



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Monday, September 30th, 2019
TIME: 1:00 p.m.
PLACE: Communications and Technology Building
Room 111/112
1024 South 9th Street
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Public Comment
4. Discussion on Workgroup Purpose & Structure
5. Discussion on Possible Workgroup Projects
 - a. Establishing a Standardized User Authorization Process
 - b. Establishing a Communications Resources Availability Worksheet (ICS 217a) Database
 - c. Establishing Interoperability & Patching Policies
 - d. Establishing a Communications Unit
 - e. Other Possible Projects?
6. Discussion on Meeting Frequency & Future Dates
7. Select Next Meeting Date
8. Adjourn

Date: September 23rd, 2019

Travis Waack
Emergency Services Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

RADIO SYSTEM ADVISORY WORKGROUP
Communications & Technology Building
1024 S. 9th St., Manitowoc, Wis.
September 30th, 2019

Attendance: Manitowoc County Firefighters Association – Mike Koeppel, Manitowoc County Firefighters Association – Nathan Schleis, Two Rivers Police Department – Assistant Chief Brian Kohlmeier, Manitowoc Police Department – Assistant Chief Rob Barbier, Manitowoc Sheriff’s Department – Major Jason Orth, Manitowoc Sheriff’s Department – Major Larry Ledvina, Kiel Police Department – Captain Joe Jeanty, MABAS – Chief Chris Dallas, Manitowoc Fire Department – Deputy Chief Karl Koch, Manitowoc County Public Works – Director Gerry Neuser, Manitowoc County Public Works – Communications Engineer Bill Jones, Manitowoc County Board – Supervisor Randy Vogel, Two Rivers Fire – Chief Steve Denzien, Manitowoc County Emergency Services – Director Travis Waack

Call to Order: The meeting was called to order by Director Waack at 1:01 pm.

Public Comment: No one present wished to speak, therefore public input was closed at 1:02 pm.

Discussion on Workgroup Purpose & Structure: Director Waack reported that the purpose of the workgroup is to help set public safety radio system policies & procedures, interoperability standards, and user authorizations on the County Radio System. Waack emphasized that the radio system is a tremendous asset with a wide variety of capabilities that need effective policies in order to effectively utilize. The purpose of the workgroup is to ensure that users and subject matter experts are assembled to ensure that takes place for the betterment of public safety communications in the County.

Waack indicated that this workgroup is advisory to the Emergency Services Department and he will serve as the Chairperson. Agenda topics will be solicited from the membership prior to each meeting. Waack indicated that the meeting is open to the public, including anyone from any public safety agencies, but voting members include a representative from KLFD, KLPD, MTFD, MTPD, TRFD, TFPD, MTSO, a Village PD, the Manitowoc County EMS Association, and the Manitowoc County Firefighter’s Association. Other standing invites include a representative of MABAS and the Manitowoc County Department of Public Works. Waack indicated that votes would be conducted when debated issues needed to be settled. Waack also indicated that minutes would be published. The group did not express any objections to this basic workgroup structure.

Firefighters Association Representative Schleis inquired how decisions from the Workgroup would be shared. Director Waack shared his intent to create a written Standard Operation Procedure document for the County Radio System to share and document the Workgroup’s decisions. This document would be readily available to all public safety agencies in the County.

A discussion took place regarding the need to establish by-laws. The group agreed that Roberts Rules of Order would be used to conduct votes and conduct the meetings.

Discussion on Possible Workgroup Topics: Director Waack presented a number of proposed workgroup topics. The first topic presented was the establishment of a standardized process for user authorizations on the County Radio System. After some discussion, the group agreed that a standard form should be developed and reviewed by the workgroup to approve or deny requests by agencies for access to the County Radio System or specific talk groups within the system. The Workgroup would then review and vote on those application forms at regular meetings, allowing adequate input to those whose talk groups may be impacted by any potential requests. Waack agreed to develop a form and present it to the group at the next meeting.

The second topic presented was the establishment of a channel / talk group availability worksheet (ICS 217a) for each police, fire and EMS department in the County. Waack shared that this is a critical database in the event that incident communications or interoperability plans need to be created. Captain Jeanty noted that in addition to building a list of an availability worksheet it would be beneficial for the group to establish standardized programming lists for the County. A discussion followed and it was determined that a 217 database would be a beneficial first step. Firefighters Association Representative Koeppel suggested reaching out to Frank's Radio for this information and Waack agreed to determine what would be necessary to get this information from Franks.

The third topic presented was on the written interoperability and patching policies in the County. After some discussion on the when interoperability is important, it was generally agreed up on that the need for such policies are important to ensure patching and other interoperability tools are used appropriately in the County. The group agreed to continue discussing interoperability at future meetings.

Finally, Director Waack shared the vision of establishing a Communications Unit in the County that would be comprised of communications experts from various departments that could assist with communications planning during planned events and incidents.

The group presented no additional projects and agreed this would be a good start for the group.

Meeting Frequency and Future Dates: The group agreed to meet monthly for a time with a goal of meeting quarterly once projects are established in the future. Director Waack will send a poll to select an October meeting date.

Adjournment: The meeting was adjourned at 2:00 pm.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Thursday, October 24th, 2019
TIME: 1:00 p.m.
PLACE: Sheriff's Office
Conference Room A
1025 South 9th Street
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Public Comment
4. Review & Consideration of System Authorization Form & Process
 - a. Draft Talkgroup Request Form
 - b. Discussion on Need for User Agreement
5. Review & Consideration of System Authorization Requests
 - a. Valders Fire & Ambulance
6. Update on Communications System SOG's & Interoperability
 - a. Draft SOG's Document
 - b. 217a Gathering
 - c. Patching with Neighboring Counties
7. Update on Communications Unit
 - a. Command Post Radio Upgrades
 - b. Portable Gateway
 - c. 800 System Portable Cache
8. Set Next Meeting Date
9. Adjourn

Date: October 15th, 2019

Travis Waack
Emergency Services Director

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RADIO SYSTEM ADVISORY WORKGROUP
Sheriff's Office
1025 S. 9th St., Manitowoc, Wis.
October 24, 2019

Attendance: Manitowoc County Firefighters Association – Mike Koeppl, Manitowoc County Firefighters Association – Nathan Schleis, Two Rivers Police Department – Assistant Chief Brian Kohlmeier, Manitowoc Police Department – Assistant Chief Rob Barbier, Manitowoc Sheriff's Department – Major Larry Ledvina, Kiel Police Department – Captain Joe Jeanty, MABAS – Bill Manis, Kiel Fire & Ambulance - Chief Dick Isely, Manitowoc County EMS Association – Theresa Becker, Manitowoc County Emergency Services – Director Travis Waack

Call to Order: The meeting was called to order by Director Waack at 1:03 pm.

Public Comment: No one present wished to speak, therefore public input was closed at 1:04 pm.

Review & Consideration of System Authorization Form & Process: Director Waack presented a draft Authorization Form. Concerns were raised about this authorization process being used to grant law enforcement encrypted radio talk groups to non-law enforcement entities. A discussion then followed regarding the need for rules to help ensure that there would be no misuse of law enforcement encryption by non-law enforcement agencies. Director Waack pointed out that individual radios can be disabled on the system if rules are violated by a specific agency and encryption can't be cloned from one radio to another. A second concern was raised that fire truck public address speaker systems could broadcast law enforcement sensitive information on scenes. The group agreed that this may be a reason to not allow fire trucks to have encrypted law enforcement frequencies as a matter of policy, but that it may still be appropriate for ambulances or command vehicles. A concern was also raised about compliance with criminal justice information system (CJIS) rules, but it was determined that these rules do not apply to radio traffic. Assistant Chief Kohlmeier suggested developing usage and confidentiality rules to the Standard Operating Procedures (SOP) and making reference to those rules on the Authorization Form to help protect from misuse going forward if requests are granted. Director Waack agreed to develop these rules for the next meeting and add that reference to the Authorization Form. Therefore, approval of the form was tabled for the next meeting when the rules can be reviewed.

Review & Consideration of System Authorization Requests: Director Waack reported that he received a letter from the Valders Fire & Ambulance requesting law enforcement encryption for two frontline Ambulances and their Command Vehicle. A motion was made by Chief Isley and Seconded by Assistant Chief Kohlmeier to table this request until the Application Form and usage rules in the SOP are approved. The motion passed unanimously.

Update on Communications System SOP's and Interoperability: Director Waack presented a draft of the initial SOP document. It was noted that the items previously discussed would be added for review at the next meeting.

Director Waack discussed gathering a 217a for each agency in Manitowoc County. Waack reported that Franks Radio is not able to easily print radio templates. A discussion followed about collecting zone and channel information as well. Waack agreed to develop a simplified data gathering spreadsheet and email it to the group. The group expressed a long-term goal of standardizing radio templates in the County.

Finally, Director Waack shared that he has been working with neighboring counties to collect user authorizations for tactical or working channels so that patches can be created in the dispatch center to neighboring counties. This would allow radios from other counties to be patched into our system and vice versa along the borders without having to have all neighboring counties channels in our radios. An initial meeting was held with Sheboygan County to discuss procedures for doing this.

Update on Communications Unit: Director Waack shared that new VHF and 800 MHz radios have all been installed in the Command Post and thanked Bill Manis for his help in doing so. Waack noted that the next step is to add computer aided dispatch (CAD) as this will greatly improve back up and tactical dispatching capabilities.

Director Waack also shared that the ACU-1000 has been pulled from the Command Post for a more user friendly crossband repeater that will be installed shortly. The ACU-1000 will be placed in a portable gateway that can link VHF, UHF, and 800 systems in the field.

Finally, Director Waack shared that a bank of 800 MHz radios has been purchased for the Command Post. They are currently at Franks Radio for programming.

Set Next Meeting Date: A Doodle poll will be emailed to pick a meeting date in November.

Adjournment: The meeting was adjourned at 2:02 pm.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Monday, November 25th, 2019
TIME: 1:00 p.m.
PLACE: Communications & Technology Building
Room 111/112
1024 South 9th Street
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the October Meeting
4. Public Comment
5. Review & Consideration of Updated Draft System Authorization Request Form and Draft Policies & Procedures in the SOP
6. Review & Consideration of System Authorization Requests
 - a. None
7. Update on Communications System SOG's & Interoperability
 - a. Draft SOP's Document Additions
 - b. Review Simplified 217a Collection Tool
8. Update on Communications Unit
9. Set Next Meeting Date
10. Adjourn

Date: November 19th, 2019

Travis Waack
Emergency Services Director

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RADIO SYSTEM ADVISORY WORKGROUP
C&T Building
1024 S. 9th St., Manitowoc, Wis.
November 25th, 2019

Attendance: Two Rivers Fire Chief – Steve Denzien, Manitowoc Fire Assistant Chief – Karl Koch, Manitowoc County Firefighters Association – Mike Koeppel, Two Rivers Police Department – Assistant Chief Brian Kohlmeier, Manitowoc Police Department – Assistant Chief Rob Barbier, Manitowoc Sheriff’s Department – Major Larry Ledvina, Kiel Police Department – Captain Joe Jeanty, Kiel Fire & Ambulance – Chief Dick Isely, Manitowoc County Public Works Director – Gerry Neuser, Manitowoc County Communications Engineer – Bill Jones, Manitowoc County Emergency Services – Director Travis Waack

Call to Order: The meeting was called to order by Director Waack at 1:02 pm.

Public Comment: No one present wished to speak, therefore public comment was closed at 1:03 pm.

Approve Minutes: A motion was made by Captain Jeanty and Assistant Chief Koch to approve the October minutes. The motion passed unanimously.

Review & Consideration of System Authorization Form & Process: The policies section of the Standard Operating Procedures (SOP) was discussed and a few revisions were made to the document regarding confidentiality and the potential law enforcement prosecution of individuals who disclose sensitive law enforcement information obtained through monitoring of law enforcement talkgroups for which they have authorization. Additional discussion regarding law enforcement concerns regarding the potential authorization of non-law enforcement entities took place. Association Representative Koeppel inquired if interop talkgroups could be used rather than granting authorization on law enforcement main channels. The group agreed that in most cases officers are not switching over to interop channels during an active incident. Kiel Ambulance Chief Isely inquired if access to radios could be turned on and off quickly during incidents and public works advised this functionality on the system would be too costly. Additionally, Assistant Chief Kohlmeier shared instances during an active law enforcement situation where it would be beneficial for fire/EMS to be able to monitor law enforcement activity when dispatch is overwhelmed and may not be able to rapidly share information between them.

Director Waack clarified that no authorization is being granted in these policies, only that a process is being created whereby agencies could apply to the Workgroup and County for access. A motion was made by Captain Jeanty and Assistant Chief Koch to table the approval of the form and policies so that they can be shared with department chiefs prior to a vote. The motion passed unanimously.

Review & Consideration of System Authorization Requests: Director Waack reported that no requests were received. The request from Valders Fire/Ambulance remains tabled until the process for applications is fully developed.

Update on Communications System SOP's and Interoperability: Director Waack presented a couple of additional sections to the SOP, including standard procedures for programming emergency beacons into portables and guidelines for interoperability channels using the Wisconsin Field Operations Guide (WI-FOG). Waack will email the WI-FOG to the workgroup.

Update on Communications Unit: Director Waack shared that the State is hosting the FEMA Communications Technician (COMT) class in Fitchburg on January 6-10th. Anyone interested should contact his office.

Set Next Meeting Date: No meeting will be held in December due to the Holidays. A Doodle poll will be emailed to pick a meeting date in January.

Adjournment: A motion was made by Chief Isely and Chief Denzien to adjourn. The motion passed unanimously. The meeting was adjourned at 1:48pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Travis Waack', written in a cursive style.

Travis Waack
Director
Manitowoc County Emergency Services