



WISCOM Policies, Procedures and Guidelines

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Type	Policy
Subject	Standing Workgroups
Approved	Approved by the SSMG on December 22, 2011
Revised	N/A

Committee Formation

Committees may be appointed by the Chair of the State System Management Group (SSMG) or by approval of the SSMG for a specific purpose. A committee must have at least one SSMG member as a liaison to the SSMG, and the number and terms will be designated at the time of formation. Standing committees may be appointed where areas of interest or where topics consistently return to the floor. A report will be rendered from the standing committee at each regular meeting. The following are the standing committees and the roles and responsibilities assigned to each:

Governance Workgroup

This committee is charged with the development of the structure of communications, correspondence, and services for the advancement of the WISCOM. This committee will maintain the policies, procedures and guidelines documents for the operation of the WISCOM. This committee will review applications for membership as a WISCOM user and conflicts resolution requests, and prepare a report for the SSMG.

Sustainability Workgroup

This committee is charged with the annual operating costs of the WISCOM. An initial 5-year budget will be developed with approval of the Statewide Interoperability Committee (SIC) and will be reviewed and revised on a minimum of an annual basis. Initial infrastructure will be provided by the Public Safety Interoperable Communications (PSIC) funds; however the funding for capacity build-out beyond the initial plan, will be developed by this committee and approved by the SIC. This committee, with assistance from the Office of Justice Assistance (OJA), will be responsible for grant funding of the WISCOM.

Technical Workgroup

This committee is charged with the engineering, specification and request for proposal (RFP) development, and procurement of the equipment infrastructure of the WISCOM. This committee will also be responsible for the equipment and frequency needs of the WISCOM build-out. This committee will be further charged with the operational maintenance of the WISCOM and prepare an annual maintenance budget. The budget will be submitted to the Sustainability Committee to include in the budget review process for the WISCOM.

Operations Workgroup (proposed)

This committee is responsible for the oversight of the system users of the WISCOM. The committee will develop and submit operational policies, procedures and guidelines, as necessary, to the SSMG for approval. This committee will also be charged with exercise and training system users and provide after-action reporting on the functionality of the WISCOM for a major planned or emergency event.