



# San Diego Geographic Information Source

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## Management Committee Meeting Minutes

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This notice is given in accordance with the provisions of California Government Code section 54956.

**Date:** Thursday October 8, 2009

**Time:** 9:30 am

**Place:** SanGIS

5469 Kearny Villa Road, Suite 102  
San Diego, CA 92123

### Management Committee Members Present:

- Ross Martin, County of San Diego Representative

### Others Present:

- Brad Lind, SDDPC Program Manager for SanGIS

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### MEETING MINUTES

#### 1. SanGIS Technical Advisory Board Meeting

The Management Committee did not have a quorum therefore no Management Committee meeting was conducted. See the minutes for the SanGIS Technical Advisory Board Meeting for discussion items.

#### 2. Public Comment

No public comments were received

#### 3. Other Items

No other, non-agenda items were brought before the Committee

Minutes prepared by: Brad Lind, SanGIS Program Manager

October 8, 2009

These minutes are approved by: Signature

Date:

Ross Martin  
SanGIS Management Committee

10/13/2009



## Technical Advisory Board (STAB) Meeting Minutes

**Meeting Date:** October 8, 2009

**Start Time:** 10:37 am

**End Time:** 12:05 pm

**Location:** SanGIS Conference Room  
5469 Kearny Villa Road, Suite 102  
San Diego, CA 92123

**Attending:**

Category	Present	Absent
Voting Members	Jason Batchelor Ross Martin Tony Pocina Mike Klein Laura Brenner Scott Daeschner Roy Pickering	Phyllis Chapin
Ex Officio Members	Brad Lind Steve Hossack	
Invited Guests/Visitors	Frank Jessie Timo Loustarinen Eric Culp Melissa Hernandez	

**Topics:**

**1. Approval of August 2009 Meeting Minutes – Vote Requested**

The minutes from the August 2009 STAB meeting were reviewed. Laura Brenner requested that the the 3<sup>rd</sup> paragraph of item 2, “SanGIS Error Reporting Procedures—Vote Requested” be amended to read:

*... San Diego Fire noted that they will direct changes for segment class, fire drivability, and speed inside the City of San Diego. ...*

A motion was made and seconded to approve the minutes with the requested amendment. The motion was passed and the minutes, as amended, were approved.

**2. SanGIS Error Reporting Procedures – Final Review**

Brad Lind reported that all comments on the *SanGIS Error Reporting Procedures* document have been completed and the final version is posted on the SanGIS website. Brad reiterated that the primary purpose of the document was to provide direction to non-JPA members on how to

have changes made to the SanGIS dataset. Brad requested that the STAB and other JPA members review the document and let him know when/where corrections and updates are needed. The document is expected to be a living document that changes when/as needed.

Ross Martin thanked Frank Jessie for his work in originating this document and providing the outline of what needed to be covered and who was responsible.

### **3. SanGIS Service Level Policy – Final Review**

Ross Martin reported that the Service Level Policy (SLP) document has been completed and that it was adopted by the Board of Directors at their September meeting. Ross reported that the document serves to define the expectations of SanGIS JPA members and responsibilities of SanGIS in meeting those expectations. This document is a direct result of the SanGIS Business Process Review process. Ross explained that the document is a living document and must be reviewed and updated on a regular basis based on feedback from JPA members.

Brad reported that SanGIS was in the process of implementing the SLP and that there were a number of procedures, logs, and reports that have to be implemented before all requirements are met. Brad also noted that SanGIS will rely heavily on the customer base to notify them if the service level metrics are not appropriate or are affecting their operations. Brad requested that JPA members and others review the SLP and let SanGIS know where changes or additions might be appropriate.

A question was raised about how the SLP applies if SanDAG takes over the public data download and public mapping functions from SanGIS. Ross explained that the SLP would have to be revised to provide service level metrics for providing the data to SanDAG instead of, or in addition to, the SanGIS public downloads.

A question was also raised about the SLP requirements for updates to data in the data warehouse. Brad explained that there are no metrics related to currency of data in the data warehouse because SanGIS is not the data owner for the data and is not in a position to compel data owners to update their data. SanGIS is the steward, though not the owner, for some of the content in the data warehouse (such as FEMA data) and that it might be prudent to add a metric regarding review of this data in the future.

A recommendation was made that SanGIS contact data owners at least once a year and recommend they update their data warehouse content. This recommendation was taken under advisement by SanGIS.

### **4. Public Safety Road Type Update**

Brad presented the revised problem/solution statement for including undocumented roadways in the SanGIS landbase. The proposal consists of two main elements: an “undocumented” road segment class and an added attribute to the road segment alias name. Refer to the problem/solution statement for a detailed description.

The proposed solution calls for these undocumented roads to be added to the SanGIS landbase only on request of the City and County dispatch coordinators (San Diego Fire and County Sheriff). Other agencies or jurisdictions will need to make requests for adding these roads through one of these two agencies.

Brad reported that it was originally planned that these undocumented roads be available to the public on the public data download site. Subsequent discussions with the Board of Directors and the dispatch coordinators has led to the conclusion that these roads will not be made available to the public download site but rather only available to the JPA members. Laura Brenner noted that in order to implement the dispatch coordination currently going on in the County, this information would need to be made available to other dispatch centers as well (e.g. North Zone and Heartland). Brad reported that this had been taken into account and that these agencies would be able to receive the data provided they signed a usage agreement that restricted how the data could be used. The question on whether or not the undocumented roads can or should be made available to the public will be reviewed by SanGIS counsel.

SanGIS is prepared to move forward with the implementation. Melissa Hernandez requested that this be completed by November 14, 2009 so that they could incorporate the changes in with their CAD system upgrade that is to happen on that date. Brad committed to making the changes by that date. SanGIS still needs to determine the method and values for the road segment name alias attributes and how to back fill existing aliases.

Laura stated that there are approximately 200 roads that will need to be added based on her research. Brad stated that SanGIS will add the roads as soon as the data are available but that the staff resources are limited.

No additional objections were noted and SanGIS is expected to move forward on the implementation with the intent of having the changes made by November 14.

## **5. Announcements**

Brad announced the following items:

- SanGIS has started a project to update the old RUIS Standards Manual. The new document will be called the SanGIS Standards Manual. The RUIS document is currently being converted to an editable electronic format and standards being reviewed by staff.
- The maintenance contract for the Map Library software used to maintain the map library on the SanGIS website has not renewed. SanGIS will begin a project shortly to determine if this site is still needed, if the data is current, and what, if any, forum, JPA partners would like to use for map library publishing.
- SanGIS will be updating their email from an in-house to a hosted solution.
- The 2009 Eagle Aerial imagery is complete except for one tile and the MrSID compressed format data. Laura Brenner noted that SD Fire has opted for the compressed data in 1.5 ft resolution at a 10:1 compression. The STAB discussed how the data should be presented in SanGIS – in the current SDE or in a separate instance. SanGIS will provide alternatives to be discussed at the next meeting.

Ross announced the following items:

- The SanDAG Memorandum of Agreement (MOA) is near completion. It is only awaiting the official transmittal to SanDAG.
- The Regional Parks data set is almost ready for publishing. This data set is important to law enforcement agencies and will be available at both SanGIS and SanDAG sites.

## **6. Next STAB Meeting will be December 10, 2009 at 10:30 am at the SanGIS office.**