

**CITY OF FRANKLIN  
TECHNOLOGY COMMISSION MEETING MINUTES  
FEBRUARY 28, 2018**

- I. The February 28, 2018 Technology Commission Meeting was called to order at 6:03 p.m. in the Hearing Room of Franklin City Hall by Chairman Meade.

IT Director Jim Matelski took roll call; a quorum was present. Members present were Meade, Strowig, Alderman Mayer (left at 7:08 p.m.), Giza, Surana, Farney, and Kaur. Members Galusha, Brandt, and Litwin were excused. Member Webler was absent. Also in attendance was IT Director Jim Matelski.

- II. Citizen Comment Period

No citizens were present for the meeting.

- III. Election of Chair & Vice Chair

Motion made by Alderman Mayer and seconded by Member Farney to nominate current Chairman Scott Meade and current Vice Chair Greg Strowig to carry forward and remain in their respective roles as chair and vice chair of the Technology Commission. Upon vote, Ayes-All, motion carried.

- IV. Review and approval of the December 13, 2017 Meeting Minutes.

Motion made by Member Giza and seconded by Alderman Mayer to approve the December 13, 2017 meeting minutes as submitted. Upon vote, Ayes-All, motion carried.

- V. Fire Department Computing Platform Change—Migration to Apple iPads from Panasonic Toughbooks

IT Director Jim Matelski presented this item to the Commission members. Discussion was held.

Motion made by Member Farney and seconded by Member Strowig to recommend a platform change as requested by the Fire Department, which will utilize iPads with integrated cellular cards for ePCR processing and EMS hospital notifications, with the contingency that a successful proof-of-concept study be completed before a large number of iPads are purchased. With the recommended platform change, the purchase of ruggedized laptops for future computing needs is strongly discouraged. Upon vote, Ayes-All, motion carried.

- VI. City Copier Standardization & Pricing – NASPO

IT Director Jim Matelski presented this item to the Commission members. Discussion was held.

Motion made by Member Strowig and seconded by Alderman Mayer to recommend to the Common Council to allow the City of Franklin to standardize copiers within all facilities, based upon a Toshiba platform and where James Imaging will be the provider of the copiers and support, with pricing and terms directed under the NASPO Participating Agreement. Upon vote, Ayes-All, motion carried.

- VII. Lessons Learned/Project Closure Information for Wireless Networking & Firewall Replacement Projects

IT Director Jim Matelski presented this item to the Commission members. Discussion was held. Informational item only – no action taken.

- VIII. Technical Issues Review

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

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- An implementation of QoS is being planned as a preparation effort for the eventual implementation of VoIP. Network traffic is being characterized in order to create a minimalist set of QoS classifications. The new rule sets will be rolled out to the four remote offices as part of the Aruba 2920 access switch upgrades, 2018 Capital project. VoIP traffic will need to be prioritized across the site-to-site VPNs. Because these offices are expected to have very low call volume, it is expected that bandwidth consumption for VoIP traffic will be fairly low.

### IX. Director's Report on IT Operations

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

- The camera upgrades at Kayla's Park over to dedicated wired Internet connections is finally moving forward. After several false starts, due to cabling issues, one camera at the site has been upgraded, while the second camera is actively being repaired. The vendor (Baycom, Inc.) will need to readdress the camera system as part of bringing the system online.
- The new Intradyn RazorSafe email archiver is in place and the data archives are slowly being migrated over to the new appliance. As part of the Capital project, the data archives are also being synced with the Intradyn DR cloud service as well. In the event that the new appliance ever needs to be rebuilt, all email archives can be pulled down from the cloud and installed onto the replacement machine. There are around 5 million email messages that have to be migrated.
- On Tuesday 2/20/2018, the City Hall PBX blew a power supply in the B chassis of the cabinet. All cards in the upper chassis were without power, which took down several phones and some departmental DIDs rang with a fast busy. Voicemail was inaccessible during the outage. Under the Avaya support contract, a technician dispatched and confirmed that only the power supply was damaged. A new power supply was ordered, which arrived on Thursday (due to shipping issues). It should be noted that the PBX chassis was manufactured sometime between 1993 and 1995. Over the course of years, cards, processing units, and OS have been replaced and upgraded. The chassis itself is an old Lucent unit that was eventually upgraded to Avaya branded components. Due to the age of the equipment and not being able to purchase future support contracts, a replacement PBX system project is being planned for 2018. A phone and PBX audit is underway for all remote offices.

### X. Future Agenda Items.

- Strategic Technology Plan
- Information Security Plan
- Internet & WAN Services – Long-Term Strategy
- Website Business Analysis & Plan Review
- Mobility Management Solution

### XI. Next Meeting Date: Wednesday, March 28, 2018.

### XII. Adjournment

Motion made Member Giza and seconded by Member Strowig to adjourn the February 28, 2018 Technology Commission Meeting at 7:32 p.m. Upon vote, Ayes-All, motion carried.