

**Radio System User Committee  
Minutes  
December 12, 2019**

The meeting of the Radio System User Committee was called to order by Chairman, Mark Kastens at 2:32 pm in the Jury Assembly Room, Room 211, of the Justice Center of Ozaukee County, Port Washington. Roll Call was taken and present were committee members: James Albrinck, Dan Birenbaum, Josh Borden, Mark Kastens, Wendy Maechtle, Supervisor Rick Nelson and Bob Ramthun. Others in attendance: Dennis Buchholtz, President of Communication Site Management, Contract Manager for Ozaukee County radio upgrades; Bill Esselmann, Newburg Fire Department; Jeff Vahsholtz, Cedarburg Fire Department; Rick Wollin, Radio Services; Jason Dzwinel, Ozaukee County Administrator; Tim Romanelli, Harris Account Manager; Shawn Anderson, Ozaukee County Radio Services; Lt. Wayne Lambrecht, Ozaukee County Sheriff's Office; Ozaukee County EM Director, Scott Ziegler; Division Chief Matt Karpinski, Grafton Fire Department; and Gary Schmidt, Milwaukee County Fire Bell.

2. Per Chairman, Mark Kastens, meeting was properly noticed. Agenda was adopted.

3. Approval of September 12, 2019 Minutes. Motion by Jim Albrinck, second by Supv. Rick Nelson, to accept the minutes as presented, motion carried.

4. Election of Chairperson for the Radio System User Group.

Chairman Mark Kastens opened the floor for nominations for RUG Chairman.

Nomination made by Jim Albrinck, second by Wendy Maechtle, for Dan Birenbaum.

No other nominations made.

Moved by Jim Albrinck, second by Wendy Maechtle to close nominations. Passed.

Dan Birenbaum elected RUG Chairman.

Dan Birenbaum assumed Chairman for the remainder of the meeting.

5. Public Comments/Correspondence/Communications

Nothing

6. Update on Radio Services, Condition of the Radio System, Planning for the Future of the Radio System

Shawn Anderson

EDACS still operative; migration to P25 is proceeding with delays.

Tim Romanelli

During the full foliage coverage testing, it was determined the incorrect antennas were installed on the Justice Center Radio Tower. The correct antennas will be installed within 60 days. This will require a second full foliage coverage testing in June/July 2020, before acceptance of the system can be completed.

Final numbers for end-user equipment are coming in, so it is hoped that the order for radios can be placed in early January.

Mobil radios will be both EDACS and P25 capable.

Wendy Maechtle

Wendy asked Tim if some of the new portables were already in the hands of end-users, which Tim stated yes. There was an issue with a Port Washington Fire Department portable that Dispatch was unable to copy what the FD Member was saying. Scott Ziegler stated the issue stemmed from the FD Member using the portable inside the ambulance. Or it was suggested that the issue may also be with the end-user not knowing how to operate the new portable. Shawn stated he would touch base with Port Washington FD.

Tim Romanelli is meeting with each fire department, one-on-one to show them the radios and the operation of them.

Matt Karpinski has all the numbers of portable and mobile radios required by the fire departments for all agencies with the exception of Port Washington Fire Department.

Dan Birenbaum and Matt Karpinski stated that a rough draft has been completed for the programming of the fire department radios. Tim Romanelli stressed the importance of providing the correct programming of the radios as it will be an expense to re-program them with changes.

Chief Jeff Vahsholtz thanked Tim Romanelli for stepping up in admitting there was a mistake with the installation of the incorrect antennas on the Justice Center Tower, as well as meeting one-on-one with the fire departments to address concerns.

MOU's need to be in place before the distribution of the radios could occur.

Matt Karpinski questioned Jason Dzwintel if MOU discussions were occurring with Milwaukee County, Jason stated it was in the works.

Tim Romanelli stressed the importance of opening discussions with adjacent counties to get the MOU's in place. Matt Karpinski questioned whose responsibility it was to open these discussions and work on the MOU's, Jason Dzwintel stated that the County have opened discussions with the adjacent counties.

Mark Kastens questioned if the MOU's would also cover law enforcement, Jason stated they would.

Gary Schmidt, Milwaukee Fire Bell, stated that Milwaukee Fire Bell would also need access to the radio system, Jason stated this could also be discussed.

#### 7. Status of Mee-Kwon Tower

Shawn Anderson, nothing will change until the acceptance of the P25 Radio System.

#### 8. Status of Harrington State Park Tower

Shawn Anderson stated nothing will change until the acceptance of the P25 Radio System.

#### 9. MABAS Update

Updates on the MABAS box cards for 2020 are being worked on.

#### 10. Washington County Update

Dennis Buchholtz and Bill Esselmann provided the update

Washington County Board accepted the project with a \$16 million price tag.

A new radio tower will be put up in Newburg, and will have Ozaukee County Radio System equipment installed on it to improve system coverage in Newburg and the north end of Ozaukee County.

## 11. Radio System Backup Procedure

Wendy Maechtle stated the sub-committee met, procedure tweaked and will be sent out to the End Users.

## 12. Set next Meeting Date and Adjournment

Next meeting was set for April 2, 2:30pm, in Room 101 (Sheriff Lobby Conference Room), Justice Center.  
Wendy will reserve the room.

There being no further business, motion by Wendy Maechtle, second by Mark Kastens, to adjourn the meeting at 3:19pm, motion carried.

CC: County Clerk  
Agenda and Meeting Minutes Email Distribution List



## December 2019 (end of year) Radio Project Update

This will be the final update for the 2019 years end. Last update we were getting started with the coverage testing process after completing the field atp (acceptance testing plan). During the coverage testing Harris identified problems with the results with the BER RSSI (automated drive testing) portable indoor results. Harris issued their findings in a communication 29 OCT 2019. This communication explains what their team / engineering staff determined:

*Morning Dennis,*

*As requested, we have summarized the status of the corrective work to support completing the coverage testing of Ozaukee County.*

*As we have been reporting in our bi-weekly meetings our coverage testing of the county resulted in passing coverage for the county with regards to Outdoor Portable, but a failure in coverage for Indoor Portable. The engineers reviewed the areas of concern and concluded the issue was isolated to the Justice Center tower. Further testing, with just the Justice Center site active, confirmed. The area affected is along the western edge of the county, north of the Mequon site.*

*To further define our issue, we have climbed the tower and inspected the antenna installation. Initial speculation was that the antennas could have been installed 180 degrees off of intended direction. If you recall the antennas installed are directional whip antennas. Upon inspection, it was discovered that the incorrect antennas had been delivered for Justice Center. We have since gone back to validate the three other sites and confirmed the correct model antennas were received and installed.*

*Currently the antennas installed at Justice Center are the RFS BMR12S-A, but with 3 degrees of downtilt, these should have been the RFS BMR12S-A with .75 degree of downtilt. This additional downtilt is why the Indoor Portable coverage is falling short of the western county line and also mimics what the coverage would be if the correct antenna had been installed 180 degrees off mark. As such the correct antennas have been ordered and we will correctly install once received.*

*We have been working with our Regional Sales Manager Tim Romanelli to insure this will not impact the ordering, manufacturing, and delivery of the end user equipment. We have identified a solid contingency plan, and working towards that outcome. The Portable outdoor automated testing graded out at 98.7%.*

The team has completed the audits and reviewing the information compiled. We will be working with Tim of Harris to account for all the necessary parts and ancillary equipment is

accounted for. This takes into account make and model of radio units. More importantly for the installation effort it captures cabling sizes, types, and interface connections required.



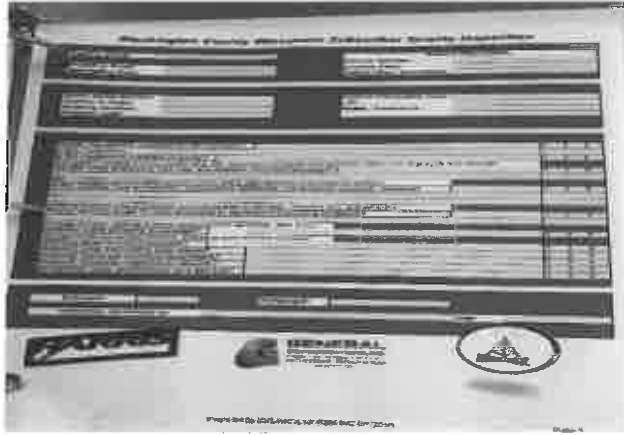
We have agreed to identify the SOW for the installation process. We will be meeting with Harris and General Communications for agreed upon requirements for the 2020 fulfillment of end user equipment. We have been working on the process flow currently. This includes every aspect from inventory, fulfillment, staging, testing, and delivery of equipment. The necessary documentation pieces are also in process. This includes but not limited to: equipment receipts, pre and post installation process / documents, radio "birth certificates" (states initial test data ex: receiver sensitivity, power output, etc..) and warranty capture data.



**Closing notables:**

- Harris has created the portable pricing comparison requested from the last RUG meeting request.
- The Ozaukee team with Harris attended the Fire Radio Group meeting on November the 6<sup>th</sup> at Grafton F.D. Tim Romanelli addressed the group about future considerations when designing SOP's. Rick Wollin had programmed the 15 demo units requested by the users in the last meeting. Rick took the group through the operation of the radios programmed for the demo. Special thanks to Rick for all of his efforts! The County identified the 15 units and accessories left for the fire services. Matt Karpinski the

leader of the Fire Radio Group agreed to make sure all the members will have a chance to utilize the radios. Matt will be rotating the stock / demos as needed.



- We will be meeting with Sheriff Johnson for his requirements for end user gear.
- We will continue to meet with both Sheriff's on back up dispatch coverage.
- MOU's will be issued first quarter before installation implementation.
- Shawn Anderson will

continue additional system training this next year.

- The closing out of punch-listed items for upcoming system acceptance.

Thank you for your time and participation have a Blessed Christmas Season!  
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