

**Waukesha County Communications  
Dispatch Operations Commission  
Meeting Minutes**

**Chair:** Corky Curtis  
**Co-Chair:** Donald Wiemer  
**Commission Members**

Steve Marks, Dan Tushaus, Jean Tortomasi, Dan Buchholtz, Joe Giver and Robert Rosch

**Meeting Date:** 3/09/2009 **Time:** 11:00 a.m. **Location:** EOC

**Present:** Steve Marks, Robert Rosch, Dan Buchholtz, Daniel Tushaus, Mike Biagioli, Jean Tortomasi, Donald Wiemer, Corky Curtis, Joe Giver, Sherri Stigler, Richard Tuma and Kelly Glenzer.

**Call to Order**

The meeting was called to order at 11:00 a.m..

**Approval of previous minutes:**

Motion to approve the 2-09-09 minutes.

Motion made by Dan Buchholtz.

Seconded by Daniel Tushaus.

Minor corrections need to be made per Jean Tortomasi. Changes will be made and corrected minutes will not be sent back out.

Motion approved unanimously.

Corrected 12-08-08 minutes were sent out with the agenda.

**New CAD Process:**

Richard Tuma addressed the group. The CAD Consultant will be at WCC on March 12, 2009 to go over the latest draft of the RFP. With the input received on the last draft document, and the CAD meeting this week, we are hopeful that the RFP will be complete enough to go before the Police Protocols, Fire Protocols and the DOC for approval. That would give us a possible release date in mid April. The vendors will have 60 days to respond to the RFP, which would mean the Evaluation Group would have it mid June. If all goes well, we could be in CAD contract negotiations in the fall.

Don Wiemer asked if in the RFP we listed the shortcomings of the Spillman CAD so that mistakes are not repeated. Richard responded that the CAD Committee tried to keep negative statements about Spillman out of the RFP, but included language so that the new CAD is without those shortcomings. Richard Tuma reported that the consultant stated that he had never worked with a PSAP that spent so much time on the front end developing the RFP. The consultant has suggested some wording changes to make it clearer that WCC is not asking for customization of a CAD system.

**EMD Version 12**

Sherri Stigler reported that Fire Protocols had been informed about the Version 12 upgrade to EMD, and that the committee determined a need to review all of the EMD changes in conjunction with updating their response plans. In addition, a focus group was formed to review and update the Fire Cards that dispatchers use to process Fire calls. This will give all of the Fire Departments the opportunity to review and update their response plans. Kaye Kumbier, Duane Bondar and Kelly Glenzer will be tasked to enter all the response plans into CAD.

**Technology Committee Report and Recommendations:**

There were no recommendations from the Technology Committee.

**Police Protocols Committee Report and Recommendations:**

Robert Rosch addressed the group. At the last Police Protocols meeting, the Spillman 4.6 upgrade was discussed. There is also a 6.0 update to Spillman that will not be implemented until after the new CAD is in use.

The offense code list in Spillman will be updated. Currently there is a code "NC" (No Code) that is being used quite extensively, but is generic and becomes a problem when attempting to search for a specific offense. There will be

updates to all offense codes in order to give them a more appropriate code that will match the offense that was committed.

Several officers reviewed copies of Emergency Police card sets to see if this was something we might use at WCC. The overall consensus was that WCC not use these card sets. The process was found to be somewhat cumbersome and busy, and the questioning seemed to be too restrictive in nature. The general consensus was to allow dispatchers the ability to filter through and ask appropriate questions as they currently do given the training tools they already have in place.

Updated Attempt to Locate SOP. This was approved at Police Protocols, however Sherri Stigler would like to add one line to the SOP that reads, "BOLO messages shall include the date and time of occurrence". Motion to approve with the added language by Robert Rosch and seconded by Donald Wiemer. All in favor.

The Public Safety record System – Access Policy SOP was also changed since the last meeting. Donn Hoffmann added language on page three of the SOP (section F) to address Emergency Operations Centers. Motion to approve was made by Donald Wiemer and seconded by Daniel Tushaus. All in Favor.

**Fire Protocols Committee Report and Recommendations:**

Sherri Stigler addressed the group and reported that the Fire Departments are reviewing their fire card sets. There are also changes coming for the test schedule for the Fire Department pagers and equipment to incorporate the testing of quadrant tones. Nothing for approval at this time.

**Agenda Items for Next Meeting:**

Update on the use of MyStateUSA to send alerts to geographically chosen areas. MyState was used on 3/9/09 for a call with the Waukesha County Sheriff; members would like to discuss the call and the details of using MyState. There was a brief discussion on what information was known at the time of the meeting about this call. If anyone has something to discuss please contact Richard Tuma.

Motion to adjourn at 11:26 a.m. made by Steve Marks.  
Seconded by Bob Rosch.  
All in Favor.

The next DOC meeting will be April 13<sup>th</sup> at 11:00 a.m. at Waukesha County Communications EOC.

**Waukesha County Communications  
Minutes approved by:**

**Commission Chair/Co-Chair:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature