

**CITY OF FRANKLIN
TECHNOLOGY COMMISSION MEETING MINUTES
MARCH 24, 2021**

- I. The March 24, 2021 Technology Commission Meeting was called to order at 6:04 p.m. in the Lower Level Conference Room of Franklin City Hall by Vice Chair Strowig.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Strowig, Alderman Mayer (left at 7 p.m.), Rehberger, Surana, Mackensen, and Farney (all members attended remotely via a Zoom Meeting link). Members Webler, Galusha, and Kaur were excused and Member Meade was absent. Also in attendance was IT Director Jim Matelski and Director of Administration Peggy Steeno.

- II. Citizen Comment Period – No citizens were present.

- III. Review and approval of the February 24, 2021 Meeting Minutes.

Motion made by Member Farney and seconded by Alderman Mayer to approve the February 24, 2021 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- IV. Discussion: Introduction to Strategic Technology Plan & Current Constraints

IT Director Jim Matelski presented this item to the Commission members. Discussion was held. Informational item only; no action was taken. Will continue to be revisited.

- V. City of Franklin Website Update

Director of Administration Peggy Steeno presented this item to the Commission members. Discussion was held. Informational item only; no action was taken.

- VI. Discuss Commission & Committee Meetings – Audio/Video Recording

Director of Administration Peggy Steeno presented a draft administrative policy entitled “Electronic Records: Collection, Distribution, and Retention of Boards/Commissions/Committee Meeting Proceedings” for this item to the Commission members. Discussion was held. Informational item only; no action was taken. A final version of the policy will be brought back to the Commission at a future meeting date.

- VII. Discuss Evaluation to Determine the Feasibility of Establishing a Fiber Network to Access Internet Services for the City of Franklin Business Operations, Including the Possibility of Additional Infrastructure to Serve the Community

Director of Administration Peggy Steeno presented this item to the Commission members. Discussion was held. Informational item only; no action was taken.

- VIII. Discuss AT&T to Provide Dedicated Internet & Voice Bundle

Director of Administration Peggy Steeno presented this item to the Commission members. Discussion was held. Informational item only; no action was taken.

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IX. Update Regarding Security Improvement Request for Proposal

Director of Administration Peggy Steeno presented this item to the Commission members. Discussion was held. Informational item only; no action was taken.

X. Technical Issues Review

- **Milwaukee County Tellus** - The Milwaukee Tellus Consolidate CAD project is officially on hold as of 3/23/2021. At the regularly scheduled bi-weekly meeting, Brian Birchbauer, the County Project Manager, announced that testing has proven enough instabilities with the new bi-directional code and with the overall system that additional testing has to be officially halted. It is anticipated that the project will be delayed by at least three months, as Phoenix works on addressing the issues and continuing to work on existing hot fixes. Franklin was scheduled to go live with the system on 3/24/2021, but issues being currently encountered in Oak Creek have delayed our installation for approximately 4 to 8 weeks.
- **BOSS/ALPR Upgrade** - The Greenfield Police Department has recently upgraded their BOSS/ALPR shared services server over to new hardware and upgraded to a new version of the application. The BOSS (Back Office Services System) application is upgraded from version 3.0 to 4.0, which is including a new authorization engine that was not part of the previous system. Problems are being encountered getting the new TCP port required for the authorization system to function with existing firewalls and ATM software (a.k.a. Bitdefender). The BOSS/ALPR system is used at the Police Department to scan for license plates, which automatically brings up any warrant or arrest records associated with the vehicle license. This currently is a shared service at Greenfield, who holds the primary T1 connection back to Madison and shares this with over 30 other municipalities.

XI. Director's Report on IT Operations

IT Director Jim Matelski informed the Commission members on the following:

- **Fire Department Station Alerting Project** - The Fire Department Station Alerting project has been finalized and has been fully installed. The Fire Department is currently running the system in parallel and is receiving both automated calls over the dedicated station speakers and on radio. The Station Alerting System directly integrates with Phoenix CAD, where an XML message is sent from the RMS server over to the Station Alerting gateways at the PD whenever a new call/dispatch is recorded. The Station Alerting Gateway parses the XML file and an automated voice attendant issues an alert to the station specific controllers. The controller presents the automated voice attendant over the station's speakers as well as activates all station alert lighting. Both the TCP/IP messaging over WAN connection and backup radio dispatching is working as designed. This is a five-year-old project that has finally crossed the finish line.

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- **City Hall IT Staffing** - City Hall is currently engaged with Robert Half Technology to provide IT staffing services for the open IT Helpdesk position. After several “failures” to launch between November to January, Heartland Business Systems provided two potential on-site support contractors that didn't work out. Robert Half was able to provide a much larger pool of potential candidates, as they have a strong specialization in providing both temporary and long-term support services. Unlike other existing contractors, Robert Half does allow the "option to hire" contract opportunity after a specific period of time. Current Robert Half Technology contractors are working out extremely well, and a position that was open from May until February has finally been filled with an on-site contractor.

XII. Future Agenda Items.

- Strategic Technology Plan
- NIST Aligned Policies
- Exchange Migration
- Point & Pay Security Review
- Invoice Cloud Security Evaluation

XIII. Next Meeting Date: Wednesday, April 28, 2021 – 6 p.m.

XIV. Adjournment

Motion made by Member Mackensen and seconded by Member Rehberger to adjourn the March 24, 2021 Technology Commission Meeting at 8:12 p.m. Upon vote, Ayes-All, motion carried.