Mayer – Long term solutions may be changing channel locations in the 700 frequency.
 - This issue is going before the Technical and Operations Committees on September 24th. Motorola Solutions will be present for the discussion.
- Peter Jafuta – Motorola Solutions is working with WISCOM and WISCOM's primary vendor to troubleshoot some issues and optimize the system in the local area. Motorola recognizes this as a tremendous opportunity to assure a robust coordinated resource for public safety on both radio systems.

Officer Reports.

- Christine Westrich - IGA's are in existence for all jurisdictions except the City of Greenfield and the City of Milwaukee.
 - Robert Ugaste - Municipalities will need signed copies of the IGA for their records.
 - Christine Westrich - The City of Milwaukee has requested a presentation on the radio system.
- Project Updates:
 - Steve Surwillo - Service and Maintenance contract negotiations finishing up. It appears that:
 - Clyde will remain the "face" of operations.
 - The County will have autonomy to maintain the backend with Schaumburg oversight.
 - Costs have been established 10 years out.
 - ✓ Christine Westrich – First year, 2017, will be \$800,000.
 - Christine Westrich – Outreach meetings are in progress.
 - Greendale, West Milwaukee, and South Milwaukee are on deck.
 - Scott Grahn from Bayside is being recruited to assist with the remaining North Shore communities.
 - Three things will be required after individual outreach meetings:
 - ✓ Accurate Subscriber Counts.
 - ✓ Local Fleetmap.
 - ✓ Identification of dead sites with the current system.
 - Steve Surwillo – Tower permitting. The delay in the project schedule was due to an ordinance requiring zoning approval for any structure above 85 feet. This includes the Engine 38 and McKinley towers. Erik Brooks and the Milwaukee Fire Department are expected to advocate for the approval.
 - Christine Westrich – The current project schedule is:
 - Feb 2016: New dispatch center connections to WCRS
 - Feb-Mar 2016: Motorola and OEM verify WCRS connections
 - Apr-May 2016: Operational cutover to WCRS connections
 - Feb-May 2016: Current T1 connections to County & NEW connection to WCRS operating in parallel
 - Jun-Jul 2016: Transition user radios to OASIS
 - Approximately mid-2017: Cutover to MCC7500's required for wireline consoles

Committee Reports.

- Technical Committee Report. Jim Mayer -
 - Since the last Executive meeting Tech has met twice.
 - Tech has developed nine documents as a precursor to the system manual.
 - These are nearly ready for approval by the Executive Committee.

- A decision was made regarding Testing for acceptance.
 - A presentation was held and a very detailed meeting ensued.
 - Group consensus was to wait until leaf out.
- The next meeting will be September 24th at General Mitchell International Airport.
- Operations Committee Report. Jay Scharfenberg –
 - The Committee has suggested that Motorola’s proprietary encryption should not be utilized on the system.
 - This suggestion will be reviewed by the Technical Committee.
 - This allows the opportunity for other brand radios may be used on the system.
 - AES is the suggested alternative as it is the P25 standard.
- System Key Sub-Committee Report. Steve Surwillo –
 - Motorola offered to provide remote programming software it already has.
 - Waukesha County Radio Services is approved as a beta tester for user programming software.
 - This solution would require a one to two year testing period.
 - Gary Bell – Waukesha County I.T., Waukesha County Radio Management, and MTOG are working together with Motorola trying and testing functions.
 - ✓ Steve Miller from Waukesha County Radio Management is a member of MTOG. MTOG is a very beneficial group to be affiliated with. Shameless plug, join MTOG.

Old Business.

- Christine Westrich - Radio Board appointment letters are forthcoming from the County Executive.
- Christine Westrich - Amendment 1 of the IGA. The approved cover letter is being sent to reflect the change in the IGA from Milwaukee County Public Safety Radio System to the new OASIS (Organization of Affiliated Secure Interoperable RF Subsystems.) Included in that letter is an address correction and correcting Milwaukee County Representative Board position of Chief Information Officer (CIO) to Department of Transportation (DOT) Representative.
- Christine Westrich - Invoice template is complete. Erik Viel is out on paternity leave and invoices will go out upon his return.
- Steve Surwillo, Jim Mayer Definition of billable radio. Distinguishing item is the unit I.D. which is linked to physical transmitter only. This excludes items like an I.S.S.I. The Tech and Ops Committees have approved the definition as listed at Note 1 in the draft document *Position on OASIS Radio System Usage Fee Policy*. (Document Attached)
 - **ACTION ITEM** - A motion to approve (Knitter) and seconded (Ugaste) Note number 1 of draft document *Position on OASIS Radio System Usage Fee Policy* as written for inclusion in said document and Amendment 2. Unanimously approved.
- Joe Knitter – Regarding *Position on OASIS Radio System Usage Fee Policy* Note number 4, can “departments” be changed to clearly indicate departments within Milwaukee County government. Christine Westrich - yes.
- Steve Surwillo – A process is being developed to formalize the recordings of Committee meetings. It is anticipated that it will follow the ARMOR model.

New Business.

- Christine Westrich – Note that Exhibit A of the IGA can be edited by individual users. This is expressed in section 1.1.b. This precludes issues when the need arises to change radio counts and allows for the inclusion of new groups sponsored by users such as public health.
- Christine Westrich – The draft document entitled *Position on OASIS Radio System Usage Fee Policy* was authored in response to inquiries of retroactive billing. Robert Ugaste - Suggests editing one line of the document beginning, “The Governing Board upheld...” as it suggests the Board chose not to completely eliminate fees as this is not correct. Discussion – majority agree with this interpretation. Christine Westrich – edit will be made and resubmitted for approval.
- Christine Westrich – Municipalities may sponsor entities within their jurisdiction for inclusion in the system. Municipalities will be billed for entities sponsored. It is the decision and responsibility of the sponsor to recover associated costs from the sponsored entity.

- Christine Westrich – The Board has an obligation, section 7.6, to define Mutual Aid user. There could be made an inference that a Mutual Aid user would require a separate IGA. Thoughts on this issue will be collected and collated by Steve Surwillo and Christine Westrich from Board Members. A draft document entitled *Definition of Mutual Aid Usage* (dated 9/10/15,) is being provided as a basis. (Document Attached) Gary Bell – The Waukesha methodology is that if you own a talkgroup you are a paying member. If you just are allowed to talk on the system you are not a user. Jim Mayer – Asked if current Mutual Aid partners on the analog system have to apply to the new system? Consensus – Yes. Robert Ugaste – Asked can a list of approved members be promulgated? Christine Westrich – Yes and it will be started at the next meeting.
- Christine Westrich, Steve Surwillo, Jim Mayer, Jay Scharfenberg - May 1st is the date set for the start of coverage testing. Motorola agreed to date, process, and terms. The process is good by both committees. The terms are 97% 15db in building countywide, except City of Milwaukee it has to be 95% 21db in building.
 - The coverage test plan is a public document.
 - Volunteer drivers are requested.

Planning and adjournment.

- Next meeting date to be scheduled the second week of October.
- Meeting adjourned at 4:26/PM.

<p>Operational Committee Members (Voting):</p> <ul style="list-style-type: none"> • Chair: J. Scharfenberg (West Allis Fire Department/Fire) • Vice-Chair: Michelle Dahlen (Wauwatosa IT/Dispatch) • Secretary: Erik Viel (County OEM/Radio Services) • Sue Robinson (County OEM 911) • Julie Schneider (MCTS/DOT) • Chris Bosch (West Allis Police Department/Police) • Andrew Jensen (St. Francis Fire Department/EMS) 	<p>Technical Committee Members (Voting):</p> <ul style="list-style-type: none"> • Chair: Jim Mayer, (North Shore Fire/At large) • Vice-Chair: Dean Nelson, (Cudahy Fire/Fire) • Secretary: Scott Grahn, (Bayside IT/Dispatch) • Erik Viel, (County OEM/Radio Services) • Greg Reske, (GMIA/DOT) • Jim Turk, (Whitefish Bay Police/Police) • Andrew Jensen (St. Francis Fire Department/EMS)
---	--