

## STATE INTEROPERABILITY COUNCIL

JUNE 16, 2011

OFFICE OF JUSTICE ASSISTANCE

1 S. PINCKNEY STREET, STE 615

MADISON, WI 53703

10:00AM

### MEETING MINUTES

#### MEETING CALLED TO ORDER AT 10:03AM

##### ATTENDANCE

- MEMBERS
  - In Person
    - Greg Engle (Acting OJA Rep)
    - Thomas Czaja
    - Steve Hansen
    - Rob Rude
    - Mark Wahl
    - Jeff Ohnstad (For DOT)
- GUESTS
  - Kent MacLaughlin
  - Carl Guse
  - Gene Oldenburg (teleconference)
  - Stephanie Minardi (Present for Sheriff D. Mahoney)
  - Tim Pierce
- OJA STAFF
  - Dave Spenner
  - Jennifer Lord
  - James Westover
  - Sabrina Fordyce

*A Quorum was not established*

#### MEETING CALLED TO ORDER AT 10:03AM

##### ANNOUNCEMENTS

- Dave Spenner presents Tom Czaja as Interim Chair

##### MOTION

- Motion made by Mark Wahl to approve Tom Czaja as Interim Chair
- Motion seconded by Steve Hansen
- Motion carried
- Tom Czaja introduced James Westover as the new state WISCOM trainer. James will be training WISCOM daily users and assisting with registrations.

##### REVIEW AND APPROVAL OF MARCH 23, 2011 MEETING MINUTES

##### MOTION

- Motion made by Steve Hansen to approve the March 23, 2011 Interoperability Council meeting minutes.
- Motion seconded by Jeff Ohnstad
- Motion carried with corrections

**Training and Exercise Report** (moved to the first item on the agenda by the direction of the chair) – Jennifer Lord gave an overview of interoperability training and exercise activities around the state. Nineteen new COML have been credentialed to date. She participated in an evaluation of an exercise in Ozaukee County and reported good findings. She suggested holding a Train the Trainer course for communications unit leader training as the state of Wisconsin is in need of an in-state trainer. The IC

members discussed the need for a centralized repository of ICS 205 forms. Rob Rude suggested that the forms could be uploaded into E-Sponder to an existing communications page, and COMLs could be given access. Jennifer Lord offered to contact appropriate WEM staff to look into it.

#### **STATEWIDE SYSTEM MANAGEMENT GROUP (SSMG) REPORT**

**Review and comment on Pending Draft Usage and Fee Plan** - Dave Spenner gave an overview of the Draft Usage and Fee Plan under two topics:

- Early Adopter Program – The SSMG adopted the early Adopter Program that was implemented between December 9, 2011 and April 4, 2011. User fees were to be waived for all daily users who signed up in that timeframe.
- Draft Usage Plan – Dave Spenner gave an overview of the re-drafted Early Adopter Program that would apply to Level 3 and Level 5 WISCOM users. The Agreement is on behalf of the SSMG and defines the SSMG's role with the State Agencies OJA and DOT as co-administrators. This agreement will be between these parties and a local agency. Dave also gave an overview of the SSMG Administrative Manual which defines user fees and the criteria of use. The duties of the Office of Justice Assistance (OJA) and the Department of Transportation (DOT) include the allocation of system resources and the monitoring of user talk-groups.

#### **Review of WISCOM Enhancements under consideration with remaining PSIC funds**

**County Dispatch Connection** - A bulletin will be sent out to all counties announcing the funding available for WISCOM Enhancements with remaining PSIC funds. The procurement would be under contract with our specific manufacturer. Dave Spenner gave an overview of the process for counties who want the funding which exists under three categories:

- Control Station – Counties that don't have access to high speed data connection would be interested in this option.
- Gateway – Allows for four connections
- Console – Allows for 24 talk-groups which requires a LAN/high speed data connection

**Site on Wheels** – DOT is putting together an additional WISCOM site that would be trailer mounted. The site is planned to work in conjunction with optional satellite capabilities. Jeff Ohnstad explained the procurement process. Procurement may take up to six months. It was discussed among members that a manual of Standard Operating Procedures (SOP) be in place to ensure proper use of the site.

**Possible additional WISCOM Sites** - There have been preliminary discussions to add sites in the Manitowoc and Ozaukee areas.

**Subscriber Radio Testing Plan** – The Subscriber Radio Testing Plan will identify what kind of radios that are acceptable for the system. The process for testing is being planned and expected to be implemented by mid-July. Kimball & Associates is assisting with the process with an expected deadline for the end of June 2011 to be presented to the SSMG for approval and adoption. Radio credentialing will apply to specific radio models. Invitation letters will be sent out to all users who provide radios for testing and credentialing.

#### **MUTUAL AID FREQUENCY COORDINATION GROUP (MFCG) REPORT**

**Response to Columbia County Communication** - Tom Czaja reviewed a letter written by Patrick Beghin, Columbia County Emergency Management to the MFCG inquiring whether wideband operation via the current licenses on mutual aid channels will be allowed to continue until November 2012. Patrick

requested feedback from the MFCG. After extensive discussion, the MFCG decided that coordination should take place on a regional level and that the policy for reprogramming mutual aid channels by November 2011 will be upheld since it is an Interoperability Council's current policy. THE MFCG responded to Mr. Beghin via written correspondence.

#### **OJA UPDATE**

**County WISCOM Grants Outcome** – Dave Spenner gave an overview of pending applications for WISCOM from Sawyer and Iowa counties to become daily users at level 3 and level 5. Their current status is in the approval process. Kewaunee and Douglas counties have expressed intent to become daily users.

**MABAS Grant Outcome** - In the first quarter of 2011, another round of funding for IFERN radios was announced. An OJA Grants Review Committee met to review the grants. Ten counties received funding for MABAS radios. Three out of the ten counties that applied did not receive funding.

**Future Subscriber Radio WISCOM/Trunking Upgrade Grant** – David Spenner gave a briefing on anticipated funding for the trunking upgrade grant which would allow all radios to be upgraded. Funding has already been secured for allocation in the amount of \$4,000,000 which will be announced in the fall of 2011. OJA is briefing this in the event there is feedback from the Interoperability Council.

Initially it was suggested that it should be a priority to have counties have their radio cache flash upgraded. Regional interoperability coordinators would research and collect radio cache data from around the state. After further discussion, the I Council decided that it would not be productive to fund radios that may not be used, and existing grant funding strategies should stay the same.

**State Budget Update** – Greg Engle gave an overview of OJA's progress with the state legislature and the state budget office to procure a funding line. Allocation of 1.5 million dollars over two years has been approved with a smaller amount being funded the first year and remaining funds be used in the second year. 1.35 million dollars is authorized for program operations and positions. Program revenue through a collection of fees is approved for WISCOM.

#### **WORKING LUNCH FOR MEMBERS AND STAFF**

#### **NEW BUSINESS**

**Conflict of Interest Issues** - OJA adopted a new policy for advisory committees and workgroups. Conflict of Interest forms have been collected. Two SSMG members have disclosed potential conflict of interest or the appearance of a conflict and these matters are being addressed. Procedures regarding follow up of disclosure issues have been developed. Greg Engle reviewed disclosure procedures and how they apply.

#### **Funding Update – Review and Approve Updated FY2011 HSGP Interoperability Budget**

Dave Spenner gave an overview of proposed changes to the HSGP Interoperability Budget. Funding for WISCOM, Regional Coordinators, COML and COMT training, and IFERN expansion has been recommended. Projects previously funded under a now extinct grant program are being shifted into the Homeland Security Grant Program funding. There were no concerns or questions regarding the budget and the members present approved. A motion could not be made on the updated FY2011 HSGP IO

budget as a quorum was not established however individual opinions were received expressing individual agreement or disagreement.

#### **DISCUSSION ITEMS FROM MEMBERS**

Jeff Ohnstad announced that the Narrowbanding process will start in July. There aren't any large testing issues reported. The FCC narrowband deadline is on December 31, 2011. For WISCOM, a total of 66 out of 80 sites are up on the air.

Kathleen Lordo announced that the first round of system acceptance pre-testing will take place at the end of July 2011. Final testing will be held in August 2011 and 77-80 sites will be set up.

Rob Rude commented on the work that Kent MacLaughlin is doing on radio frequency naming. VTACs in the state are open but not being used. COMLs have an opportunity to set four radio frequencies and one VTAC channel.

Dave Spenner gave a brief report on the implementation of Reporting NECP Goal 2 (National Emergency Communications Plan) and the progress being made in the state to reach the required goal.

#### **NEXT INTEROPERABILITY COUNCIL MEETING**

The next Interoperability Council meeting will be held on September 6, 2011 at the Office of Justice Assistance.

#### **MEETING ADJOURNMENT**

MOTION made by Rob Rude to adjourn

MOTION seconded by Greg Engle

Motion carried

#### **MEETING ADJOURNED AT 12:40PM**