

<b>10.16.2017</b>	<b>OASIS</b> <b>Public Safety Radio System Governance</b> <b>Board</b> <b>MEETING MINUTES</b>	<b>Board of Directors, Members:</b> <ul style="list-style-type: none"> <li>• <u>Andy Pederson, Village Manager, Bayside: Chair</u></li> <li>• <u>Christine Westrich, OEM Director , Milwaukee County: Vice-Chair</u></li> <li>• <u>Eric Cera, Police Chief , Hales Corners: Secretary</u></li> <li>• <u>Erik Brooks, Mayor, South Milwaukee</u></li> <li>• <u>Robert Ugaste, Fire Chief, Wauwatosa</u></li> <li>• <u>Daniel Laurila, Budget Director, Milwaukee County</u></li> <li>• <u>Kathleen David, Deputy GMIA Director of O&amp;M, Milwaukee County</u></li> </ul>
	10.16.2017, 2:00/PM CST Office of Emergency Management 633 W. Wisconsin Ave., Suite 700 Milwaukee, WI 53203 Dial in: 715.775.7031 pin 134-103-162	

**Call to Order.** The meeting was called to order at 2:05/PM by Chairman Pederson.

**Roll Call.**

**Membership:**

- |                                    |                     |  |
|------------------------------------|---------------------|--|
| ○ DOA representative -             | Daniel Laurila,     | Present.                                 |
| ○ DOT representative -             | Kathleen David,     | Absent – Excused.                        |
| ○ OEM representative -             | Christine Westrich, | Present.                                 |
| ○ ICC representative -             | Erik Brooks,        | Substituted – Fire Chief Joseph Knitter. |
| ○ Municipalities’ representative - | Andy Pederson,      | Present.                                 |
| ○ MCLEEA representative -          | Eric Cera,          | Present.                                 |
| ○ MCAFC representative -           | Robert Ugaste,      | Present.                                 |

**Advisory Members:**

- |                                |                   |   |
|--------------------------------|-------------------|---|
| ○ OEM Radio Services Director  | Erik Viel         |   |
| ○ Operational Committee Chair- | Jay Scharfenberg, | Substituted – Battalion Chief Jim Mayer via bridge. |
| ○ Technical Committee Chair -  | Jim Mayer,        | Present via bridge.                                 |
| ○ Owner’s Representative,      | Steve Surwillo,   | Present.  |

**Guests present:**

- |                                |                             |
|--------------------------------|-----------------------------|
| ○ Battalion Chief Paul Rynders | - Franklin Fire Department. |
| ○ Dean Hartmann                | - Baycom                    |
| ○ Ron Mirka                    | - Motorola Solutions, Inc   |

**Approvals.**

1. A motion was made (Ugaste) and seconded (Westrich) to approve the current Agenda. Motion Approved.
2. A motion was made (Ugaste) and seconded (Westrich) to approve the May 19<sup>th</sup> Meeting Minutes. Motion approved.

**Introductions.**

1. Fiscal Management Analyst Daniel Laurila introduced and welcomed as the Department of Administrative Services (DAS) designee. Former DAS designee Budget Director Steve Kreklow was thanked for his service to the Governance Board and congratulated on his new position with the Village of Germantown.

**Tech & Ops Committees Reports.**

1. Jim Mayer – Jay Fernandez from the City of Cudahy IT Department his being recommended to replace Wes Guajardo from Hales Corners Fire. Jay has received strong backing from his employer to participate. His attendance and participation in the committee are good.
2. Steve Surwillo – Standard 004 was revised to include language relative to aliases. Adoption the revised standard is recommended.

3. Jim Mayer - Standard 006 has been around in draft form for a "long time," because of that it's actually been exercised and the results have been good.

DISCUSSION –

Christine Westrich indicated that references to county dispatch should correctly indicate, "Milwaukee County OEM 911 Communications."

Steve Surwillo – Standard 007 establishes two critical conditions for the safety of the system. The first is that it isolates the connections from dispatch centers which assists in troubleshooting and isolates problems to one center at a time. The second is that any connection to the core is considered part of the radio system and not part of the dispatch center's LAN. This arrangement assures the security of the system.

DISCUSSION -

Erik Viel advised that this arrangement was approved by the IT persons on the committees.

Christine Westrich asked if this was communicated to each municipal IT departments.

Collective response – Yes.

Rob Ugaste indicated, "If Michelle (Dahlen) is good with it, I am."

**Old Business.**

1. Steve Surwillo provided information relative to the Failsoft events that occurred at the beginning of June and the end of July. Specifically, all points in the after action reports have been worked through as necessitated.

DISCUSSION –

Rob Ugaste advised that he needed to clarify for others that these events will "go away" once the system is fully digital.

Steve Surwillo responded, "Yes," and Erik Viel further indicated that during these events the digital portion of the system was unaffected.

2. Erik Viel explained that Motorola has sought to accommodate users with radios that have not been deployed. Motorola has provided another extension of warranty for radios in boxes for 18 months from 9/1/2017, alternatively stated, until February 2019. If users discover any additional not-yet-deployed units please let OEM know as soon as possible.

DISCUSSION –

Andy Pederson pondered if this extension might give some users pause wondering if there were more delays expected.

Erik Viel indicated that there is no thought of that. Significant progress is being made.

3. Erik Viel initiated a discussion of an alternative method of calculating user fees. It was pointed out that the per unit subscriber method (COUNT) discourages members developing caches of subscribers. A model utilizing Push To Talk (PTT) events was created which shows that in comparison to subscriber counts there will be winners and losers, some members may see an increase in fees and some may see a decrease.

DISCUSSION – Steve Surwillo pointed out that either structure, COUNT or PTT, does not increase the amount of fees collected. The source of the revenue is simply redistributed.

Andy Peterson asked how many years of data were utilized to create the presented model.

Erik Viel answered, 6 months.

Andy Peterson asked if PTTs were consistent year to year.

Erik Viel answered that they are. Another model using a 3 year average showed this.

Christine Westrich advised Waukesha County utilizes PTT and uses a 3 year average.

Rob Ugaste stated that many agencies respond silently and this may be incorrectly perceived as an effort to force others to do the same. He further expressed concern that having a cost associated with a PTT could foreseeably cause a situation where responders are discouraged from using the radio even when appropriate, which is unsafe.

Erik Viel responded that both points are legitimate; however, from a strictly radio perspective both can provide a positive benefit which is to increase system capacity. This capacity could facilitate more interoperability with WISCOM/Open Sky and others such as Racine County.

A question from many in the group was the status of agencies utilizing silent response already.

Joe Knitter indicated that at least half are using or working toward it.

Paul Rynders indicated Franklin was discussing it just today.

Joe Knitter stated he agreed with Rob that he was concerned that discouraging the use of the radio is unsafe. He also indicated that the current model allows for easy budgeting; however, the fire department would benefit from a marked decrease in their costs compared to his police counterpart.

Eric Cera indicated that prior to the formulation of the IGA these two different models were evaluated and after doing due diligence the COUNT method was determined to be the best method. He questioned if there was an issue with the model that he was unaware of.

A group response indicated it was an exercise supporting the model and determining if it was the most equitable model. It also may result in the positive effects discussed relative to system capacity.

Eric Cera opined that user training may be a more effective method for limiting PTTs.

Christine Westrich stated that there doesn't seem to be a strong interest in the model but that she would have OEM staff calculate figures for a three-year historical trend analysis of PTTs.

Andy Pederson suggested continuing the comparative model for a few periods and revisit it for an actual decision prior to the commencement of CPI increases to the billing. Christine Westrich indicated the data could be ready in approximately six months.

4. Erik Viel indicated that the County budget process begins in June so department heads need to submit drafts prior to that time which doesn't align with the OASIS operating budget. A legal opinion was sought and it was that a change to the operating budget schedule would require an amendment to the IGA.

#### DISCUSSION –

Christine Westrich indicated that amending the IGA involves action on the part of every members' governing body and the County Board so perhaps it would be prudent to begin a list of desired amendments and when an amendment is absolutely necessary do them collectively. There was expressed consensus to this. In response it was suggested that any operational budget decisions be made by the Board no later than February of any calendar year.

Erik Viel also sought an answer to the Board's question about voting via phone/bridge. It is not allowed pursuant to Open Meetings laws.

#### **New Business.**

1. Ronald Mirka from Motorola Solutions presented both: an overview of the project which illustrated project milestones thus far and the estimated schedule for project completion. A PDF of this presentation will be posted with the minutes. Major tasks expected to be completed this year are the ISSI connection to WISCOM and APX training. Other tasks with dependencies that may cause them to be completed in 2018 include the ISSI connection to OpenSky and cutover of all channels to digital.
2. Dean Hartman from Baycom presented the plan for the transition of subscribers from analog to digital. A PDF of this presentation will be posted with the minutes. Erik Viel highlighted that 1500 of the 4500 subscribers on the system have been programmed. The system build out will be complete in 2017. Transition of subscribers may take until March 2018.
3. ACTION ITEM - A motion was made (Knitter) and seconded (Laurila) to approve Standards 004, 006, and 007 as submitted with only the change of language as discussed. Motion carried.
4. ACTION ITEM - A motion was made (Knitter) and seconded (Laurila) to approve Standards 004, 006, and 007 as submitted with only the change of language as discussed. Motion carried.

5. ACTION ITEM - A motion was made (Knitter) and seconded (Laurila) to approve Standards 004, 006, and 007 as submitted with only the change of language as discussed. Motion carried.
6. ACTION ITEM – A motion was made (Cera) and seconded (Ugaste) to approve the appointment of Jay Fernandez to the Operations Committee. Motion carried.

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

1. Rob Ugaste announced that on December 15<sup>th</sup> he will be retiring from the Wauwatosa Fire Department and relocating. It is unknown at this time who will be recommended to replace him as MCAFC representative. The Board unanimously acknowledged Rob's dedication to the radio project and congratulated Rob on his retirement.
2. Andy Pederson indicated that the North Shore Dispatch center transition uncovered the need to upgrade hardware and software of ancillary equipment, the cost of which was close to \$50,000, in order to maintain the same function. Andy asked if this experience is usual, and if so how do we communicate that potential cost to those not yet transitioned.  
Without listing specific items Erik Viel and Steve Surwillo did affirm that there were some unusual happenings which occurred in the North Shore. From that experience they have been able to predict these issues and be proactive in resolving them.

**Planning and adjournment.**

- Meeting adjourned (Westrich/Ugaste) at 3:49/PM.