



**MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE**

DATE: January 5, 2011
TIME: 9:00 A.M.
PLACE: MANITOWOC COUNTY SHERIFF'S DEPARTMENT
CONFERENCE ROOM A

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 and acted upon at the meeting:

1. Approve agenda and previous minutes; sign-in roster circulated
2. Public input session
3. Communications project update: Towers and antennae, JDC consoles – J. Beyer
4. JDC Department update - JDC Supervisor
5. Statewide System Management Group Committee report – J. Collins
6. Statewide Communication Interoperability Plan (SCIP) Committee report
7. MABAS update – B. Manis
8. Aegis/CAD update
Pros/cons on disabling of disposition

Date: December 22, 2010

Dave Funkhouser, JD Board Chairman
By: Mary Herzog, Confidential Program Manager

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 Board, 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.

JD Board Meeting
Wednesday, January 5, 2011
Sheriff's Dept, Room A

Present:	Dave Funkhouser	Connie Bashaw
	Liz Johnson	Bill Manis
	Tim Barber	Arik Hansen
	Jeff Beyer	Theresa Diegel
	Rick Henrickson	Nancy Crowley
	Rob Hermann	Kevin Timm

Chair D. Funkhouser called the meeting to order at 9:03 a.m. Motion by R. Henrickson, seconded by B. Manis to approve agenda and previous minutes; motion carried.

Public Input

D. Funkhouser asked C. Bashaw if she will be discussing the subject of paramedic intercepts. B. Manis commented the medical directors will be meeting to consider when to call for a paramedic intercept. The committee wants it to automatically happen on certain level calls but they felt the best people to make that decision are the medical directors. Dr. Nelson is the EMS Director for the County if there are questions. The EMD Steering Committee will be meeting on January 19 and this topic will be on the agenda.

T. Diegel, Mishicot Ambulance, asked about mileage on rip and runs. Manitowoc and Valdars are currently tracking mileage. This will also be on the January 19 agenda.

Communications Project Update – J. Beyer

C&T Building:

Building is complete. Still working on some minor items. Consoles are set up in dispatch center. Final review of console installation is next week. Shortly afterwards, Motorola and telephone equipment installation will be started.

Radio Equipment:

In November Manitowoc staff went to a Motorola staging set-up of the radio equipment, saw how it operated and went through all the different performance functions. Worked even better than Jeff anticipated for creating talk groups, joining people together on calls. Some modifications were made. Toward the end of this month, electronic equipment will be going into C&T building and various other locations. The Kiel tower site will be one of the first to be finished.

Towers:

Kiel site ready for radio equipment and antennas.

St. Nazianz tower is up and lit. Power going in shortly. Shelters, which will house electronic equipment, will be delivered mid-February. Shortly after that radio equipment will go in.

Franklin site tower is up. Shelter will come in about mid-February.

C&T Building drilling caissons now. The tower will be delivered next Monday and will go up shortly after that, and hopefully be finished within two weeks. Then that will be ready to receive equipment.

Maribel waiting delivery of shelter. Everything else is pretty much ready for radio equipment.

Cleveland waiting for conditional use from Village. Very little done. That part of project will be delayed.

City of Two Rivers looking at two or three sites. The City of Two Rivers offered one site, however it is within five miles territorial area of the airport, so some height limitations. The original tower height we wanted was denied by the FAA which required a resubmittal. 50-80' of the tower height was lost with the resubmittal.

Looking at two other towers where we may cohabitate on cellular towers as possible alternatives. Until Jeff gets engineering reports back towards end of January, won't know exactly where we are with them. One appears we could be 280' which is even higher than the one we were looking at. If that goes through, that would be an excellent alternative for us.

Decisions on what we do in Two Rivers will affect the future of the Saxonburg site. Based on the preliminary propagation maps, regarding the original height for Two Rivers, the need for the Saxonburg site really isn't there. The coverage from the two proposed new locations for City of Two Rivers, which will be on the west & northwest side, makes it approx 3-4 miles from the Village of Mishicot. The coverage is great, based on propagation. The Lakeshore by Point Beach would have weaker coverage than what we have to begin with. The idea is to move Saxonburg location towards the Lake, not

that we eliminate that tower.

W911:

The new W911 equipment is being manufactured right now. Installation will be March or April. By then the radio equipment that the 911 equipment has to plug into will also be in the building.

The RFP for the new recording equipment is still on Jeff's desk, he hopes to complete next week.

MDT's:

Started doing some work on this, talking to different carriers and Information Systems Department. Looking at April-May to get off the ground.

Mobiles and Portables:

The County has ordered and equipment has been shipped. We have started to work on programming. Putting together talk groups third week of January. This is a lengthy process. Once we establish work groups who will be on 800, we will talk with departments on: how and when we tie VHF into 800, who does what, who listens to whom, and all those type of things.

The City of Manitowoc has expressed interest in acquiring the Viebahn Tower. Four Towns have shown interest in the Cato Tower. All decisions are pending approval of the Public Works Committee.

JDC Department Update – C. Bashaw

The Joint Dispatch Center went from staffing three shifts to staffing seven shifts January 1, 2011.

We have one dispatcher retiring at the end of January. The position was eliminated.

The Joint Dispatch Supervisors have moved their office into the C&T Building. The new address is 1024 S. 9th Street. Their email and phone number remains the same.

From 2009 to 2010, Joint Dispatch had an additional 8,393 calls for service.

Had some issues with one of the radio frequencies. Have been in contact with Frank's Radio and Ron Shimek. They are continuing to monitor frequency. Also had issues with viruses on a computer in dispatch, Supervisors monitoring that situation.

Statewide System Management Group Committee Report – J. Collins

Not in attendance

SCIP – T. Diegel 12/14/10 meeting

- Manitowoc will be first online with new radio system narrow band ready. The State will be looking at Manitowoc as a "model".
- Oconto County isn't starting to look at this until second half of 2012.
- All Counties should be up and running by January of 2013.
- Kewaunee County didn't have any idea when they will be buying new equipment.
- Jeff Stauber is regional coordinator. He will be meeting with each county to see where everyone is in the radio transition and getting correct information, working on county plans, assisting with tactical plans for each county.
- There may be funding for trunking capable, possible grant program.
- Round 6 interoperable grant is available now to eligible agencies.
- The first 100 fire departments may be getting a mobile command radio dash mount.
- By 2011, 75% of the jurisdictions should be able to demonstrate response level emergency communications within one hour of routine events involving multiple jurisdictions and agencies. By 2013, within three hours of a significant event.
- Statewide encrypted channel VTAC was discussed.
- The Committee toured Fond du Lac's new station.
- T. Diegel has an electronic attachment in PowerPoint on VHF/UHF narrow banding information for public safety licensees. If interested, email her at: mishicotambulance@charter.net
- The Committee is in beginning phase

SCIP - J. Beyer

J. Beyer is added as an alternate to this Committee. He also attended this meeting. He said as of now, everyone is addressing upgrading their systems, not really going into a comprehensive plan similar to what we did to take care of

deficiencies and coverages in their county borders. It was an interesting meeting to see where our project is in implementation vs. where others are in just planning, at this point in time. As far as coverage for the county and the interoperability equipment that's going to be in, based on what he's heard, there's no one upgrading as much as Manitowoc County.

SCIP – A. Hansen

T. Diegel put her name in to be vice president of committee for east central region.

A. Hansen said a lot of the counties have upgraded their equipment in the near past so they have equipment where they don't have to upgrade and replace everything as we are. What some people weren't aware of was the 15% reduction in coverage area by going to narrow banding.

A. Hansen said WISCOM was discussed. Arik passed around map where tower sites will be in Wisconsin. Southeastern Wisconsin will be first areas that will be operable.

J. Beyer said a number of agencies and counties are looking at piggybacking onto the WISCOM system. The State hasn't established the cost to piggyback yet. In the State's where they've done this before, once these counties are in, they've found that the cost to remain in these systems is much higher than having their own system. It's not 100% across the board, but the majority.

Manitowoc County does not have a tower site on this map. It's basically a mobile system.

The next SCIP meeting will be in March.

MABAS Update – B. Manis

At the next meeting we will have sample box cards to show JDC.

K. Timm said MABAS Wisconsin will make themselves available to train JDC shifts to cut back on overtime costs.

Approx 75% of departments in Manitowoc County are on board right now. In Fond du Lac, departments were not given a choice whether to join MABAS. Either become a member of MABAS or they would no longer be dispatched.

B. Manis is holding an Esponder alert messaging training at the fire department January 7. C. Bashaw and M. Herzog will also be attending. The training will be done through Wisconsin Emergency Management. Alert Messaging is an electronic system where dispatch, for example, would type in a message to a group of people and the message would go out instantaneously. The message can go to home phone, cell phone, work phone, or email. The system also receives responses from the recipients. The State is getting a grant to support the system.

Aegis/CAD Update – L. Johnson

L. Johnson followed up from the previous meeting on disabling the disposition field for Manitowoc Police Dept. MTPD prefers that field remains disabled.

D. Funkhouser asked if there were still some issues going on, such as reporting that was lost. L. Johnson said that problem was pretty much resolved. She had talked with Pat from Kiel PD and hasn't received any other complaints.

In the first quarter of this year, L. Johnson will focus on upgrading the system.

There is a new first responders group in Maribel. They have been added to the map and the information has been added in CAD.

D. Funkhouser complimented JDC on doing the scavenger hunt for new employees. By doing this, the employee learns locations, sometimes remote or unusual, in the County.

Next JD Board meeting is Wednesday, April 6, 2011. It will be held in the Communications & Technology Building, 1024 S. 9th Street, (across from the Sheriff's Dept).

Motion to adjourn at 9:50 am by R. Henrickson, seconded by T. Barber; motion carried.

MINUTES 1-5-11



**MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE**

DATE: April 6, 2011

TIME: 9:00 A.M.

PLACE: MANITOWOC COUNTY COMMUNICATIONS &
TECHNOLOGY BUILDING, ROOM 016 (LOWER LEVEL),
1024 S. 9TH STREET (Across street from Sheriff's Dept)

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1. Approve agenda and previous minutes; sign-in roster circulated
2. Public input session
3. Communications project update: Towers and antennae, JDC consoles – J. Beyer
4. JDC Department update - JDC Supervisor
5. Hazardous Materials Emergency Planning exercise, May 26 – N. Crowley
6. Hostile Action Based Exercise Requirement/Nuclear Plants – N. Crowley
7. Statewide System Management Group Committee report – J. Collins
8. Statewide Communication Interoperability Plan (SCIP) Committee report
9. MABAS update – B. Manis
10. Aegis/CAD update – L. Johnson

Date: March 23, 2011

Dave Funkhouser, JD Board Chairman
By: Mary Herzog, Confidential Program Manager

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JD Board Meeting
Wednesday, April 6, 2011
C&T Building, Room 016

Present:	Dave Funkhouser	Bill Manis
	Angela Kedrowski	Dave Murack
	Nancy Crowley	Scott Schneider
	Jeff Beyer	Joe Collins
	Rob Hermann	Liz Johnson
	Theresa Diegel	Bill Riesterer

Chair D. Funkhouser called the meeting to order at 9:05. Motion by J. Collins, seconded by S. Schneider to approve agenda and previous minutes; motion carried.

Public Input

No public input.

Communications project update – J. Beyer

Jeff distributed a copy of State Plan for Mutual Aid Communications Frequencies, Annex K which lists mutual aid channels used throughout State of Wisconsin and Federal. He attended the meeting in Eau Claire on interoperability communications.

The last page of the packet is an order sheet for outreach materials from the DOT.

Consoles: Most of the radio equipment is installed in the consoles. Aegis is going in this month. Other radio equipment is being installed in the other rooms in the C&T building as well.

Towers: The new towers in Liberty, Franklin, and the Communications & Technology Bldg. are up and have been checked out. We have a punch list that has yet to be completed, but in general, are done. Radio equipment has been delivered in Kiel and Maribel. Next week equipment will be delivered in Liberty and Franklin. Antennas will start going up in about 2-3 weeks at various locations in the County. In Cleveland, we will be putting a shelter there in the next 30-45 days; shortly after that, the radio equipment will go in. In Two Rivers, we will be cohabitating on a U.S. Cellular tower. We are doing the civil work right now, but then it should be ready for radio equipment and antennas in 45 days. We are reviewing the Saxonburg location. Because of the height and location of U.S. Cellular, Saxonburg is basically not needed. We are reviewing the potential of closing out Saxonburg site and moving to another location in the Town of Two Creeks, on Point Beach Nuclear Power plant property.

911 equipment: This equipment should be installed and ready by the end of July. The same is true with new recording equipment. At this point we're still looking at the new dispatch center being fully functional on November 1. All portable and mobile equipment will be operational afterward.

J. Collins asked how the transition will work from the old system to the new system. Jeff explained the first step will be to remove the Sheriff's Dept and Highway Dept. from VHF to the 800 system. When that's worked out, we will work with other agencies on narrowbanding their systems. We will be transmitting on both band widths from the new JDC for up to 2-3 months.

Jeff was asked if he has a map showing new Two Rivers antenna site coverage. Jeff said he will email propagation map out to all attendees.

Sirens: We hope everybody sets up their siren system so we can activate them on quick call. If you add a siren system, it should be in FSK format. We're running out of room for additional controllers in our dispatch

consoles and need to know now if you plan to add a controller so we can reserve space.

B. Riesterer asked when they should start converting and/or getting people out to look at their sirens and what it would take to get converted over. Jeff said that any time after November 1 is when you want the change to actually occur so you'd want to have them lined up before that.

JDC Department Update – A. Kedrowski

Full time dispatcher Laurie Sales is retiring mid April 2011. Laurie has been a dispatcher with Manitowoc County since May, 1995. Part time dispatcher Susie Griepentrog has accepted the open full time position. We are having a reception for Laurie, April 7, 1:00-3:00 at the Sheriff's Dept.

2011 Telecommunicator of the Year is Carla Kurtzbach. Carla has been a dispatcher with Manitowoc County since November 1998. We are having a reception for Carla, April 11, 1:30-3:30 at the C&T Building.

At the last EMD Steering Committee, we reviewed several calls. We will be meeting again May 25.

We have a part time position open for a dispatcher and will be advertising and testing in the near future.

D. Funkhouser asked about the Time system audit – L. Johnson said she can look at Kiel's system. Nancy gave law enforcement a copy of the letter Angela sent to the Crime Information Bureau.

Hazardous Materials Emergency Planning Exercise - N. Crowley

Emergency Management will be conducting a functional exercise that will test our ability to work together to manage a hazardous materials incident. The scenario will involve simulating a response to a hazardous materials release at a local industry. A secondary purpose of the exercise is to try out the new County Emergency Operations Center.

Hostile Action Based (HAB) Exercise Requirement/Nuclear Plants - N. Crowley

N. Crowley gave police and fire a heads up that the rules for the nuclear plants have changed and are still in the process of changing relative to hostile action based events that could occur at a nuclear plant. It's a different twist in that, up until now, they pretty much take care of what happens on-site and we, off-site agencies, are responsible for the public and everything outside their fence. When it comes to a hostile action event, there could be a bomb, fires, all kinds of things that would go way beyond their fire brigade, their security forces' capabilities. They're going to be looking at the community to help them on-site. Of course we're still going to have the responsibility of protecting the public in the event various safety systems have been breached releasing radiological material into the atmosphere. The requirements in the new regulations we're implementing this year, call for a HAB exercise every eight years.

Statewide System Management Group Committee Report – J. Collins

J. Collins distributed meeting minutes from January and February. Group has been working on sustainability report. Subscriber certification program is confirming people understand that their equipment will be in compliance with what the State system is going to be. A lot will be directed toward manufacturers more than individuals because manufacturers want to have equipment that will work on the system or else it won't be able to sell.

What the sustainability report basically tells us is what it's going to cost us to maintain the program over the life span. At this point it's looking like it will probably cost \$1.0 million a year for the first five years. However of that \$1.0 million, DOT and DNR spend about \$650,000 annually towards their radios so that would be kind of figurative of the operation costs. In years 6-10 it goes up by about \$.5 million and that's when the maintenance and software program kicks in. The whole idea behind the plan is that there's going to be 80 fully trunkable VHF sites throughout the State for mobile radio capabilities.

SCIP – J. Beyer

J. Beyer attended the last SCIP meeting. He reported there was not a lot of new information. The

committee talked about renaming frequencies. Surveys are being done by the regional coordinator where they come into each county and find out what all the mutual aid frequencies are, what are all the frequencies being used by fire, law enforcement so everything is programmed into state and national database.

MABAS Update – B. Manis

The last MABAS meeting was cancelled due to weather.

At the last EMD Steering Committee, we spent a little time going over the draft. We made some corrections and are planning a tabletop exercise to be held within the next two months.

MABAS Wisconsin still needs to come down and do some training for dispatchers. They have received nothing to date. However, we don't look at going live until they are in the new center just because of the difficulties of simulcasting that's involved. However we haven't brought that back to the committee yet.

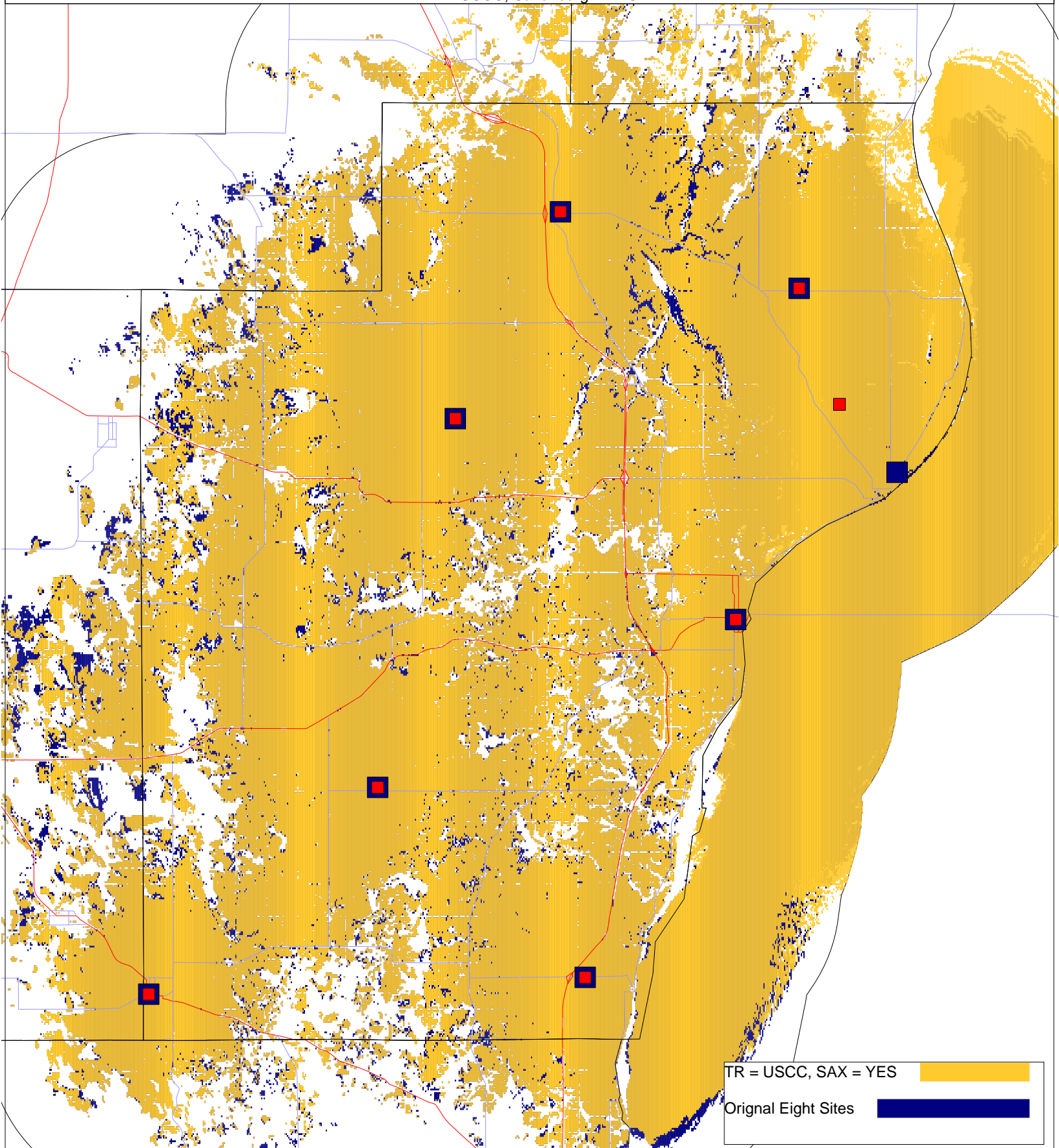
Aegis/CAD Update – L. Johnson



L. Johnson reported she's been testing the new monitors in the new dispatch center. Some dispatchers came over to the new center and did some simulating and testing. She is working on an issue with the portal 100 not being compliant with Windows 7.

Next JD Board meeting is Wednesday, July 6, 2011.

Motion to adjourn at 9:50 am by B. Riesterer, seconded by S. Schneider; motion carried.

minutes 4-6-11.wpd



TR = USCC, SAX = YES 
Original Eight Sites 

0 4.00 8.00 mi
1 inch = 4.00 miles @ 1/253440


Outbound DAQ 3.0 coverage shown to a Minitor
V Pager worn at the HIP located within 6dB Loss
Buildings


Center Point 44:5:54.63 N 87:47:30.18 W

Tuesday, February 01 2011 3.40 Build 3671

Job Id : 158722534.8.000.1.14

MAP LEGEND

95% AREA MINITOR V DAQ3 0 OUTBOUND OVERLAY (BEST OF) 

95% AREA Minitor V DAQ3 0 Outbound Overlay (BEST OF) 

JD Board Meeting
Wednesday, July 6, 2011
C&T Building, Room 111

Present:	Dave Funkhouser	Tim Barber
	Theresa Diegel	Jeff Beyer
	Scott Schneider	Paul Hacker
	Ron Shimek	Bob Blashe
	Nancy Crowley	Bill Manis
	Rick Henrickson	

Chair D. Funkhouser called the meeting to order at 9:02 a.m. Motion by S. Schneider, seconded by R. Henrickson, to approve agenda and previous minutes; motion carried.

Public Input

No public input.

Communications project update - J. Beyer

Jeff distributed a letter he received from the Manitowoc County EMS Association, along with his response. The EMS Association has concerns regarding the EMS Association not getting a VHF frequency as planned. Back when we started the original project, we had considered putting in a separate channel for EMS when we were all on VHF system. When we had to change over to 800 with VHF overlay, we had to reduce the number of channels because we only had a limited number of frequencies available for us to re-use, and the EMS channel was one of those that we do not have frequencies for, therefore not included in the project. Jeff put a communication together that goes through the whole history; if you would like a copy, contact Jeff at 683-4054. Jeff had made a presentation to the Association two months before receiving the letter from them indicating there was not a separate EMS channel and that potentially they could use the County working channel for overload and everything else.

B. Manis asked Jeff if the EMS Association were to find new frequencies to support EMS frequencies, would the County system be capable of putting that in? Jeff said our system could be expanded substantially, but there would be costs to it and we'd have to figure out the cost factor.

Jeff also distributed a draft of the VHF frequencies for the new radio system. He is still waiting for FCC approval on these frequencies: Fire main paging, Fire working, EG siren paging.

Jeff has had meetings with FoxComm, Winnebago County, Outagamie County, and Calumet. They may be interested in using our radio system controller. That particular controller can handle up to eight counties' communications systems. In order for us to get the interoperability that we wanted throughout our system, we had to put in that grade of system to meet the requirements that we had laid out. So there is a lot of capacity left.

The potential sharing of our Controller with other groups like those named above would reduce our overall maintenance costs and reduce our capital investment in the system. There are a lot of details that would have to be worked out.

Radio system - Antennas are up on Franklin and Liberty tower sites. Those sites are basically complete except for a couple of little punch out items left. Cleveland site pretty well set, except for electrical power, WE energy has to run power in so we're working with them. Maribel site pretty well set; we had to move a transformer there. They were working on that yesterday. The Kiel site is basically set. We're trying to schedule right now when the antennas will go up. D. Funkhouser said the garage has a lot of items in it for the tower. We're in the process of moving forward with that installation. The City of Two Rivers tower site work is underway, we had to reinforce the support placement for our antenna items on the U.S. Cellular tower. We expect that site to be ready for all radio equipment on August 8. The Two Creeks site, which is a new tower and a whole new site: we're expecting that site to be 100% ready for radio equipment at the end of August. It's expected the new microwave system will be up and running sometime in September with the Dispatch Center ready to be occupied anytime after the end of October. The new radio frequencies and system will be ready to go the second week of January. JDC will be moving on December 4, and dispatching from the new center on December 5.

Consoles – R. Shimek

Ron reported the hardware for Motorola equipment is in place. They call that a cold install. They bring in the physical equipment, but do not plug it in. All the background controllers in the electronics room upstairs for Motorola are installed, and all equipment and all the consoles upstairs for Motorola is installed. There are a few small tweaks that we're making on the console itself, but overall the physical hardware is in but not turned on.

911 system and recorder system - J. Beyer

Both should be ready to go by the end of August.

NAWAS telephone system - R. Shimek

Ron reported we received approval for two NAWAS telephone systems. We will keep one that's currently in our dispatch center now, as a back-up; and an additional one will be installed in our new dispatch center.

JDC Department Update – P. Hacker

We have been working with law enforcement executive committee on some issues to achieve consistency and simplify procedures.

- There seems to be agreement to program commonly used phone numbers on officers' phones. JDC supervisors will put together a list of frequently called phone numbers for departments. This will cut back on dispatchers making phone calls for officers.
- Dispatchers will no longer be checking CCAP for bail restrictions for officers. District Attorney Mark Rohrer said it can take up to two weeks before the information is entered into the CCAP system, so it is not always reliable. Dispatchers do not have any official training on CCAP and information may not be relevant.
- Eliminate bins & multiple copies of paperwork. We are investigating more efficient ways to get information to police departments, similar to what we do for fire departments, where the rip and runs are automatically sent to departments as soon as the call is closed
- We're also working on getting dispatchers to run more of the information directly into the call such as 27's & 28's. That way the information is also included on the rip and runs.

The supervisors will continue to work on the list with the law enforcement exec committee. Paul agreed with Dave F. that some items on list are agency specific and the committee is working toward meeting the supervisors' goal of achieving consistency.

We're in the process of hiring a part time dispatcher. We had 130 people apply, 38 passed the written test and met the criteria we set. We'll be conducting interviews with the top 10. We'll have a start date in mid-August.

One of our goals is to make a stronger push to educate the public on EMD – emergency medical dispatch. We're putting together a brochure, and a letter to go to medical monitoring companies such as Lifeline. We'll be showing the EMD Steering Committee the brochure and asking their input. We'll also be gearing our events such as Crime Prevention Days, Community Care Days, and Maxwell Street Days towards awareness and education to focus on educating the public on EMD. B. Manis said they'd make space available at the County Fair's first aid station for brochures. N. Crowley would also like to distribute the brochures throughout the schools.

Statewide System Management Group Committee Report - J. Collins

No report.

SCIP

J. Beyer - We will be working with the Sheriff and other county agencies on getting a WISCOM channel we can use throughout the state, Tier I and II. Do we want one WISCOM channel for all agencies in the county to use when they're traveling out of county? We could use a statewide WISCOM channel which would be free. There's no cost for us to put that in, it's relatively easy to hook into, and it would be a great communication resource particularly for prisoner transports. Jeff will be attending a meeting in a couple weeks and will know more then. He needs input from this group. D. Funkhouser said WISCOM would be a good idea. WISCOM is a mobile only system. Even in the city, reception for mobiles can be limited due to the way that the towers are laid out on the WISCOM system.

Jeff said State Patrol has contacted him to piggyback on Franklin/Liberty tower. They're going to be working on that in October.

T. Diegel – Reported on status of other counties and their communications projects.

There will not be a tower for the WISCOM system in Manitowoc County. There possibly may be one in southern Brown County; possibly one in Kewaunee County. Locations still under discussion.

MABAS Update – B. Manis

We are starting to complete box cards. Three departments finished and hoping by the end of July that will be more than 50% done. Our goal after that is to start to work with the dispatchers on arranging MABAS Wisconsin to come in and do some preliminary training. We will also do some tabletop exercises so we can see how this is all going to be put together. Policies and procedures will be written that not only work for the fire department, but also work for fire and the dispatch center.

Aegis/CAD Update – B. Blashe, Information System, Department Director

Bob reported Liz Johnson resigned and accepted a position with Waukesha County. Information Systems has now hired two new employees for Aegis: Luke Kalista from Manitowoc, and Matt Fricke from Florida. They're training with our staff and working with New World staff who have been in Manitowoc. Luke and Matt will be going to Detroit July 11-15 for boot camp training where subject matter experts from New World will work with them.

They also have the opportunity to work with New World representatives support folks for about the past four weeks. We've had somebody from New World here every week to provide a "security blanket" in case we did have problems with the system. That's been very beneficial as well. Starting the week of July 18, we're going to turn the pager over to them. They will start a rotating on call schedule. In the interim, Mike Piron, network engineer, has been doing most of the support.

From our perspective, the consoles, monitors, and all of the computer equipment is in place. We'd be ready to go anytime that it's decided we want to move forward with the new dispatch center. In all likelihood though, between now and then, we'll be doing the version upgrade to Version 9 of MSP. We have a tremendous number of fixes that we've requested be addressed by New World. Those are in Version 9 of the software. It was our intention to have done that upgrade this last spring, but with Liz leaving, everything got put on hold. Once Luke and Matt get back from training, we're going to put together a plan to get to Version 9 upgrade. There's a significant difference for the Correction's group, so in addition to having people come in and do testing with Version 9, we're going to have to do some training for the Corrections people especially.

We have Version 9.0 up and running on a virtual server. We're moving four physical servers to a virtual server environment which means it's one really large server that runs software images of servers underneath it. We're doing that with a lot of the County's servers. We have about 32 physical servers and we're consolidating them into 3 virtual servers. From the end user perspective, it's all the same, looks and works the same, it's just different from my perspective. We have a virtual server running 9 right now, but there hasn't been any testing done. I have asked New World to help us with the transaction planning, the training planning, and the actual implementation of Version 9.

Village law enforcement - how they will communicate w/MTSO - R. Shimek

The Sheriff's Dept current repeater channel is quasi master Sheriff/police channel in the County. In other words, it covers the largest geography in the County and is used as a the master police channel. Kiel Police, Two Rivers Police, and Manitowoc Police each have their own police channel, but on the County channel, there are other agencies that come onto the Sheriff's channel, through Dispatch. Some of these agencies will not be going up on 800. Our responsibility is to provide support to JDC so we make a smooth transition from the old center to the new. One of our most complex channels is the Sheriff's Dept frequency. The way this channel does business is going to change. I say that because right now it is convenient for the State Patrol driving in their squad car to pick up the microphone and call the Sheriff's channel or the DNR to pick up their microphone and call the Sheriff's channel.

Unfortunately, those agencies are not moving up to 800. Think about your own agencies and when you may want to call the Sheriff's Department. Your vehicles might have a dual band radio so if you're in the vehicle it might not be an issue. If you need to communicate on the Sheriff's Dept. frequency, you simply would go on that dual band radio and talk to them. But that may not be the same with your handheld portables. Your handheld portable might only be VHF, which, rightfully so, might complement your own individual city radio repeater. For most of us you'll have your own channel on the console, Manitowoc City Fire, Manitowoc City Police, Kiel Fire, Kiel Police, and so on. My reason for bringing this up is to let everyone know that we're working on it. The JDC supervisors and myself are meeting to identify potential problems. The Coroner is no longer going to have a pager on the Sheriff's channel because on 800 MHz, the paging function does not exist.

During our next meeting with the JDC supervisors, we'll be sitting down and going through an audit of who is currently on the Sheriff's Dept. channel and will we be able to communicate with them in the future. If you know of agencies that communicate on the Sheriff's frequency and are not investing in 800, those particular people will have to work with JDC in finding another frequency, whether it's mutual aid, point-to-point, etc.

Proposed law enforcement/JDC procedural changes – P. Hacker

Paul covered in earlier topic.

Next JD Board meeting is Wednesday, October 5, 2011.

Motion to adjourn at 10:02 a.m. by R. Henrickson, seconded by T. Barber; motion carried.

MINUTES 7-6-11



**MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE**

DATE: November 16, 2011

TIME: 9:00 A.M.

PLACE: MANITOWOC COUNTY COMMUNICATION &
TECHNOLOGY BUILDING, ROOM 111

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 and acted upon at the meeting:

1. Approve agenda and previous minutes; sign-in roster circulated
2. Public input session
3. Dispatch Center update – J. Beyer
4. Unresolved law enforcement procedural issues – D. Funkhouser
5. MABAS implementation – B. Manis

Date: November 2, 2011

Dave Funkhouser, JD Board Chairman
By: Mary Herzog, Confidential Program Manager

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 Board, 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.

JD Board Meeting
Wednesday, November 16, 2011
C&T Building, Room 111

Present:	Beyer Jeff	Fricke Matt	Kedrowski Angela
	Blashe Bob	Funkhouser Dave	Manis Bill
	Brennan Bridget	Hermann Rob	Schneider Scott
	Collins Joe	Kalista Luke	Riesterer Bill
	Diegel Theresa	Katzka Aaron	Timm Kevin

Chair D. Funkhouser called the meeting to order at 9:04 a.m. Motion by J. Collins, seconded by S. Schneider, to approve agenda and previous minutes; motion carried.

Public Input - No public input.

Dispatch Center update - J. Beyer

Tower sites: All the antennae, radio equipment, and everything else is in place at the tower sites.

C&T Building: The same is true for radio equipment here at the C&T building for the Dispatch Center. The Dispatch Center is just about complete. This week they are finishing up the integration of the recording systems and hopefully today or tomorrow that will be completed.

911 equipment: Is in place. The final upgrades and everything else will occur on December 5.

New Dispatch Center: Activation of the Dispatch Center will be on December 6 at 6:00 a.m. Both facilities will operate until we're 100% complete with all the cutovers. Radio system will be at dual capacity and will be operating at both locations for up to a week after the transfer at which time we'll close down the old Dispatch Center.

In January after the holidays, we'll start meeting with the Sheriff, and all the police departments to determine how we want to provide access to the recording system for each of the departments. It can be partitioned off and the departments can pick up their own files. For the phone system it'll still have to be where Larry will have to transfer the non-emergency files into your particular partition, they aren't going to be separate lines and we can't partition the lines off beforehand for recording. So when recordings come in they'll have to be copied over into each department's partition side, if you will, for the ones you want to have access to.

The radio, on the other hand, can be partitioned off and recorded both for JDC and to the department for the frequencies that we have the recordings on. Departments will be able to download electronically.

On March 9 we'll be bringing the new frequencies up, and after March 9, we're going to try to use a 3 month time period for everyone either to narrow band or switch up to 800. At the end of 3 months, is when we would take down the old frequencies and then start our demo on the old towers.

D. Funkhouser asked about "talk" from a member from Kiel Fire Dept about a \$500 one-time per frequency fee that each community would have to pay to be using a frequency. Is that pay coming out of the County, is that through Dispatch? Jeff said it's not through the County. The Board discussed if other agencies heard about this fee. D. Funkhouser said he would check further into this.

As a follow-up, Chair Funkhouser sent out the following email that afternoon to JD Board members:

"Just a follow up on the item I asked about during our meeting this morning related to a "\$500 frequency fee". The reason none of us seemed to know about this is because it is a fee specific to our fire department here in Kiel. They are establishing a new dispatch base console and the fee is related to the FCC licensing. It has nothing to do with the new dispatch center, etc."

We have preliminary approvals on all the frequencies. It's just a matter of them being publicly noticed and signatures from the FCC. So we're in really good shape on the frequencies. D. Funkhouser asked if we've done anything with the patch from VHF to 800 so we can communicate. Jeff said that's already programmed in, tested, and working.

Joe Collins asked if everyone has the equipment needed and is ready for narrow banding? Jeff has not contacted all the agencies to check if everyone is ready, he's been so busy with this project keeping track of his own checklists. Kevin Timm will send out an email to the Fire Association reminding the agencies they must be narrow banded within 3 months

after March 9.

Jeff hasn't heard of anyone who isn't ready and has been to as many meetings as he could attend to keep reminding everyone about the deadline to be narrow banded. We will add this item on the January agenda so it can again be discussed.

Jeff thought one issue that could be a problem though is sirens. We've sent out communications to municipalities that have sirens, they have to be narrow banded within 3 months after March 9. Jeff will send another correspondence to municipalities with sirens to confirm they are in compliance with narrow band deadline.

The radio controller system we put in is designed to be a much bigger system. It can handle up to 6-8 counties with all the support agencies on the tech controller we put in. In order to have the functionality we were looking for, we had to go with that type of controller. At this point in time, Winnebago and Outagamie Counties are looking at sharing our controller with us. Basically it doesn't impact our system at all for operation. What it would allow us to do is they would be paying all costs associated with tying into it as well as adding an SSI connection to the State's system for communication and all the WISCOM frequencies, adding over-the-air-programming (OTAP) to our system, and we'll upgrade our software right away too. The good thing for the County is we would then be splitting the cost on software and maintenance of the controller. Maintenance on just the controller is about \$400,000. I do have a preliminary agreement for that to occur. I will send a preliminary draft copy to the JD Board.

We're going to apply for the Tier II WISCOM connection for everybody that travels out of the County so that we have one for all the agencies in the County. Once we get the SSI connection, hopefully through Outagamie and Winnebago, it'll be the State's system. It will almost be like it's part of our console system; it's much better than having a controller box.

Bob Blashe, I.S. – We are responsible for the equipment in the new JDC. Luke and Matt have done testing. We are working with the Dispatch group to get them into the new Dispatch Center, sit at the consoles, play with the new hardware, get used to how the tables all move and where the equipment is, and to give their stamp of approval of how the Aegis software and PC's are working, the consoles. In conjunction with what Jeff said about the 911 line cutover, we don't have a good way to test that either so that's the one area that I'm a little uncomfortable with just because I would like to test everything in advance, but once the lines come over, that's the first chance we get to be sure that works.

You should be receiving your Aegis bill in the next couple weeks. It's been an incredibly busy year with our move, County's infrastructure systems, and staff changes. Matt Fricke and Luke Kalista are the two new Aegis System Administrators in my Department.

Luke Kalista/Matt Fricke, I.S. – Aegis upgrade went well, few minor things. For rip n runs: on any one particular call that the unit has more than five status changes, the rip n run will stop being produced for that call for all units. That is a warranty item with the New World System. At this time they haven't given us the proposed time it will be fixed. We're hoping that by the time we want to do another service pack update, which will not be as major as going to Version 9, it'd be a simple update patch, maybe a half hour downtime at most, but we plan on doing a quarter one next year that this fix would be implemented in there, or if they could do what's called a one off fix, that's something that they could do outside of a normal patch schedule, if we could get it fixed for that. We're kind of at their mercy at this point to get it done.

In the CFS screen in CAD if there is, for example, apartment complex with a common name, the qualifier clears out. It doesn't say the CFS screen, but it does stay in the call log so information is still there the dispatcher has to go digging a little bit more to find it.

Angela said the qualifier would have to be an apartment number, room number, so what they found is they're entering a call, they put it in CAD, they hit enter, and without realizing it, that apartment number is gone, and she doesn't think all of them realize initially that it was deeper in the call if they did a little digging.

Luke - It's a little more work for them to do. New World wasn't able to re-create it on their system. We had to send them our database so that they could take settings and test it. We're still waiting for results on that testing.

Angela – The JDC supervisors have been training this week with Positron (phone). Motorola training is coming up and everything is moving along.

Unresolved law enforcement procedural issues - D. Funkhouser

In January, 2011, JDC came to our Manitowoc County law enforcement executive group with 13 items that they wanted feedback and cooperation from law enforcement to try and make some changes to and we agreed. Our group of police chiefs, and the Sheriff, and JDC, and the DA's Office, met quarterly to discuss issues on countywide. We used to meet monthly when we were developing task sheets for the JDC. For each of you that have been here as long as I have now,

we broke out into sub groups of fire, police, and EMS to develop task sheets then come back and get them approved.

So we're taking the same concept in place with these items that JDC was asking for cooperation for us to change on and we were making progress on that, we were doing it on a quarterly basis, but we ran into some stumbling blocks, the biggest one being CCAP and I'm not going to bore you with all the details from fire, EMS, but it was something where Dispatch said it's something they don't want to do or can't do, I guess was the correct thing, and there is a question of reliability of information. The DA made a comment that information may not be reliable, therefore, Dispatch said well, based on the DA saying that, we're no longer going to do these checks for law enforcement.

The DA has told us, meaning the police, that he misspoke and that we should probably re-evaluate this again. So back, I believe it was in July, we decided we get all the stakeholders again as a group: all the law enforcement officers, Clerk of Courts, the DA, and JDC to sit down and discuss this, and Nancy Crowley replied to my email and said no – the issue has been final and they're not going to discuss it. My reply was basically (I don't have it with me) nothing is final, we should get together and can be working on this and there was no dialogue after that point. Until our most recent quarterly meeting of the law enforcement group in October, we decided again that I would reach out to Nancy to see if they we could have a meeting. She felt it should best be handled at this Board level, that this Board, as a whole, should be determining what we do or don't do in terms of law enforcement and functions. I sent her an email on October 11 and said that we politely disagree and we think this is not a global issue that it is a law enforcement issue and should be worked out by law enforcement and JDC. I asked to see if she and her Supervisor would be willing to meet with us as a whole to work specifically on these issues to work these out. I never got a reply, no response at all. So I called this meeting. The main reason I called this meeting of the JD Board is to ask the JD Board: Do you want to be resolving procedural issues on the Board level with law enforcement or, in my opinion, and I think my peers would support this, this is a law enforcement issue, it should be resolved by JDC and law enforcement collectively, at least to agree to disagree, but not to just basically say it's not going to be discussed and then not work to resolve these issues.

I'm opening it up for discussion. Kevin Timm speaks behalf on County Fire Association said it's not our issue, it's a law enforcement issue.

Joe Collins explained CCAP is a state system that keeps track of court activity of any one individual. That information is entered by the Clerk of Courts into a computerized system. The concern D. Funkhouser is referring to is the timeliness as to when that information is updated, whether the information is accurate, inaccurate. This information is the only way/place this information is available for law enforcement outside of business hours, so when an officer stops someone on the street, and they know they're on probation or some type of court restriction, for example, the only way they can find out if that is accurate is through CCAP. CCAP is accessed through the Internet.

K. Timm made motion, seconded by T. Diegel issues that Chief Funkhouser brought up are not universal to this group, therefore recommendation would be that law enforcement group take care of the issues.

Discussion: Joe Collins asked do we want to narrow it to that level to these particular issues or do we want to broaden the motion to have working groups that actually address specific issues that are impacting those specific groups? The same should apply for fire and EMS.

D. Funkhouser said JDC brought up valid concerns over timeliness, access to the Internet, interpreting this information, and so we have good dialogue going back and forth, there's still two sides of the camp saying please do it, we shouldn't do it, so we decided let's get a group, kind of like we're sitting here right now with all the affected parties and say, is this reliable information, should we be doing this, should Dispatch be giving us this information, should we be using it to take action on. An example: 2:00 a.m. this guy is drunk, officers' have contact with him, we have no other access to find out if they have a no drink clause or if they're not supposed to be in contact with this woman or this man or whatever; we're asking Dispatch to do that; Dispatch understandably has brought up some concerns. It's gotten to the point of where we're asking for the need to resolve this and we're being told no. That's why I brought it up to the JD Board.

Angela: the probationary status and their temp. restraining orders and/or injunction would be available through the TIME system which, of course, they always check. It's mainly the bail restrictions and our position was what the DA has said, it's not a basis to make an arrest. It can be reliably two weeks out of date, and it can be very time consuming depending on the level of activity in the Dispatch Center.

D. Funkhouser agreed, but the DA said he misspoke and we should meet with the Clerk of Courts to say no, not true, this is how fast we enter the data. The main point is not to discuss the issue at this level unless you want to. The main concern is Nancy in saying "it's final – we're not discussing it". I don't think that's productive for where we want to be for law enforcement and Dispatch working together.

Amended motion made by K. Timm, seconded by T. Diegel, that the JD Board rules that any agency specific issues be

addressed through sub-committees and their proposed resolution be brought to the Board for action; motion carries.

Angela: From the perspective of the group when we have three dispatchers in the room, if there's a practice that is using the staff's time very heavily, that we are saying this is a issue with our staffing and our availability, the dispatcher's availability does affect fire and EMS as well. I think that's the only way that could be looked at as universal concerns.

D. Funkhouser explained to let us try to resolve at their own level. Everything that's going to be changed or agreed to is going to have to come before the Board as a final. But to have working draft discussions over the issue shouldn't be done at this level. It should be done at the sub-committee level, just like we did with the task sheets we brought those forward and then forward as a whole and agreed. Okay, you guys all agree, yes, Dispatch agree, yes. Police, yes. Fire, yes, etc. I don't think it's a valuable use of this Board's time to be looking at the minute things. I agree with you just as if there's a massive fire going on, our officer's are going to know we're not going to get the same level of service as we would or if there's a major accident or incident.

MABAS implementation - B. Manis

B. Manis reported having a similar problem as law enforcement. In July we have had all of the county fire districts now signed on to the MABAS program and in order to move forward prior to getting into the new Dispatch Center, the MABAS Board had asked to have a meeting with Nancy Crowley, a JDC Supervisor, and a working dispatcher so we could start to plan the implementation of MABAS once they get into the new Center and the new Center is up and running. My request from July was unanswered, so I sent a second request in August and I got a similar answer that Chief Funkhouser got is that at this time we're unwilling to meet, we're busy moving into the new Dispatch, we will not be able to meet until January. So I then sent her back a letter and I have a date in January, but there seems to be an unwillingness to meet with the user groups from management and I feel that we are the customer. So it's not just happening on law enforcement.

K. Timm asked what's going on?

Angela said she cannot speak for Nancy but said MABAS is a very different issue than CCAP. Nancy has not said we are not unwilling to cooperate in anyway, it's just that the timing is not right. MABAS implementation we're looking at once the new radio system is up and running, which we know is months away, I think we will respect your timeline and what you're doing to implement it, but Nancy has been out for medical reasons for awhile, and we have a lot going on right now. I don't believe that is a dismissal or unwillingness to meet with you, I think that's quite different.

Bill said I don't think it was unwilling to meet, pushing it back to January, from July. We have our box cards done. We are currently doing tabletop exercises without having dispatch input has been rather tough. Chief Schneider has sort of been our dispatcher, but we could really use dispatcher input while we're doing our tabletop exercises.

Dave Funkhouser asked: So simply from JDC's perspective, there's too much going on right now to take on this project?

Angela said I believe so, the timing right now is difficult.

Joe Collins asked if there was a tabletop scheduled before the next JD Board meeting. Bill said the next one is December. And could he make a formal request for JDC participation.

Bill said they did.

Angela said the last three weeks of December we've mandated all of dispatchers to work additional hours because we have someone retiring early, and we have lots more overtime to fill, specifically the last three weeks of December. A supervisor I'm sure would be willing to participate.

Bill said we asked for a supervisor and it was denied.

Angela said she remembers the emails, but she doesn't want to say something inaccurate, but she thought it was a meeting including a supervisor, a dispatcher, Nancy, that it was a specific combination of people you wanted for a specific reason.

Bill said that was for the initial meeting to get the dispatch up to speed with MABAS and start forming policies. The 2nd request was to have a supervisor at our meetings and that was denied because and I don't remember exactly how she phrased it but supervisors would not be available.

Joe Collins: Why don't you make another request to have a supervisor for your tabletop exercise?

Bill: that doesn't help the committee, it's putting the cart before the horse. They could sit and watch, but we would like to solve some of the problems before they happen

Someone asked - What are you looking for from the Board?

Bill: I was giving input that we're having a similar problem on fire side and to me, being a customer, I feel that I'm not getting the service that I should be getting.

D. Funkhouser said I would echo those comments. I was surprised because there has been productive talk and I completely agree with Angela, it's two totally different issues. But I guess the concern is, if I'm hearing what Chief Manis is saying, is that there's some type of communication going on here that we're not communicating, and that's concerning.

Nancy will be back to work December 5.

December - Current priority is Dispatch Center move on December 6. Let's them focus on their move.

January - Revisit above issues with Nancy
Meet with County Exec, if necessary

Next MABAS meeting is January 10.

Chair Funkhouser said these issues are frustrating because they are not something we just came up with in the last month. These have been discussions since at least January, Bill's started this summer and now we're at a point where we have to step back and wait again. We don't want to conflict with the Center's opening but the frustrating thing is that we'll have to revisit all of this again in January and set some specific dates if need be.

Next JD Board meeting is January 4, 2012.

Motion to adjourn at 9:53 am by B. Riesterer, seconded by K. Timm; motion carried.

MINUTES 11-16-11