

**City of Milpitas  
Approved Minutes  
Telecommunications Commission  
June 20, 2011**

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**I. Call to Order & Roll Call:**

Commissioner Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, H. Tran W. Lam, S. Ahjua, R. Shaw, , K. Bohan, D. Lax, I. Munir, N. Gupta

I.S. Staff: M. Gossman, P. Nguyen, E. Pasion

City Council: A. Polanski

Members Absent: D. Gupta, S. Bansal

**II. Pledge of Allegiance:**

The members of the Commission recited the Pledge of Allegiance.

**III. Announcements:**

Staff noted that Councilmember Polanski, Director Marion and Commissioners D. Gupta and S. Bansal were traveling and excused from the meeting.

**IV. Approval of the Agenda:**

Chair Alcorn requested that agenda items 1 and 2 be switched in the discussion order.

Motion to approve the agenda as amended.

M/S                      N. Gupta / R. Shaw                      Ayes: 8

**V. Approval of the Minutes:**

Motion to approve the minutes as corrected.

M/S                      N. Gupta / R. Shaw                      Ayes: 8

**VI. Citizen's Forum:**

No comments made for the record.

**VII. New and Continued Business:**

1. Discussion Five-Year Master Plan - Applications

Staff provided an outline of the City's existing data applications and workflow.

Mary Gossman and Phuong Nguyen, representing the city's Information Services department presented a summary of the various data base applications that are currently in use and are planned for possible upgrade.

Staff provided a summary of the evaluation and needs assessment process to determine the use of a given application for a city department and the extensive review work used to implement a data base program.

The city's departments have several data base applications that are currently being used.

The Sunpro application is a fire department data base program that tracks staff levels, records training activities, and creates incidents reports. The city's fire department also uses Telestaff as a staffing and scheduling tracking application for its various shifts.

The TriTech application is being used by the city's emergency dispatch center. The application is used to dispatch public safety resources for a given incident that are reported via 911 phone calls to the dispatch center. The application also tracks on duty police vehicles and fire apparatus for possible dispatch.

The CRW application is used as a building permitting program. It also serves as a field reporting program for the city's inspection staff and has the ability to report and sync its database through a WiFi connection.

Finally, the Maintenance Connection application is used to track and report on city facilities, parks, service calls and process work orders.

Staff added that all the applications are given extensive support and training to its users as they are initially brought online. The applications are also supported by the vendor on as need basis in the event that staff cannot determine a workable solution.

Planning and upgrades for these applications are continually reviewed by staff in order to avoid possible operation glitches. There is also an active data base back up process for critical applications. A much needed upgrade to the fire department Sunpro application is being considered and input from the fire command staff is actively being gathered.

Chair Alcorn added if there was an application to track street trenching. Staff added that it more of coordinating the actual vendors and it schedules if there was to be a schedule construction project requiring street construction. Staff added that determining those projects was a major unknown.

Motion to note receipt and file:

M/S

N. Gupta / R. Shaw

Ayes: 8

## 2. Subcommittee Master Plan discussion.

The subcommittee had not scheduled a meeting to review the master plan. The subcommittee members are Albert Alcorn,

Dinesh Gupta and William Lam. The subcommittee will advise staff when it plans to meet next.

Motion to note, receipt and file.

M/S

N. Gupta / R. Shaw

Ayes: 8

### 3. May 2011 Information Services Report

Staff provided a summary of the activities from the Information Services Department for the month of May.

Staff reported that it is reviewing and updating several data base applications for various city departments.

Information Services staff continues to provide updated web services for the city's building department staff.

Staff added the new web based odor reporting feature has been added to the city's website. To date, there have been no odor complaints filed through the web site.

The GIS data base map will be updated to assist the city's fire department data base. Staff is actively working with the fire department to evaluate the current fire data base. A software upgrade will be proposed in order to meet the changing updates and versions to the fire data base software.

Finally, staff reported that the city has selected the AV consulting services of Shalleck Collaborative to review the aging audio visual technology in all the Milpitas city hall meeting rooms and the city council chamber. The city council will be reviewing the recommendation at it June 22 meeting. Staff will keep the commission updated as the project progresses.

Motion to note, receipt and file.

M/S

N. Gupta / R. Shaw

Ayes: 8

### 4. Round Table Discussion

Commissioner Lax apologized for her late arrival to the commission meeting.

### **VIII. Adjournment of Meeting:**

Meeting adjourned to Saturday, July 9, 2011.