

**May 25, 2005**

**SIEC Full Council Meeting Report**

**11am-2pm – Office of Justice Assistance**

**Members Present-** Sue Riseling, David Collins, David Spenner, Neil Cameron, Tom Ritchie, Larry Nelson, Brian Rahn, Randy Starks, Ben Schliesman, Doug Oitzinger, Johnnie Smith, Mindy Allen, Tom Czaja

**Observers-** Lara Kenny, Greg Engle, Gale Sorum, Paul Wittcamp, David Hewitt

**11:00-** Meeting began with a quorum present. Two new members were introduced: Mayor Nelson from Waukesha and Sheriff Ritchie from Barron County. The minutes from last meeting were approved.

**Technical Plan Review and Approval:** Greg Engle gave a short summary of the technical report put together by Gale Sorum, Carl Guse, and himself. There was much discussion and several decisions were made before the council voted to approve putting the plan out for public comment.

1. At Neil Cameron's suggestion, the group agreed to call the "Technical Plan for Statewide Communications Interoperability", "The Technical Plan to Support Interoperability". This name difference denotes that this written document is not an entire plan to create interoperability, it is a component that lays out the technical aspect people should reference in an attempt to achieve interoperable communications. There are also strategic and operational issues that need to be addressed to create interoperability in the state.
2. There is a list of things that the council wants to change in the plan before it is present to the public for comment. Everyone present had a chance to add their items to the list and ultimately, the council had a list of 6 areas to be edited. Greg Engle will edit these and send plan to council before it goes to public.
  1. Pg 3, 2 Paragraph from bottom, last sentence: The idea is to explain there will be a balance and Greg will fix this sentence.
  2. Pg 7, 1 Paragraph, last sentence: The question the council has is it supposed to say FY05 instead of 2005 funding? Suggestion was to take it out entirely.
  3. Pg 14 & 16: There are several references that need to be amended regarding funding and timelines. The council does not want to give the impression that at the end of 7 years, the state is funding locals to create full interoperability. Greg will fix necessary areas to reflect that in order to achieve full interoperability, it will take a joint financial effort by all stakeholders.
  4. Pg 12, 1 Paragraph, last sentence: Another change needed regarded funding.

5. Chief Riseling would like to see a summary in the introduction area that clarifies that this document is an ideal the state should strive for and this is a guide for people to reference as they work towards interoperability.
6. Functional Specifications document, Pg 5-6: Currently, wording is “fire dept”, etc; council would like to change these specifics to say all public safety agencies so that it is inclusive. This is where Mindy noticed the wording but the whole document should be reviewed because it is likely the same wording throughout.

David Spenner requested that the authors of the documents go back and review them with the intent of the SIEC and its mission in mind. He would like it clarified that this is a piece of a plan, just the technical aspect. Once these changes are made, he is comfortable with it going out to the public for comment. He made a motion to accept the impending changes and approve of the documents being made public. Tom Czaja was the second.

The motion was passed and no opposition was recorded.

3. The council set up a system for distributing plan and answering questions, as well setting vague timeline for outreach committee to work on for listening sessions.
  1. The plan will be sent out electronically to email lists used for the last group of listening sessions in the next two weeks.
  2. Johnnie Smith and the outreach committee will coordinate listening sessions for July and August. The cut-off for public comment on the plan will be September 1, 2006. The council anticipates having a final, approved Technical Plan by early October.
  3. The council supported Doug Oitzinger’s idea of setting up a booth at conferences this summer and creating a presentation that discusses the plan, so that a broader audience is reached. The Outreach committee should coordinate this.
  4. When the plan is sent out electronically, there will be a notice that questions and comments should be sent to the email address at the SIEC website. OJA will staff the website and someone will forward questions to one person- Gale Sorum or Carl Guse. In the interest of correct technical answers and consistency, one person will answer the questions. All answers will be compiled and sent out to the SIEC members occasionally. Also, a FAQ page will be posted on the website in an effort to be customer friendly and avoid redundant questions.
  5. Doug Oitzinger also suggested that the outreach committee send out a one page summary to local government officials notifying them about the plan and its broad intent, since many are not likely to read the whole plan. This would encourage politicians and other local officials to speak with the public safety agency officials about the plan, potential funding and other relevant issues. The Outreach committee was tasked with doing this.
4. The council gave Gale Sorum permission to interact with Y Courts to discuss what the SIEC is doing, especially with the Technical Plan.
5. There was a discussion about the timeline for giving out more grants and how the Technical Plan influenced local decisions. It was determined that there is not

much interconnectivity and that both most happen at the same time. Grants using FY06 funds will probably be given out in late summer.

### **12:15 Working Lunch**

Five Items were discussed during and after lunch, as set out by the agenda.

1. WEM Regions: Chief Riseling led the discussion on behalf of the operations sub-committee and informed the council that the sub-committee found that only 2 of the many possibilities for regions would work in relation to SIEC activities. Both WEM and the State Patrol requested that SIEC adopt the WEM regions for planning and governance purposes. The council voted to accept the WEM regions, with no opposition recorded.
2. PSAPs: The question presented to the council was how far should the SIEC go in setting standards for PSAPs? The council agreed that the answer is that the council should be involved in addressing how people speak to each other but not on how PSAPs are organized. The council members felt the mission laid out by the Governor and SAFECOM's operational standards are about how to use radios/talk to each other, so this does fall into the council's realm of responsibility. The point was made by several members that the SIEC needs to concentrate its PSAP efforts on operations, not organization and that these standards are about how people speak to each other when responding regionally and interacting with other agencies; this does not dictate daily use by an agency. The council is aware of the issue this creates when agencies may use one language for everyday operations and are required to use another when responding regionally. Lastly, Tom Czaja suggested that PSAPs denote a 911 dispatch system and so suggests using Public Safety Communication Center so that is inclusive of non-911 dispatch centers. Chief Riseling informed the council that both APCO and NEENA are willing to work with council on this issue.
3. Statutory Council: Randy Stark made a motion to endorse the idea of starting a conversation with the Governor's Office regarding making the SIEC a statutory council. The motion was seconded and the vote was unanimously in favor of the motion. Chief Riseling will speak with Dave Steingraber about contacting the Governor's Office.
4. The item regarding the review and approval of standardizing communications operating procedures was skipped until next meeting. The necessary document was not sent out to the entire council for review. OJA staff will get this out to the council members for the next meeting.
5. Operations Sub-Committee Report from Chief Riseling: Chief Riseling handed out a document that described the plan the sub-committee has laid out for itself. Many of the points on the document were addressed at today's meeting. The sub-committee is still going to look at other states' SIEC to see what they are doing with interoperability; may avoid re-inventing the wheel in some areas. There was discussion on providing some direction to PSAPs on COOP planning. The council decided that this is a bit outside the realm of this council's mission but that it may be a good idea to bring some public agency officials together to start on conversation about this topic and maybe that group can do something to set standards and offer assistance in COOP planning. Tom Czaja made a motion to

accept the operations sub-committee report, Dave Collins seconded the motion and the council passed the motion, with no oppositions.

**Miscellaneous Items:**

-Johnnie Smith asked for more members on the Outreach sub-committee. Both Mayor Nelson and Sheriff Ritchie volunteered to work on this sub-committee.

-SIEC members raised concerns about adequate staffing of the council. OJA will work to resolve this staffing issue.

-Mayor Nelson brought in a publication on interoperability that he receives from the federal government. No one else on the council currently receives this newsletter. An OJA staff person will set up subscriptions for all SIEC members at [www.safecomprogram.gov](http://www.safecomprogram.gov)

**1:50-** Future meetings will be determined at a later date. OJA staff will send out an email closer to September to set a meeting date. The second week of September does not work well for council members.

The meeting was adjourned.