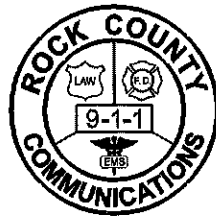


Rock County, Wisconsin



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911 COMMUNICATIONS COMMISSION

Wednesday, May 16, 2012, AT 1:30 PM

ROCK COUNTY COMMUNICATIONS CENTER

Agenda

1. Call to Order and Approval of Agenda
2. March 21, 2012 minutes approval
3. Comments from the Public
4. Quality Assurance Quarterly Report
5. Rock County Police/Fire/EMS Facebook Page
6. Analog to Digital Radio Project Update
7. Tow Rotation Guidelines
8. Policy Updates: G2-Goals & Objectives
9. Informational Items & Updates
10. Adjournment

**The future Fire/EMS
technology needs meeting will
immediately follow the
Commission meeting.**

Commission members:

*Please contact the Communications Center
if you are unable to attend.*

In order to conduct official business,

A quorum must be present



ROCK COUNTY COMMUNICATIONS CENTER

ACTIVITY UPDATE

May 4, 2012

ADMINISTRATIVE

The next step of the analog to digital voice radio conversion project will be the cutover of the existing fire paging system to narrowband operation. This process is expected to be completed by May 1, 2012. Then, all user agencies will participate in the field-testing of their respective P-25 radio equipment. This testing will start this month. Each user agency will be individually contacted to schedule the field-testing of their respective mobile and portable radio equipment. User agencies need to make sure that their non-infrastructure radio equipment (base stations and control stations within their facilities) is programmed for narrowband operations by January 1, 2013. The final step in the analog to digital conversion project will be the programming of user agency field radio equipment to primarily digital operation.

Implementation dates for the Motorola Computer-aided Dispatch (CAD) system are still pending.

CALEA assessors were on site at the 911 Communications Center April 14-18, 2012, for the purpose of determining if the Center will retain accreditation status. The Rock County 911 Communications Center has been CALEA accredited since 2000 and is the longest standing CALEA accredited communications center in the United States. The assessor's on-site report is expected to be positive but actual re-accreditation status is not granted until July 2012.

An upgraded microwave link from the 911 Center back-up site (Town of Beloit Fire Department) and the current 911 Communications Center has been

implemented. This microwave upgrade will accommodate our planned Computer-aided Dispatch (CAD) system upgrade and digital voice radio communications project.

A large amount of southern Rock County public safety radio equipment is housed at the Beloit Mill Street water tower site. A new radio equipment building at Beloit Mill Street will be purchased and installed later this year.

To facilitate more efficient communications between the 911 Center dispatchers, the Rock County Sheriff's Office Dispatcher will move to console #6 and the Janesville Police Department Dispatcher will move to console #3. This relocation effort will allow the Rock County Dispatcher to more effectively communicate with both the Janesville and Beloit Police Department Dispatchers.

INFORMATION TECHNOLOGY

The field of potential vendors for the new RMS system has been narrowed down to two. A final selection is expected soon.

An RFP has been released accepting bids for the installation of a new network link to Blackhawk Technical College. This link will allow us to place an Access Point at BTC, which any police, fire or EMS agency can utilize.

FIRE/EMS & LAW ENFORCEMENT JOINT WORKGROUPS

On December 15, 2011, the Fire/EMS & Law Enforcement Workgroups met and discussed the following:

Paging System Transition

Sleeter stated the Edgerton Fire Department has agreed to narrowband all the fire/EMS pagers. This is a large undertaking that will include hundreds of devices. The paging transition will start at the beginning of February.

Core Radio Frequencies List – Update

Sleeter stated we're still waiting on a couple of frequencies to be approved/authorized. It was noted the airport channel was a municipal channel and will be changing to a repeater.

Encryption Discussion

It was noted that the State of Wisconsin is still flip-flopping between AES and DES encryption. AES is more expensive but more secure than DES. General Communications stated they don't need a decision from Rock County right now, so Sleeter advised agencies to keep thinking about which option they'd like.

Communications Upgrade/Interoperability Notice to Surrounding Public Safety Agencies

Sleeter distributed a draft of a letter to surrounding public safety agencies informing them of Rock County's radio system modifications. Sleeter asked if agencies were okay with the content of the letter; workgroups approved.

Licensing of User Agency Radio Equipment on Municipal Channel

Sleeter reminded the workgroups that base stations and control stations in municipalities will need to be narrowbanded, and these are not covered by the County's conversion project.

OJA Radio Upgrade Grant/Implementation Workshop

Sleeter stated a local OJA implementation workshop has been scheduled for next Monday. A few stated they had problems downloading the application. It was noted that filling out the application would be covered in the workshop.

Joint Licensing for State Radio Frequencies

Joint licensing of state-wide frequencies will be completed by General Communications for Rock County public safety agencies.

Open Discussion

No Discussion

FIRE/EMS WORKGROUP

On January 26, 2012, the Fire/EMS Workgroup met and discussed the following:

Paging System Transition

Edgerton Fire Department will begin re-programming of all Rock County Fire/EMS pagers to narrowband operations the first part of February. Fire/EMS agencies should contact Chief Demrow or Deputy Chief Beckworth soon to make arrangements for their agency transition. The paging radio infrastructure will be modified for narrow and wide band paging communications during the transition. Testing is mandatory at the time of re-programming.

Core Radio Frequencies List – Update

Sleeter distributed the final draft of the Rock County Core Radio Frequency List. The draft will become final when the FCC approves the final frequency coordination (should be first of February – 2012). Then the list will be distributed to all public safety agencies. It is mandatory that each agency uses the assigned Channel Label and Description in their respective radio equipment. User agencies can then provide their radio vendors with the frequency list for programming.

Analog to Digital Conversion Project Update

The analog to digital conversion project remains on track with the pre-existing timeline. All user agencies will need to have P25 digital radios acquired, programmed and ready for use by March 30, 2012. If an agency has a problem meeting that timeline they should contact Sleeter as soon as possible.

Communications Upgrade/Interoperability Notice to Surrounding Public Safety Agencies

Sleeter provided attendees with a copy of the Rock County Public Safety Voice Radio Communications Modifications letter that had been sent out to all adjacent Rock County adjacent public safety agency representatives around January 18, 2012. Representatives were encouraged to share this information with all adjacent County public safety agencies they work with to make sure that the information gets to all affected agencies.

OJA Radio Upgrade Grant Update

As a result of the OJA Radio Upgrade grant some Rock County public safety agencies have received grants for their field radio equipment. Other agencies are waiting for word from OJA.

Joint Licensing for State/Rock County Radio Frequencies

A joint licensing authorization form was developed and distributed at the workgroup meeting for Rock County Core Radio Frequencies and State of Wisconsin Mutual Aid Frequencies. This form would provide Rock County public safety agencies with the authorization to transmit on any State Mutual Aid Frequency or Rock County Core Radio Frequency without having to hold individual licenses for these same communications capabilities. Every Rock County public safety agency is encouraged to fill out both authorization forms and forward it to Sleeter.

Open Discussion

Lt. McManus provided information from the State Plan for Mutual Aid Communications Frequencies (Annex K/version 4.6) and the

Wisconsin Statewide Public Safety Common Frequency Chart. Chief Huffman wanted Sleeter to know that Rock County Fire/EMS agencies have/will be going to "I am responding" software. Huffman asked when/if the Communications Center could be integrated into this system. Sleeter advised that the current Computer-aided Dispatch system is not capable of integration into the "I am responding" software, but the issue will re-addressed with the new CAD in late 2012.

On March 8, 2012, the Fire/EMS Workgroup met and discussed the following:

Analog to Digital Conversion Project Update

Sleeter stated the conversion project is going along as planned with the same timetables as before. He advised agencies to let him know if they expect delays in getting radio equipment by April 1st.

For the past couple of weeks, General Communications has been configuring tower equipment to go from analog to digital. Next week they'll begin with some testing.

Core Radio Frequencies List – Final Version

The final version of the Core Radio Frequencies that was sent out needs one more modification. Channels need to be assigned a "talk group ID." Otherwise, the frequency talking will not show up in scan mode. This is something that will be programmed in by the radio vendors. This should complete the frequency list to best of everyone's knowledge.

Paging System Transition (Feb-March Cutover) – Status Check

Edgerton Fire confirmed the programming of pagers for narrowband operations has begun. Agencies that have not responded regarding making arrangements for programming with Edgerton Fire will be contacted at the next Fire Officers meeting on Tuesday.

Field User Radio Equipment Training and Programming

Sleeter stated there are a couple levels of training to consider for the analog to digital

conversion. The first would be to address the radio frequency changes. It was decided that a cheat sheet highlighting the frequency changes would be helpful with the transition. The second level of training to address is proper use of digital radio equipment. Sleeter presented a video that addresses this specifically for fire departments and will forward the video to any agency that would like to utilize it.

Sleeter reminded agencies that preexisting P25 radios will need to be programmed.

Open Discussion

April 8-14 in Telecommunicator Week. April 14-17 is the Communications Center's CALEA reaccreditation on-site visit.

LAW ENFORCEMENT WORKGROUP

On January 24, 2012, the Law Enforcement Workgroup met and discussed the following:

Analog to Digital Conversion Project Update

The Analog to digital conversion project remains on track with the pre-existing timeline. All user agencies will need to have P25 digital radios acquired, programmed, and ready for use by March 30, 2012. If an agency has a problem meeting that timeline they should contact Sleeter as soon as possible.

Core Radios Frequency List – Update

Sleeter distributed the final draft of the Rock County Core Radio Frequency List. The draft will become final when the FCC approves the final frequency coordination (should be first of February – 2012). Then the list will be distributed to all public safety agencies. It is mandatory that each agency uses the assigned Channel Label and Description in their respective radio equipment. User agencies can then provide their radio vendors with the frequency list for programming.

V-Call Base Station

Sleeter stated he will be looking for funding for the V-Call Base Station. The V-Call10 will

function as an interoperable frequency for outside agencies coming into our area.

Communications Upgrade/Interoperability Notice to Surrounding Public Safety Agencies

Sleeter provided attendees with a copy of the Rock County Public Safety Voice Radio Communications Modifications letter that had been sent out to all Rock County adjacent public safety agency representatives around January 18, 2012. Representatives were encouraged to share this information with all adjacent county public safety agencies they work with to make sure that the information gets to all affected agencies.

RMS RFP Update

Mosley stated there were 11 responses to the RMS Request For Proposal. Rock County IT will be holding a meeting at the EOC next week to provide summaries of proposals and provide a chance for agencies to ask questions.

OJA Radio Upgrade Grant Update

As a result of the OJA Radio Upgrade grant, some Rock County public safety agencies have received grants for their field radio equipment. Other agencies are waiting for word from OJA. Agencies that received the OJA Radio Upgrade grant are cautioned to make sure they are buying the correct radios that are allowed by the grant.

Joint Licensing for State Radio Frequencies (Rock County Users)

A joint licensing authorization form was developed and distributed at the workgroup meeting for Rock County Core Radio Frequencies and State of Wisconsin Mutual Aid Frequencies. This form would provide Rock County public safety agencies with the authorization to transmit on any State Mutual Aid Frequency or Rock County Core Radio Frequency without having to hold individual licenses for these same communications capabilities. Every Rock County public safety agency is encouraged to fill out both authorization forms and forward it to Sleeter.

Mutual Aid Requests

Bill Tyler requested a discussion on mutual aid requests as a result of the officer involved shooting in the Town of Beloit awhile back. He had the understanding that dispatch has the authority to send anyone to any call, while this did not seem to be the case during the Town of Beloit shooting. Sleeter stated that the Communications Center has the authority to send any Rock County public safety responder to any mutual aid request of another Rock County public safety agency. Concerns were also expressed over the relaying of information to other agencies that might be able to assist. Sleeter stated that concerns like these should be brought up with Sukus as soon as possible so that she can critique the incident and investigate specific concerns.

Tow Procedure Update

Sukus contacted DOT in December again to see if they have a final version of the WisDOT TIME Guidelines so that we can use that to send out with our letters to the Tow Companies. She did not receive a final answer from the people Paul Keltner (DOT) forwarded it to and has been checking online for the latest version, which is still showing 2008. When Sukus checked with them last June, they said that the final draft did not end up getting approved like they had planned because of some agency's concerns with the helicopter protocols they had listed, so they had to re-do some of that. Sukus is not sure if that is still the reason for the delay (he also mentioned budget cuts with printing, but she told him we only needed an electronic version).

Sukus will be periodically checking the status on this when time allows.

Open Discussion

None

On March 6, 2012, the Law Enforcement Workgroup met and discussed the following:

Analog to Digital Conversion Project Update

The Analog to digital conversion project remains on track with the pre-existing timeline.

All user agencies will need to have P25 digital radios acquired, programmed, and ready for use in April. Cutover is expected to begin in May.

Rich from General Communications said infrastructure work is being completed as expected. Next week they will be configuring base stations and testing the interface with the new consoles. Agencies will start hearing General Communications talking/testing over the radios in a couple weeks. They will start scheduling agency testing soon.

Core Radios Frequency List – Final Version

Sleeter stated the Core Radios Frequency List that was previously sent in final form needs one more update. It was not known before that each digital channel would need a "talk group ID." This will be something the radio vendors program into the mobiles and portables.

Tow Procedure

The State has come out with the final draft of tow guidelines to update the tow rotation list in CAD. Sukus will bring this to the next 911 Commission meeting for approval.

Field User Radio Equipment Training and Programming

Sleeter questioned if agencies were interested in providing users with training on proper usage of digital radios, since digital is somewhat less forgiving than analog. There's currently a video that covers this aimed at Fire Departments, but one for Law Enforcement hasn't been found yet (contact Sleeter if anybody comes across one).

Open Discussion

Tyler asked how simulcasting was going. Sleeter stated he hasn't heard of any issues.