

**Radio System User Committee
Minutes
December 3, 2009**

The meeting of the Radio System User Committee was called to order, by Chairman James L. Albrinck at 3:35 pm in Room 240 of the Justice Center of Ozaukee County, Port Washington. Roll Call was taken and present were committee members: James Albrinck (Chairman), Supervisor Gerald Walker, Wendy Maehtle, Bill Tackes, Chief William Meloy and Patrick Pryor. Others in attendance: Shawn Anderson, Technology Resources; John Schrader, Washington County Radio Service; John Mesich, Technology Services; and Mark Owen, Ozaukee County Emergency Management Director. Absent committee member: Chief Dave Harvey.

Per Chairman Albrinck, meeting was properly noticed. Agenda adopted.

3. Public Comments/Correspondence and Communications. None.

4. Approval of October 22, 2009 Minutes. Motion made by Chief Meloy, second by Supervisor Walker to approve the minutes. Motion carried.

5. MABAS Update and Re-Programming Radios. John Schrader advised the group the projected date for equipment installation has been delayed. Schrader believes the MABAS equipment should be up and running by the end of January 2010.

John Mesich, Shawn Anderson and others will be programming the radios with the MABAS channels. The process should be relatively smooth and efficient with the use of the same template loaded at two different sites to handle the programming of the radios.

6. Resolution of Concordia University issues from 10/22 meeting. Discussion ensued in regards to the Group's recommendation of any further access to Mequon PD's 800 talk groups by Concordia University was to be decided by the Mequon Police Chief. In addition the recommendation of utilizing a PATCH, when necessary for communication between Concordia Security and Mequon Police Reserves to address Mr. Valdes' concerns was also discussed.

Pat Pryor presented copies of a letter authored by Chief Graff, Mequon PD, addressed to Mr. Valdes. The letter endorsed the use of a PATCH in lieu of granting further access to additional Mequon PD law enforcement talk groups.

Pat Pryor further relayed Chief Graff's thanks with our Group's assistance in the matter.

Shawn Anderson will work with Mequon PD in setting up the PATCH and instructing the Mequon Dispatchers in the activation and de-activation of such.

7. Report of Committee on Allocation of Mutual Aid Channels in the event of an 800 system failure. Chairman Albrinck and Wendy Maehtle gave the Group an overview of the subcommittee's protocol recommendation along with a letter from the Group to the radio users outlining the allocation.

The Group discussed proper emergency radio etiquette during a complete system-wide failure. Dissemination of this protocol by the Group to their members was discussed. Discussion ensued with the Group in regards to users moving to MABAS channels for fire ground, tactical operations, evacuations, etc. during major incidents during a complete system-wide failure to free up the Mutual Aid Channels. In addition there were a few changes made to the letter to be distributed to the users.

(Shawn Anderson left the meeting at 1621 hrs due to being called away to address a data problem.)

Chairman Albrinck wanted the Group to be aware of the new state nomenclatures for the Mutual Aid Channels, which may require reprogramming of radios with these new nomenclatures in the future.

Discussion ensued in regards to 800 Radio System failure drills.

Chairman Albrinck entertained a motion to adopt the 800 Radio System Backup Procedure with the changes agreed to by the Group and to distribute the letter to all agencies, moved by Chief Meloy and second by Pat Pryor. Motion carried.

8. Washington County Update. John Schrader had nothing new to report.

9. Agenda Items Added at Beginning of Meeting/Comments by Members. No new agenda items were added. Mark Owen expressed interest in the radio system failure drills, and the possibility of incorporating a round-table exercise in conjunction with the drill.

Chairman Albrinck appointed the following individuals to form a subcommittee in planning and presenting the Group with a radio system failure drill: Wendy Maechtle, Mark Owen, John Mesich and Shawn Anderson. The subcommittee will meet and present their recommendation at the next Radio User Group meeting.

Wendy Maechtle forwarded a suggestion presented to her from Captain James Johnson in regards to moving to a 4-digit radio call number system. This will be an agenda item for the next Radio User Group meeting.

The next Radio User Group meeting was tentatively set for February 25, 2010 at 3:30pm in room 240 at the Justice Center.

There being no further business, motion by Supervisor Walker, second by Bill Tackes to adjourn at 4:56 p.m. Motion carried.

Cc: County Clerk
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