



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Thursday, January 23rd, 2020
TIME: 9:00 am
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 November Meeting
4. Public Comment
5. Consideration of 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. Update on 217a Collection
8. Update on Communications Unit
 - a. Demonstrate New Equipment
9. Set Next Meeting Date
10. Adjourn

Date: January 15th, 2020

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
C&T Building
1024 S. 9th St., Manitowoc, Wis.
January 23rd, 2020

Attendance: Cleveland Police Chief – Tim Barber, Two Rivers Fire Chief – Steve Denzien, Manitowoc Fire Assistant Chief – Karl Koch, Manitowoc County Firefighters Association – Mike Koepfel, Two Rivers Police Department – Assistant Chief Brian Kohlmeier, Manitowoc Police Department – Assistant Chief Rob Barbier, Manitowoc Sheriff’s Department – Major Larry Ledvina, Manitowoc Sheriff’s Department – Major Jason Orth, Kiel Police Department – Captain Joe Jeanty, Manitowoc County Public Works Director – Gerry Neuser, Manitowoc County Communications Engineer – Bill Jones, MABAS President – Bill Manis, 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 9:00 am.

Public Comment: No one present wished to speak, therefore public comment was closed at 9:02 am.

Approve Minutes: A motion was made by Major Orth and Mike Koepfel to approve the November minutes. The motion passed unanimously.

Review & Consideration of System Authorization Form & Process: A motion was made by Assistant Chief Kohlmeier and Assistant Chief Koch to adopt the authorization form and authorization policies in the SOP. Assistant Chief Koch noted that a statement should be added to expand confidentiality rules on encrypted channels to include patient information. Additionally, concerns were expressed by several law enforcement representatives about the potential security issues of granting fire and EMS users access to encrypted law enforcement channels. Director Waack reiterated that the vote is only to adopt a process by which departments could request access and those requests would still need to be reviewed by the workgroup. Further discussion was held on the pros and cons of granting access. Major Orth also requested that a policy be added stating that authorization requests for SWAT, Metro Drug and Internal Affairs (IA) talk groups would not be granted as a matter of policy to non-law enforcement entities or the entities assigned to the IA talk group. The motion was amended to include adding a statement regarding patient confidentiality, SWAT, Metro Drug, and IA talk groups as discussed. A vote was conducted and the motion passed unanimously. Director Waack will modify the SOP accordingly and inform anyone requesting authorization to use the adopted form.

Review & Consideration of System Authorization Requests: None

Update on Communications System SOP's and Interoperability: Director Waack presented a couple of additional sections to the SOP, including a policy on issuing system keys to agencies wishing to program their own radios and procedures on patching with interoperable frequencies.

Director Waack also presented a combined Communications Resource Availability Worksheet (217a) for the ten 217a's that have been received. Of those received 190+ unique talkgroups have been identified as being in use in Manitowoc County, which underscores the need for interoperability planning.

Update on Communications Unit: Director Waack demonstrated the new ACU-M and VTAC36 repeater purchased by the Emergency Services Department. Waack also reported the JDC Supervisor Connie Bashaw recently completed her FEMA Communications Technician (COMT) training. Waack reiterated that he is recruiting individuals from departments interested in learning more about patching and field communications and that further training would be available to interested parties.

Set Next Meeting Date: A poll will be sent to pick a February meeting date.

Adjournment: A motion was made by Major Orth and Mike Koeppel to adjourn. The meeting was adjourned at 10:03am.

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



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Monday, February 24th, 2020
TIME: 1:00 pm
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 January Meeting
4. Public Comment
5. Review & Consideration of System Authorization Requests
 - a. Valders Fire Department
 - b. Bill Manis – MABAS Division 128 President
6. Update on Communications System SOG's & Interoperability
 - a. Draft SOP's Document Additions
 - b. Update on 217a Collection
7. Update on Communications Unit
 - a. None
8. Set Next Meeting Date
9. Adjourn

Date: February 19th, 2020

Travis Waack
Emergency Services Director

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RADIO SYSTEM ADVISORY WORKGROUP
C&T Building
1024 S. 9th St., Manitowoc, WI
February 24th, 2020

Attendance: Manitowoc County Board Supervisor - James Falkowski, Two Rivers Fire Chief – Steve Denzien, Manitowoc Fire Assistant Chief – Karl Koch, Manitowoc County Firefighters Association – Mike Koeppel, Manitowoc County Firefighters Association – Nathan Schleis, Two Rivers Police Department – Chief Brian Kohlmeier, Manitowoc Police Department – Assistant Chief Rob Barbier, Manitowoc Sheriff’s Department – Major Larry Ledvina, Manitowoc Sheriff’s Department – Major Jason Orth, Kiel Fire Department EMS Chief – Dick Isely, Kiel Police Department – Captain Joe Jeanty, Manitowoc County Public Works Director – Gerry Neuser, Manitowoc County Communications Engineer – Bill Jones, MABAS President – Bill Manis, Manitowoc JDC Supervisor – Connie Bashaw, Manitowoc County Emergency Services – Kayla Beckerdite, Manitowoc County Emergency Services – Director Travis Waack

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

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

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

Review & Consideration of System Authorization Requests: Two authorization requests were considered, the first from MABAS Division 128 for access to the MTSO, MTPD, and TRPD encrypted talkgroups. Mike Koeppel made a motion to approve the request, seconded by EMS Chief Isely. Discussion followed. Mike Koeppel mentioned that the Fire Association would support the request due to the MABAS president’s involvement in incident command during larger incidents. Assistant Chief Barbier expressed concern about authorizing a fire department portable on encrypted law enforcement frequencies. Chief Denzien re-iterated the MABAS Presidents critical role during incidents. Assistant Chief Koch expressed that radios with encryption should be available via the Command Post during an incident and Chief Kohlmeier reiterated that there would also be a law enforcement representative in the Unified Command. A vote was conducted with Mike Koeppel and Chief Denzein voting to approve and Assistant Chief Barbier, Captain Jeanty, Assistant Chief Koch, Chief Kohlmeier, and Major Orth voting to reject. The application was rejected. EMS Chief Isley abstained.

A motion was made by Assistant Chief Koch and Chief Kohlmeier to approve the request from Valders Fire & Ambulance for access to the MTSO encrypted talkgroup in Ambulance 7, Ambulance 8, and the VFD Command Vehicle. Discussion followed to limit use of the PA speakers for broadcasting encrypted communications on-scene. The motion was modified accordingly and a vote was conducted and passed unanimously approving the request.

Update on Communications System SOP's and Interoperability: No updates. Departments continue to be encouraged to turn in programming templates.

Update on Communications Unit: No updates

Set Next Meeting Date: The group decided to hold its next meeting in April. A Doodle poll will be sent to pick a date.

Adjournment: A motion was made by Mike Koeppel and EMS Chief Isley to adjourn. The meeting was adjourned at 1:29pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Travis Waack". The signature is fluid and cursive, with the first name being more prominent.

Travis Waack
Director
Manitowoc County Emergency Services



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Tuesday, July 14th, 2020
TIME: 9:00 am
PLACE: Zoom Video Conference

Members of the public may attend the meeting on Zoom at the following link or by dialing in:
URL: <https://zoom.us/j/97231706740?pwd=NS9Sank4UW5rOHwZXFgcktER1A4UT09>
Dial: +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 or +1 669 900 9128 or
+1 253 215 8782 or +1 346 248 7799
Webinar ID: 972 3170 6740
Password: 683224

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1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the February Meeting
4. Review & Consideration of System Authorization Requests
 - a. Department of Criminal Investigation (DCI)
 - b. Two Rivers Fire Department
5. Update on Communications System SOG's & Interoperability
 - a. System Key Request Form
6. Update on Communications Unit
 - a. None
7. Set Next Meeting Date
8. Adjourn

Date: July 7th, 2020

Travis Waack
Emergency Services Director

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RADIO SYSTEM ADVISORY WORKGROUP
Zoom Call
July 14th, 2020

Members in Attendance: Tim Barber, Robert Barbier, Theresa Becker, Steve Denzien, Dick Isely, Karl Koch, Brian Kohlmeier, Larry Ledvina, Jason Orth, Nathan Schleis, and Travis Waack. Other non-voting members were in attendance.

Call to Order: The meeting was called to order by Travis Waack at 9:00 am.

Approve Minutes: A motion was made by Theresa Becker and Nathan Schleis to approve the February minutes. The motion passed unanimously.

Review & Consideration of System Authorization Requests: Two authorization requests were considered. The first was from the Department of Criminal Investigation (DCI) to add approximately 125 radios to the system on encrypted talkgroups for MTSO, MTPD, and TRPD. Discussion on the request followed. A motion was made by Jason Orth and seconded by Brian Kohlmeier to approve the request. The motion passed unanimously. The second was from Two Rivers Fire Department to add encrypted talkgroups for MTSO, MTPD, and TRPD to their two ambulances for interoperability during law enforcement related EMS calls. Discussion on the request followed. A motion was made by Brian Kohlmeier and Theresa Becker to approve the request. The motion passed unanimously.

Update on Communications System SOP's and Interoperability: Travis Waack presented a system key request form and agreement that can be used by agencies wishing to use customer programming software (CPS). Discussion followed. Bill Jones proposed adding the following stipulations: proof of purchase on the CPS, the serial, model, and unit numbers of programmed radios must be provided to the County, and the key agreement shall be renewed annually. Those updates will be added to the form.

Update on Communications Unit: No updates

Set Next Meeting Date: A doodle poll will be sent to select a September meeting date.

Special Update: Bill Jones and Matt from Baycom gave an update on the recent interference on MCFS Main. The interference is likely coming from a construction company radio/telemetry system doing work in the area. The company has been contacted and has so far declined to respond. Baycom will further investigation if any action can be taken via FCC licensing. Theresa Becker reported that the interference has been causing issues with dispatch being able to hear Mishicot Ambulance. Bill Manis of MABAS also expressed concern regarding the interference. The County will continue exploring options.

Adjournment: A motion was made by Brian Kohlmeier and Theresa Becker to adjourn. The meeting was adjourned at 9:34 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services



MANITOWOC COUNTY

RADIO SYSTEM ADVISORY WORKGROUP

Meeting Notice

DATE: Thursday, September 17th, 2020
TIME: 9:00 am
PLACE: Zoom Call

Members of the public may attend the meeting on Zoom at the following link or by dialing in:
URL: <https://zoom.us/j/97860750518?pwd=Uk9zS2VrdmRUS3M3MXdEam9lZHczdz09>
Dial: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799
or +1 669 900 9128 or +1 253 215 8782
Password: 576915
Webinar ID: 978 6075 0518

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1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the July Meeting
4. Review & Consideration of System Authorization Requests
 - a. Manitowoc Fire Rescue Department
 - b. Mishicot Ambulance
5. Update on Interference on County Fire Pagers
6. Update on Communications System SOG's & Interoperability
 - a. Kenosha Law Enforcement Interoperability Lessons Learned
7. Update on Communications Unit
 - a. None
8. Set Next Meeting Date
9. Adjourn

Date: September 9th, 2020

Travis Waack
Emergency Services Director

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RADIO SYSTEM ADVISORY WORKGROUP
Zoom Call
September 17th, 2020

Members in Attendance: Tim Barber, Robert Barbier, Theresa Becker, Steve Denzien, Dick Isely, Joe Jeanty, Karl Koch, Brian Kohlmeier, Jason Orth, and Travis Waack. Other non-voting members were in attendance.

Call to Order: The meeting was called to order by Travis Waack at 9:02 am.

Approve Minutes: A motion was made by Steve Denzien and Brian Kohlmeier to approve the July minutes. The motion passed unanimously.

Review & Consideration of System Authorization Requests: Two authorization requests were considered. The first was from the Manitowoc Fire Rescue Department to add encrypted talk groups for MTSO, MTPD, and TRPD to their command vehicles and ambulances for interoperability during law enforcement related EMS calls. Discussion on the request followed. A motion was made by Steve Denzien and seconded by Theresa Becker to approve the request excluding MTSO & TRPD from the Chief's portable, which can have MTPD as previously authorized by the MTPD. The motion passed unanimously. The second was from Mishicot Ambulance to add encrypted talk groups for MTSO to Ambulance 15 for interoperability during law enforcement related EMS calls. Discussion on the request followed. A motion was made by Steve Denzien and Dick Isely to approve the request. The motion passed unanimously.

Update on County Fire Pager Interference: Travis Waack presented an update on the interference being heard on County Fire/EMS pagers. It was noted that a letter was sent by the County Executive regarding the issue and another update was provided via email since the last meeting. The interference is not coming from the County system and is being heard directly from Benzie County, Michigan, on pagers and other devices without PL protection. Baycom analyzed the situation and determined that there is nothing Benzie County could realistically do to eliminate the interference and any action with the FCC would likely result in them advising Manitowoc County users to use pagers/radios with PL protection to filter the interference. Users are advised to place their pagers in private/page mode and use portables to monitor or investigate upgrading to pagers with PL protection as future interference from this or other sources is likely and unavoidable.

Update on Communications System SOP's and Interoperability: Travis Waack presented on how interoperability was achieved during the recent unrest in Kenosha where numerous law enforcement agencies from around the State provided mutual aid. Temporary repeaters were setup on VTAC36 & 8TAC92 and patched into the Kenosha law enforcement channels. Arriving mutual aid units with VHF radios were asked to switch to VTAC36 and units with 800MHz radios were asked to switch to 8TAC92 on arrival. This underscores the importance of having all VHF/800 national interoperability channels in all department radios per our SOP that encourages departments to "program into their department radios the VHF, WISCOM, 700, and 800 MHz interoperability plans as found in the Wisconsin Field Operations Guide (WI-FOG) version 1.0 to the extent possible based on the capabilities of their radios."

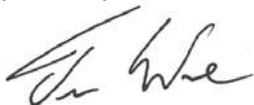
Manitowoc County Emergency Services current owns a deployable VTAC36 repeater and has plans to acquire an 8TAC92 repeater in 2020 or 2021.

Update on Communications Unit: No updates

Set Next Meeting Date: A doodle poll will be sent to select a November meeting date.

Adjournment: A motion was made by Brian Kohlmeier and Jason Orth to adjourn. The meeting was adjourned at 9:25 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services