

**STATE INTEROPERABILITY COUNCIL
MUTUAL AID FREQUENCY COORDINATING GROUP**

OCTOBER 11, 2011
OFFICE OF JUSTICE ASSISTANCE
1 S PINCKNEY STREET
MADISON, WI 53703
10:00AM

MEETING MINUTES**CALL TO ORDER - 10:15 AM****ATTENDANCE****MEMBERS**

- Thomas Czaja, Chair
- Carl Guse
- Robert Goldstein
- Warren Warrington
- Gerry Thorpe
- Kent MacLaughlin
- Dave Spenner
- Doug Meier

GUESTS

- Tim Pierce

OJA STAFF

- Sabrina Fordyce, Program Support

Quorum Established

MEETING WAS CALLED TO ORDER BY CHAIRMAN CZAJA AT 10:14AM**APPROVAL OF THE MINUTES FROM THE JUNE 28, 2011 MFCG MEETING
MOTION**

- Motion made by Robert Goldstein to approve the June 28, 2011 meeting minutes
- Motion seconded by Gerry Thorpe
- Motion carried

CORRESPONDENCES**Letter to Sheriff Hardel, Waupaca County, regarding use of WISPERN during an exercise**

Tom Czaja received an email from Nancy Olig, State Patrol Communications Fond du Lac, advising that WISPERN was used by Waupaca County Sheriff on September 7, 2011 for a simulated high speed chase. Other agencies were not advised of the training exercise and the State Patrol began establishing locations to position cruisers to assist in the chase. Tom Czaja sent a letter to Sheriff Brad Hardel, Waupaca County Sheriff's Department, advising him that it is proper to use WISPERN for training but to first notify Carl Guse so he may disseminate the information to other agencies.

Letter to Acting Chief Mark Sabel, Ripon Fire District, regarding use of Fire Ground Gold

Carl Guse reviewed an interoperability plan for Fond du lac County and he noticed that they listed

153.87 MHz as the Ripon Fire Ground frequency and that a PL is not being used. The only agency licensed for use of this frequency is the state. Tom Czaja sent a letter to Chief Sabel explaining that they must obtain state authorization to use this frequency and use a PL tone of 91.5.

Non agenda item – Tom Czaja brought to the attention of the MFCG an email to Dave Spenner from Christina Muller, WEMA President, regarding the addition of a local talk group for each dispatch center and asked if this will be a required monitor channels. Dave Spenner responded that he would forward the information to Keith Butler to bring this issue to the SSMG for discussion. Keith responded that he has raised concerns with the Technical Workgroup meeting in which discussion occurred. He has asked for center feedback and has not received any feedback from dispatchers. Dave Spenner responded that there isn't any requirement at this time and he recommended that there should be some input from the MFCG to the WISCOM governance workgroup within the SSMG. Tom Czaja suggested adding this to the agenda for the next MFCG meeting and request feedback from the SSMG regarding their recommendation on this issue. It was noted that this was not an agenda item and action cannot be taken at this meeting.

OLD BUSINESS

Discussion regarding the SASIG's review of ICS 205 into Appendix D of the SCIP Plan – Kent MacLaughlin & Dave Spenner

Dave Spenner commented that part of this proposal was presented at a recent credentialing exercise and he received feedback from the participants. Concerns were brought up that there is a large lack of labeling of channel assignments. Dave suggested that there should be standardized usage naming on the forms so a non-technical person could understand what that channel assignment is being used for. This is all still in progress and this issue still has not been reconciled. This will be on the agenda for the next meeting for update.

Discussion regarding establishing a recommendation for an encryption code to be used statewide Carl Guse

Previously, a request was made to allow a portable repeater channel, digital channel, and encryption code which was approved as VTAC36 and VTAC14 as digital channels with VTAC36 as the portable repeater channel. It came to a point of deciding a common encryption code for necessary interoperability and it was noted that there was a lot of interest coordinating with the NEWCOM process because there was a substantial number of existing radios that are only capable for one encryption code. Due to the NEWCOM process, it may be impractical to use their system for everyone. NEWCOM did approve use on an agency by agency basis, but will not release the code and would remain involved in the programming.

BREAK FOR LUNCH

OLD BUSINESS cont'd discussion on encryption code recommendation

MOTION

- Motion made by Dave Spenner that the MFCG establish a statewide LE encryption standard.
- Motion seconded by Robert Goldstein seconded
- Motion carried

DISCUSSION

The MFCG had discussion and recommendation for statements and guidelines to be outlined in the proposed policy.

Carl Guse outlined key points in the discussion to be included in the policy statement which would only be for VTAC36 and other designated mutual aid frequency channels as follows:

1. To be used for interoperability
2. Utilize NewComm encryption as an interim solution
3. Long term goal – use another code (AES) which would be established by the MFCG.
4. When law enforcement agencies are procuring encrypted radios they should buy AES radios with multi-key capability.
5. Usage - use of encryption on VTAC limited to law enforcement sensitive situations.

Other designated statewide mutual aid frequency channels that the encryption code may be used are VTAC11, 12, 13, 14, and 36 only or the code may be used on local channels. Carl Guse offered the prospective that channels not be limited because of his concerns for statewide agencies doing key management for dozens of codes. It's simpler to put one code in the radio that works for everything instead of separate codes. The more individual and different codes proliferate; the more personnel can't keep up with updating equipment.

Kent MacLaughlin made suggestions: 1. Identify governance which would either be the State Interoperability Council (SIC) or the MFCG through the SIC. 2. Identify DOT or DNR as the administrating agency approved by the governing agency. 3. Develop a process to request either help with encryption radio programming; local ability to program radios themselves, or both.

It was also recommended to have the agencies use their own shops to do the encryption on radios and have a state authorized person to insert the codes. The encryption key can be loaded into the radio without being read. Security standards could also be established to keep codes from being stolen.

The MFCG decided that it should establish and approve trusted sources to distribute the standard key code and to establish a policy to be discussed at the next MFCG meeting. Gerry Thorpe will provide information from NewComm and Dave Spenner will draw up a draft policy including all recommendations to establish an authorized code inserter. This will be distributed to the MFCG prior to the next meeting.

Discussion regarding service specific talkgroups on WISCOM for primarily fire and law enforcement specialty teams – Carl Guse

The Technical Workgroup has been working on this issue and has more work to do on some details regarding use of these talk groups.

Discussion and possible adoption for recommendation to the Interoperability Council of the Wisconsin Emergency Police Services Radio Communications Plan – Kent MacLaughlin

This is on the agenda for presentation to the Badger Sheriff's, and the WI Chief of Police Association (WCPA) meeting in January or February, 2012. Kent would like to give a synopsis of the Capitol response during the protests and highlight problems with suggestions to alleviate those problems in the future.

Kent requested this be presented to the Interoperability Council for adoption. Tom Czaja suggested bringing the plan to the WCPA and asking for their support along with member agencies to adopt the plan and then take it to the IC for adoption. Dave Spenner noted that this was presented to the IC and he gave an overview. He suggested that the EPS should reference the interoperability plan to prevent mixed information. Kent agreed to have the plan reference the IC plan instead of WEM and have the IC take over the plan. OJA and staff could work with efforts to support this. Dave recommended that this should be put into the Mutual Aid Frequency SOP Manual.

MOTION

Motion made by Kent MacLaughlin that the preliminary EPS plan be moved into the MFCG administrative manual.

Motion seconded by Dave Spenner
Motion carried

Update regarding renewal of the Memorandum of Agreement between Wisconsin DOT and the Wisconsin Army National Guard to use NTIA certified State 4 Spectrum Support for 20 channel pairs – Jeff Ohnstad

Carl Guse reported on this for Jeff Ohnstad. The meeting with the WI Army National Guard on this issue reflected that there has been some progress on the federal level with moving the request forward. It was reported that any remaining open issues are close to resolution.

Update on the MFCG Standard Operating Procedures workgroup. – Dave Spenner

Significant progress has been made on the manual. The EPS Plan and the Annex K still has to be incorporated into it. The SOP Committee went through the draft and examined the language and public comments, reworked it, and reformatted the language into a new manual which is consistent with the WISCOM Manual. Dave passed around a draft version to the MFCG to examine. Discussion of the manual will be on the agenda at a future MFCG meeting for feedback. Dave summarized the table of contents for the council which pertains to the governance and MFCG groups particularly. This will be put on the next MFCG meeting agenda under “Old Business” and opened up for discussion.

Discussion regarding adding the WEM repeater to the list of mutual aid frequencies - Kent MacLaughlin

Made good progress and very close to completion. The language was reviewed by Dave Spenner, approved by legal counsel and sent for signature. This will be incorporated into the annex k and the SOP Manual.

NEW BUSINESS

Dave Spenner introduced a new WISCOM flyer that OJA developed.

AUTHORIZATIONS

Racine and LaFayette Counties were approved and issued.

Burlington PD applied for VLAW31 base and as per policy established by WISPERN Board.

MOTION made by Doug Meier to approve Burlington Police Dept. for VLAW31 base as per WISPERN policy.

Seconded by Gerry Thorpe

Discussion – There are no apparent problems with this. It will be a simplex base that connects to local dispatch center. Tom Czaja will send in the authorization.

Motion carried

Dane County - A draft application was received from Dane County for approval of MARC and WISPERN. They attached the FCC application form that has listed base stations at Mazomanie, Mineral Point Road in Madison, Simpson Road in Roxbury, and Hwy. D in Stoughton and the City-County Building in downtown Madison. There is a MARC repeater, VLAW31 IFERN base at each of these locations. One location has an EMS B base and has already received the approval for the EMS B channel. It also has control stations MARC 1 and 3,200 mobiles plus VCALL10 and VTAC11 for all public safety radios in the county. They put in mobile operations for every site. The information on the application is not clear as far as base stations are concerned. They are applying for their own license because they have five different base stations.

Tom Czaja commented that there are too many questions on this application and he would like to have Rich McVicar present at the MFCG for clarification. Carl will bring back a list of questions to Dane

County from the MFCG and have them re-submit their application with representation at the next MFCG meeting to answer questions. Tom will put this at the top of the next MFCG agenda.

Carl Guse recommended that Dane County operate under the state license and not their own. He also noted that on the Mineral Point tower site, the tower heights are extremely high. The MFCG expressed concern and would like to make other recommendations.

MOTION

- Motion mad by Tom Czaja that the application approval will hold at this time and a representative will attend the next MFCG meeting to clarify and re-submit their application.
- Motion seconded by Robert Goldstein

DISCUSSION

It was agreed that Dane County also submit a tower propagation map with their application.

- Motion carried

NEXT MFCG MEETING DATES

The MFCG will not meet until January, 2012.

Dane County MARC/WISPERN Authorization – It was suggested that Dane County provide representation, re-submit a revised application, propagation maps, and do a teleconference to discuss their application for approval of MARC and WISPERN. If there is more clarification needed then another meeting will be set to discuss further. The MFCG agreed to set a teleconference with Dane County on December 13, 2011 at 10:00am. If Dane County cannot respond, they will be requested to submit all application materials by November 29th so the MFCG may have two weeks to review.

MEETING ADJOURNMENT

MOTION

- Motion made by Gerry Thorpe to adjourn
- Motion seconded by Carl Guse
- Motion carried

MEETING ADJOURNED AT 1:45PM