OASIS

(Organization of Affiliated Secure Interoperable RF Subsystems)

911 Special Committee

Minutes

January 22, 2019
1100-1300

Oak Creek Civic Center
8040 South 6th Street
S104 Tower
Conference Room
Oak Creek, WI

dial-in: 712-775-7031
passcode 134-103-162

MEMBERSHIP

Liane Scharnott, Chair
911 Director, Bayside Communications
Appointed by Milwaukee County Association of Fire Chiefs

Jay Fernandez, Vice Chair
IT Manager, City of Cudahy
Appointed by Milwaukee County Law Enforcement Executives Association

Jeremy Lucas, Secretary
PSB Analyst, County Administrative Services
Appointed by Milwaukee County Executive

Andy Carrion
Public Safety Partner, County IMSD
Appointed by Milwaukee County Executive

Tamara Engelken
911 Manager, City of Wauwatosa
Appointed by Milwaukee County Law Enforcement Executives Association

Kevin Koenig
Acting IT Manager, City of Oak Creek
Appointed by Milwaukee County Association of Fire Chiefs

Steven Beyer
Captain, City of West Allis Police

OPENING

1. Call to Order
   - Roll Call at 11:01 AM
   - Present: 6 – Beyer, Carrion, Fernandez, Koenig, Lucas, Scharnott
   - Excused: 1 – Engelken
   - Guest: Kinnyetta Patterson (OEM)
2. Approval of 1/22/2019 Meeting Agenda
   - Motion to approve by Mr. Lucas, Mr. Fernandez seconded
   - Approved 6-0
3. Approval of 11/26/2018 Meeting Minutes
   - Motion to approve by Mr. Fernandez, Mr. Koenig seconded
   - Approved 6-0

OFFICER REPORTS

4. Chair's Report
   Liane Scharnott, Chair
   - Chair Scharnott wished to handle some housekeeping items related to communication with the 911 Special Committee email. Hierarchy was determined for responding to emails to committee. Motion made by Mr. Lucas to have Chair and/or Vice Chair responsible for soliciting responses to individual questions and copying group email. Seconded by Mr. Koenig. Approved 6-0.
   - Motion made by Mr. Lucas for 911 Special Committee members to communicate progress to group on weekly email each Thursday on outstanding deliverables, seconded by Mr.

Fernandez. Approved 6-0.

5. OASIS Governance Board minutes
Liane Scharnott, Chair

- No update since last meeting

COMMITTEE REPORTS

n/a

OLD BUSINESS

6. PSAP Capability Survey Results
Jay Fernandez, Vice Chair

- Mr. Fernandez informed the 911 Special Committee that the survey was sent out on 1/22/19.
- Mr. Carrion added that the information in the survey will export to an Excel spreadsheet and that an outbound email from the tool informs members when surveys are completed.
- Mr. Fernandez volunteered to periodically download the information and add it to the 911 Special Committee's OneDrive site.
- Chair Scharnott inquired about a deadline. Mr. Fernandez informed the Chair that none was included in the communication, however the intent was to follow up with an email to recipients by 2/1/19, and, in the second week of February, contact unresponsive recipients via telephone. Mr. Fernandez hoped to have survey information to report by the February meeting of the 911 Special Committee.

7. PSAP Capability Survey Outreach
Kevin Koenig, Member

- Outreach plan discussed in item #6

8. 911 Special Committee Mission Statement
Jeremy Lucas, Secretary

- Mission statement as submitted: "The mission of the 911 Special Committee of the OASIS Governance Board is to represent and advocate for the collective interests of the 12 PSAPs serving Milwaukee County residents."
- Motion to approve mission statement by Mr. Lucas, seconded by Mr. Fernandez. Approved 6-0.

9. 911 Special Committee Purpose Statement
Jeremy Lucas, Secretary

- Mr. Fernandez questioned the inclusion of some items in the draft purpose statement due to them being of wider scope than the intent of the Milwaukee County Law Enforcement Executives Association (MCLEEA). Mr. Fernandez referred to the email which solicited his involvement into the group.
- The 911 Special Committee agreed to tighten the scope of the purpose statement to refine 911 Special Committee deliverables.
- Amended purpose statement: "On behalf of the OASIS Governance Board, the 911 Special Committee's purpose is to engage leadership and stakeholders of the 12 PSAPs serving

Milwaukee County to advocate for improvements to system service, interoperability, and efficiency. The 911 Special Committee will report on a baseline survey from cell providers on call volume and cell call origination; study the fiscal and operational impacts of Next Gen 911 (NG911); propose policy and suggestions for implementation of the CAD2CAD project; research the impact of a change of Milwaukee County Ordinance 91.09 (regarding cellular call origination & transfers); report preparedness of PSAPs on NG911 capability; and explore funding opportunities to benefit all PSAPs in Milwaukee County."

- Mr. Lucas motioned to approve the purpose statement as amended. Mr. Fernandez seconded, and the motion was approved 6-0.

10. CAD2CAD Capital Project
Andy Carrion, IMSD Public Safety Partner

- Mr. Carrion reported that a go-live date for 1/24/19
- Mr. Carrion also reported that the VCAN tunnel was more challenging than anticipated and that a change order with the vendor is being investigated to change to SSL.

11. Cellular provider outreach and collected data
Kevin Koenig, Member

- Mr. Koenig reported that T-Mobile has finally responded to his request for data. Mr. Koenig stated that he has most other vendors mapped but advised that one of the challenges he is facing is that not all providers can give data for an entire year, most only provide a month. Mr. Koenig added that his goal is to divide cell sectors by coverage ratio of municipality to get call volume estimates.
- Mr. Carrion suggested that an attempt be made to get call volume from warmer months if possible due to the increase in activity. Mr. Koenig responded that the process is labor intensive because most carriers only keep data for 60 days.
- Mr. Koenig aims to bring a report by provider on which towers belong to which municipality.

12. Translation of cellular provider data
Jay Fernandez, Vice Chair
Kevin Koenig, Member

- Mr. Koenig solicited feedback on his plan to allocate call volume by percentage of coverage by tower. The 911 Special Committee determined that was acceptable
- Mr. Koenig also offered the tactic of importing Milwaukee County Vesta data with latitude and longitude coordinates and overlaying that information with the data provided by the cellular companies to double check tower allocation.

13. PSAP effects of Milwaukee County Ordinance Chapter 91 Revision
Jeremy Lucas, Secretary

- Mr. Lucas provided handouts for the committee with charts detailing the allowable expenditure restraint program growth allowance versus actual tax levy limit growth. Mr. Lucas emphasized that many municipalities do not levy their allowable growth now but that the addition of required personnel or capital for PSAPs could be a challenge.
- Mr. Lucas also provided a chart of Milwaukee County levy limit increases by category from 2014-2017. Mr. Lucas reported that the majority of levy limit increases for Milwaukee County

municipalities were due to increases in debt service. Capital expenditures for additional PSAP volume could be added through debt service is eligible however personnel is an operational expense not exempt from state tax levy limits.

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NEW BUSINESS

14. Report to the OASIS Governance Board
    Liane Scharnott, Chair

    - OASIS Governance Board Deadlines – Chair Scharnott will update the board with survey deadlines.

15. Determine 2019 meeting dates, times and locations. All meetings 11A-1PM unless otherwise noted.

    - Feb 19th, 2019 Cudahy, WI
    - March 19th, 2019 West Allis, WI
    - April 23, 2019 Wauwatosa, WI
    - May 21, 2019 Milwaukee, WI
    - June 18, 2019 Bayside, WI
    - July 23, 2019 Oak Creek, WI
    - Aug 27, 2019 West Allis, WI
    - Sept 17, 2019 Wauwatosa, WI
    - Oct 22, 2019 Milwaukee, WI
    - Nov 19, 2019 Bayside, WI
    - Dec 17, 2019 Cudahy, WI

OPEN FORUM FOR MEMBERS

n/a

OPEN FORUM FOR NON-MEMBERS

n/a

ADJOURNMENT

Motion to adjourn made by Mr. Lucas, seconded by Mr. Fernandez. Meeting adjourned 12:46 PM