WI-CAMS User Group
Meeting Agenda and Minutes

Project/Activity	WI-CAMS User Group Meeting				
Date	10-28-2016	Time	09:00-12:00	Location	DeForest Fire & EMS Department 305 E Holum St

In person		
☒ Bayou, Billee (DHS)	☒ Goodchild, Gail (Waukesha Co)	☒ Gustafson, Lisa (WEM)
☒ Klein, David (WEM)	☒ Meagher, Joe (Dodge Co)	☒ Soley, Karen (UW-Madison PD)
Attending remotely		
☒ Wernet, Kevin (WEM)		

#	Agenda Items
1	Action items review/system update
2	Field Reference + 2016 Policy
3	RapidTAG + WEM Resource Package
4	Formalizing training/outreach strategy
5	Quals development updates
6	Closing remarks

Notes

1) System update: 12,910 credentialed responders across 1,853 organizations
   a. Salamander announced the end of support for XP systems using the Print Control software.
   b. Salamander's latest patch fixed several bugs on the TAG/TRACK applications – notably failure to download a responder's photo.
   c. Reviewed previous action items

2) Post-SaaS policy changes have been incorporated into new WI-CAMS policy draft. Next, WEM will submit the draft policy for public comment. A review of some of the major changes:
   o Punching laminated cards is discouraged but does not invalidate IDs
   o Added language that "Government Admin cards are not required to have WEM laminate"
   o "Other" discipline is Green; "Private Sector" is White
   o Temporary IDs will have a maximum validity of 72 hours
   o When issuing temporary IDs, the issuing agent must request a state-issued driver's license for verification
   o The "OtherID" field can be used for additional information, despite being located in the "Medical" tab
   a. The MOU included in the WI-CAMS policy clarifies that the agency head must approve the data entered and authorize issuance of card.
   b. WI-CAMS Field Reference -- The User Group agreed to pare the sample field reference down to a card-sized resource, including only guidance on color/disciplines. The goal is not to condense the entire WI-CAMS policy.

    c. WI-CAMS template changes
        i. WEM incorporated the OtherID field in the next template update
        ii. WEM also readjusted the issue/expiration dates and the agency watermark

3) The User Group also produced just-in-time-credentials and discussed the makeup of a resource package
    a. With respect to a resource package, WEM currently includes an inventory list, instructions on setup and usage, and contact info for additional support
    b. Karen Soley expressed interest in using the just-in-time solution at a Badger football game in 2017
    c. Personnel support depends on the size of the incident
    d. Joe Meagher inquired about scanning driver's licenses directly on the TRACK application. WEM will look into this and follow-up at the next meeting.
    e. The group seemed to think that having an experienced user on-hand to setup and demonstrate the solution would be sufficient for on-site training
    f. Connectivity concerns still remain an issue. Karen Soley says that maintaining wireless connectivity at many sports events is a challenge and there is no priority service for data. Joe Meagher and Dodge County lost connectivity completely for a recent mine rescue operation.
        i. Kevin Wernet suggested that WEM build connectivity and reception questions into the resource request process; perhaps WEM/WI National Guard could include a mobile hot spot or a mobile cell site in a resource package.

4) WEM will re-emphasize training and outreach to the following stakeholder groups:
    a. Incident Management Teams
    b. VOAD, Medical Reserve Corps, regional health care coalitions
    c. County chiefs associations and MABAS coordinators
    d. Incident dispatch teams

5) Qualifications updates
    a. WEM has finished development of qualifications for the State EOC; WEM staff should have credentials by the end of the year
    b. WEM and DHS will begin talking to stakeholders about separating EMS qualifications from the MABAS "stack"
    c. Afterward, WEM will separate fire and HazMat qualifications
        i. Kevin Wernet mentioned that WEM currently doesn't recognize entry-level firefighter despite departments expressing a desire to include that qualification.
    d. Qualifications for Medical Reserve Corps and state public works are a possibility as well

6) Closing remarks:
   a. Joe Meagher asked the group if any individuals adding data experienced the "wheel of death," where the SalamanderLive platform will stall out before finishing a print or save operation in the responder tab.
      i. Gail Goodchild also mentioned experiencing this.
   b. Gail asked about printing WI-CAMS cards with tiered card stock at the highest federal compliance level.
      i. To WEM's knowledge, there are no agencies in Wisconsin currently using the system for this level of compliance. Common access card stock is also much more expensive.
   c. For Q1, 2017, Gail Goodchild offered up Waukesha County as a potential meeting space. WEM will follow-up with her.
   d. David Klein informed the User Group of Bill Stolte's passing last month.
   e. Lisa Gustafson announced that WEM will be switching from E-Sponder to WebEOC in 2017.