

04.24.2018

**OASIS
Public Safety Radio System Governance
Board**

MEETING MINUTES

04.24.2018, 1:00/PM CST
West Allis Fire Department
7332 West National Avenue
West Allis, WI 53203
Dial in: 715.775.7031 pin 134-103-162

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
- Mason Pooler, Fire Chief, West Allis
- Daniel Laurila, Operations Budget Manager, Milwaukee County
- Kathleen David, Deputy GMIA Director of O&M, Milwaukee County

Call to Order. The meeting was called to order promptly at 1:00/PM by Chairman Pederson.

Roll Call.

Membership:

- | | | |
|------------------------------------|--------------------|--|
| o DAS representative - | Daniel Laurila | Present. |
| o DOT representative - | Kathleen David | Present. |
| o OEM representative - | Christine Westrich | Present. |
| o ICC representative - | Erik Brooks | Substituted – Fire Chief Joseph Knitter. |
| o Municipalities’ representative - | Andy Pederson | Present. |
| o MCLEEA representative - | Eric Cera | Present. |
| o MCAFC representative - | Mason Pooler | Present. |

Advisory Members:

- | | | |
|--------------------------------|------------------|--|
| o OEM Radio Division Director | Erik Viel | Present. |
| o Operational Committee Chair- | Jay Scharfenberg | Substituted – Battalion Chief Jim Mayer. |
| o Technical Committee Chair - | Jim Mayer | Present. |
| o Owner’s Representative, | Vacant | n/a. |

Guests present:

- | | |
|------------------|--|
| o Jay Fernandez | - Department Head, City of Cudahy Information Technology |
| o Clyde Gestl | - Radio Specialist, Milwaukee County OEM, Radio Division |
| o Dean Hartmann | - Regional Technical Services Manager, Baycom, Inc. |
| o Andrew Koffman | - Systems Administrator, North Central HIDTA |
| o Kevin Shermach | - Communications Manager, Milwaukee County OEM |

Approvals.

1. A motion was made (Cera) and seconded (Westrich) to approve the current Agenda. Motion approved.
2. A motion was made (Westrich) and seconded (David) to approve the October 16th, 2017 Meeting Minutes. Motion approved.

Introductions.

1. Christine Westrich introduced Chief Mason Pooler, West Allis Fire Department, as the successor MCAFC Fire Service Representative to retired Chief Robert Ugaste. Chief Pooler made some brief comments and was welcomed by all.

Elections.

1. A motion was made (Laurila) and seconded (Cera) that the term of service by Director Christine Westrich, Milwaukee County Office of Emergency Management, as Vice Chairperson be renewed. The term is for two years, per the Intergovernmental Agreement (IGA), Exhibit F, Section 5.03(4). Motion approved.

Tech & Ops Committees Reports.

1. Erik Viel reported that Greg Reske from General Mitchell International Airport, the DOT Representative on the Technical Committee, unexpectedly passed away in March. Reske has been involved in the OASIS project since at least 2015 and made numerous contributions. Kathy David echoed that Greg was a great guy and GMIA is deeply saddened by the loss.
2. Erik Viel reported on system implementation. The infrastructure is ready to use. Final Acceptance with Motorola was issued at the end of 2017. The ISSI with Open Sky is still in progress. Dean Hartmann advised on the status of programming indicating that just over 1600 subscribers are completely digital and at least 2000 operating digitally with mirror programming. Christine Westrich asked how much longer the process will take. Hartmann replied that a very conservative estimate would be late fall. Viel added that by the end of the year everything should be digital so the analog system can be shut down no later than the first quarter of 2019. Knowing that there will be straggler subscribers and the "no radio left behind" policy, a firm date for analog shutdown will be announced in fourth quarter 2018 so agencies can make certain they have every subscriber completed prior. Joseph Knitter asked how long after receiving radios programmed for testing will full programming for an agency begin. Hartmann replied that could occur within three days. Knitter asked if Health and Public Works Departments were part of the process. Viel answered that the Health Departments had in fact created and accepted a template for the Health discipline. Hartman replied that not all Public Works or Highway Departments were utilizing OASIS and there is no standardized template. Hales Corners DPW is on OASIS and digitally programmed which could serve as an example.
3. Erik Viel reported on the OASIS–WISCOM ISSI. All WISCOM talkgroups available through the ISSI are now available to wireline consoles. The creation of a WISCOM tab with desired talkgroups on Dispatch consoles is encouraged. This can be done locally and Baycom can assist agencies in doing it.
4. Erik Viel reported on the OASIS–Open Sky ISSI. The request to join with City of Milwaukee Fire has been accepted. The Fire discipline has met several times and has worked out sharing. The request to join with City of Milwaukee Police is in progress. Christine Westrich added that the difference between fire and police is the "encryption caveat." Due to the proprietary, and essentially encrypted, nature of the Harris technology there his concern about inadvertently broadcasting restricted traffic, specifically District 1 through 7 primary dispatch talkgroups, in the clear. Viel proposed that a procedure requiring OASIS subscribers to be encrypted in order to access Open Sky, and firm operating procedures regarding patching, should solve the issue.
5. Jim Mayer presented a recommended amendment to *Standard 004: Talkgroup Identifiers, Failsoft Assignments, Individual Radio IDs, and Aliases*. A need for a Discipline Type equal to the legacy Administrative type for system administrative uses was identified. A recommendation to include another Discipline Type, named "Admin," and coded "AD" was made. This change is on page four of the standard. A motion was made (Knitter) and seconded (Westrich) to accept the amendment. Motion approved.
6. Andrew Koffman introduced himself and gave a high level overview of HIDTA's mutual aid request. Erik Viel stated that the request is consistent with the one made to Green Bay's radio system which was approved and has no reported problems. Jim Mayer stated that system loading was projected and the result was "negligible." Andy Pederson asked if Tech and Ops have approved. Viel answered that they are recommending approval. A motion was made (Knitter) and seconded (Cera) to approve the request. Motion approved.
7. Jim Mayer reported on the OASIS-Open Sky ISSI Fire discipline's operational plan. The first meeting was in January. They have operational plans and are currently waiting to be able to test. The Fire Service is chomping at the bit to get going.

Old Business.

1. Radio fee methodology was discussed. Erik Viel presented a three-year push to talk (PTT) use by members. It was noted that due to corrupted data the review is limited to 2.48 years. A change to PTT for fees would result in some winners and some losers among member agencies. Generally, fire fees would decrease and law enforcement fees would increase. Andy Pederson noted that at first glance it appeared as though the split among municipalities would be half up and half down. Christine Westrich provided background for the benefit of those not at the last meeting when this matter was initiated. It was explained that retired Chief Ugaste, previous MCAFC member, asked to see an alternative model to the radio count method for establishing fees seeing as the radio count method was chosen primarily because of its simplicity. Mason Pooler asked if an agency reduces its number of radios will the agency's costs go down. Similarly, Joseph Knitter asked if Fire moves away from PTT, which is becoming the norm, would other departments then have to foot the bill. There was some debate on this, until Pederson provided clarity noting that the costs do not redistribute among the municipalities, that the burden falls to the County due to the set fee schedule in Exhibit B of the IGA. Pederson then asked if the catalyst for this discussion was really about dealing with the issue of a user who might be using the system too much. Viel and Westrich noted that users with a lower radio county but very high PTT rate were benefitting, such as Mayfair. Pederson then asked can we be particular in how we charge different entities and Daniel Laurila asked what puts more strain on the system, count or usage. Viel replied usage. Jim Mayer asked if it was possible to measure airtime. Viel explained that in the past it was not possible as it is now, but because there is no historical data it would take until 2020 to be able to create a three-year average. A question arose as to the Waukesha process for fees. Viel/Westrich/Cera indicated it involved PTTs but was more complicated as it also utilized historical averages, population density, valuation, etc. Pederson indicated that complex formulas can be problematic to the budgeting process. Jay Fernandez suggested a PTT model with a set fee for a predetermined amount of PTT and a penalty for usage above as a hybrid alternative. Viel added one last thought stating all mutual aid talkgroups the County would pay for regardless of who was using it. Pederson asked if making a change would require a change to the IGA. Westrich answered affirmatively. Pederson acknowledged that no motion was forthcoming regarding this issue and asked if the Board should keep this matter open for discussion. Westrich expressed a desire to continue the analysis and to publish the results in the Annual Report so members are aware.
2. Erik Viel requested an amendment to the by-laws to change the annual due date for the; Annual Report, Operating Budget, and Five-year Capital Improvement Plan, to July 1st from May 1st. This change allows for better coordination with the budget office. A motion was made (Laurila) and seconded (David) to make the change. The motion was approved by unanimous vote.

New Business.

1. Christine Westrich requested the creation of a Special Committee. Westrich addressed the requisite points in the IGA; specifically, sections 2, 6.06, 7.01, and 7.05. The tasks the committee will be initially assigned include but are not limited to: advise on and or develop business rules for the CAD2CAD Project, conduct a survey of 911 PSAPs to establish a baseline of information (e.g., call volume, staffing, pay, cellular call origination, EMD, CPR, Text-to-911, APCO accreditation), research Next Generation 911 to determine actual fiscal and operational impacts, collect data relative to an impact in the change of Milwaukee County Ordinance 91.09 regarding cellular call origination and transfers, and, other duties as assigned. It is thought that fulfilling these tasks will provide all members with critical information needed to mitigate potentially negative consequences of NG911 implementation, to position our members for funding opportunities, to develop transparency, and finally, to maximize interoperability. Jay Fernandez indicated that there is a need for this information within the PSAPs and there is an interest in developing this committee. Joseph Knitter asked how the membership would be comprised and if more than one committee member can be from the same jurisdiction. The question was looked up and while the IGA is specifically silent on Special Committee duplicate membership from a single municipality, the determination ultimately rests with the Chair of the Governance Board per 5.02(3). Additionally, in spirit with Sections 5.02(1) and 7.05(3), which both

stipulate single membership from any representing municipality on the Board of Directors and the Technical and Operational Committees, it was determined to be only one per jurisdiction. Westrich recommended the following: two members nominated from MCFAC, one I.T. and one Dispatch; two members nominated from MCLEEA, one I.T. and one Dispatch; one member nominated by the City of Milwaukee preferably a 911 Dispatch Director or Manager; one I.T. specialist, likely Business Analyst Andrew Carrion; and one financial specialist, likely Senior Budget & Management Analyst Jeremy Lucas. A motion was made to create a 911 Special Committee with the prescribed task and membership composition (Westrich) and seconded (David.) Motion approved.

Open Forum: Members and Non-Members.

1. For information Joe Lamers has been named the successor Milwaukee County Budget Director to Steve Kreklow.

Planning and adjournment.

- Meeting adjourned (David/Knitter) at 2:19/PM.

DRAFT