



WI-CAMS User Group Meeting Agenda

Project/Activity	WI-CAMS User Group Meeting				
Date	08-31-2015	Time	13:00-16:00	Location	DeForest Fire & EMS Department 305 E Holum St

In person		
<input checked="" type="checkbox"/> Bayou, Billee (DHS)	<input checked="" type="checkbox"/> Engfer, William (DOA)	<input checked="" type="checkbox"/> Engle, Greg (WEM)
<input checked="" type="checkbox"/> Gustafson, Lisa (WEM)	<input checked="" type="checkbox"/> Klein, David (WEM)	<input checked="" type="checkbox"/> Meier, Mandi (on behalf of UWPD)
<input checked="" type="checkbox"/> Nehls, Todd (WEM-EPS)	<input checked="" type="checkbox"/> Plautz, Jeremy (DNR)	<input checked="" type="checkbox"/> Satula, Brian (WEM)
<input checked="" type="checkbox"/> Stolte, William (Waukesha Co)	<input checked="" type="checkbox"/> Wernet, Kevin (WEM)	<input checked="" type="checkbox"/> Wierenga, Steve (DOC)
<input checked="" type="checkbox"/> Yaskal, Jon (DeForest Fire)		
Attending remotely		
<input checked="" type="checkbox"/> Books, Randy (WEM)	<input checked="" type="checkbox"/> Hedrington, Bruce (Beloit Fire)	<input checked="" type="checkbox"/> Meagher, Joe (Dodge Co)
<input checked="" type="checkbox"/> Peterson, Walter (DOA)	<input checked="" type="checkbox"/> Sanchez, Pat (Sawyer Co)	
Unable to attend		
<input type="checkbox"/> Easterday, Natalie (Shawano Co)	<input type="checkbox"/> Saunders, Michael (DOC)	<input type="checkbox"/> Steffes, Dale (ATC)
<input type="checkbox"/> Weisgerber, Mark (DOC)		

#	Agenda Items
1	Review valid ID guide
2	Private sector credentialing
3	Qualifications development
4	ResourceMGR SaaS update
5	Private/medical information tabs in ResourceMGR
6	User Group goal setting

Notes

1) Review valid ID guide

- Todd Nehls stressed the need to differentiate between SWORN and NON-SWORN law enforcement on the ID guide's disciplines. WEM will add "Law Enforcement NON-SWORN" alongside grey. WEM will also add "Elected Official" to the description next to "VIP."
- Bill Stolte recommended that the next WI-CAMS policy be amended to allow for government IDs (Teal) to be laminated with a generic laminate for protective purposes.
- Bill Engfer suggested re-ordering the discipline colors according to the likelihood of that discipline arriving on-scene. WEM will also include language about how photo identification should be recognizable and the bottom text of a WI-CAMS card is consistent with its discipline (i.e. government employee cards with teal bands and "MABAS" text on the bottom would be invalid).
- Jon Yaskal inquired about a means of capturing non-MABAS fire personnel on a template. Bruce Hedrington concurred that if a department is/is not in MABAS, he would want to know that information.



WI-CAMS User Group Meeting Agenda

- With new cards featuring QR codes, Bill Stolte suggested making the new laminate sample with a QR code. This will be remedied when the new laminate arrives.
- Kevin Wernet asked the group about punching holes in WI-CAMS cards, which can be problematic for general wear-and-tear in addition to compromising the programmable innards of smart cards and laminate. Bill Stolte pointed out that new smart card stock often indicates where it is acceptable to punch holes. Walter Peterson estimated that the vast majority of existing state ID cards are punched in some fashion. Todd Nehls raised concern that restricting the punching of cards may pose a challenge to system adoption. In the new WI-CAMS policy, WEM will discourage hole-punching but not disallow it. The policy will also provide suggested types of card sleeves and include the quick reference guide.
- As including responder's shoulders often shrinks the image dimensions, WEM will amend its guidelines to crop shoulders in personnel photos.

2) Private sector credentialing

- Given the number of cards private sector credentialing could produce, Bill Stolte inquired as to whether laminating private sector IDs was advisable. Black-and-white IDs produced for just-in-time badges would also pose an issue if private sector IDs have a green band. White will now designate "Private Sector" and green will mark "Other." The private sector will also be added to language excepting non-laminated IDs.
- Bill Stolte mentioned that producing IDs for private residents and businesses could be a slippery slope for maintaining supplies. Greg Engle stressed that prohibiting deliverables for these groups would need to be justified by sound policy. Randy Books and Pat Sanchez suggested that locals may be better off using armbands in an incident and reserving WI-CAMS cards for a higher level of trust.
- Temporary stickers/badges produced through WI-CAMS will have a 72-hour maximum expiration period, allowing for those working on-scene overnight and between shifts. WEM will field feedback from private sector representation.

3) Qualifications development

- Kevin Wernet briefed the User Group on WEM's development of incident-specific qualifications as well as plans to develop EMS/public health qualifications with Billee Bayou and the Department of Health Service's direction and input.
- The 29 Law Enforcement qualifications are awaiting final signatures from police/law enforcement group leadership.
- The User Group added establishing a calendar for updating qualifications to its future goals.



WI-CAMS User Group Meeting Agenda

4) ResourceMGR SaaS transition

- With WEM's purchase of ResourceMGR SaaS, David Klein briefed the User Group on WEM's transition plan to the upgraded credentialing system. Tentative migration dates will fall under the weeks of Monday, Sept 14 for a test environment and Monday, Nov 2 to launch the production environment.
- With regard to the new mobile application features in ResourceMGR SaaS, Mandi Meier requested additional information regarding SaaS applications and their impact on cell phone battery life.

5) Private and medical information tabs in ResourceMGR software

- After receiving inquiries regarding entering information in the private and medical information tabs, David Klein fielded the possibility of opening these areas in the software.
- WEM Administrator Brian Satula emphasized that the state cannot be held liable at a policy level for this information, and Greg Engle inquired about Salamander Technologies' liability in securing this kind of information. WEM will explore guidance with the Department of Military Affairs' legal counsel on allowing data pertaining to height, weight, eye color, etc.
- WEM has no immediate plans to open up medical information at this time.

6) User Group goal setting

- Present WI-CAMS usage proposal to state-level decision makers
 - o Specific WI-CAMS outreach to the Department of Children & Families
- ~~Develop a WI-CAMS "in brief" document (Completed)~~
- Develop cost mitigation measures for WI-CAMS adoption for locals
 - o Bill Stolte offered Waukesha's price point to produce cards for its locals (\$1.55 per card)
 - o WEM will meet with Bill Engfer, another DOA representative to develop cost mitigation measures at the state level

Spring 2016

- Develop IMT/position-specific qualifications

Fall 2016

- Develop public health qualifications
- Provide outreach to potential WI-CAMS users at as many agency and discipline group meetings as possible
- Develop a calendar/formal process to update qualifications