

WISCONSIN STATE INTEROPERABILITY COUNCIL

DECEMBER 16TH, 2015

WISCONSIN STATE PATROL DEFOREST POST
911 WEST NORTH, DEFOREST, WI 53532

APPROVED MEETING MINUTES

1. Meeting called to order by Chair Matt Joski at 10:03 AM
2. Determination of a quorum: 9/12 present (In-person: Joski, Ohnstad, Satula, Schaller, Cagigal, and Van Boxtel. Via teleconference: Allen, Schubert, and Fortunato. Excused: Wentlandt, Hansen, Stolte)
3. Review and approval of October 20, 2015 meeting minutes: Motion by Ohnstad, second by Satula. Unanimous approval.
4. Old Business
 - A. **Interoperable Communications Homeland Security Grant Program Multi-Year Funding Plan:**
Shannon Ladwig and Lara Kenny (WEM) provided updated documents (Homeland Security Grant Program Multi-Year Funding Plan and FY13-FY15 Homeland Security – Interoperability Projects) to attendees. It is important to note that several current projects are waiting for the results of the WISCOM Viability Study. The IC is to review these documents and projects and provide suggestions for edits and revisions in order to finalize a plan for requests for funding. Motion to accept documents by Ohnstad, second by Cagigal. Comments: There should be discussion and recommendation action at next IC meeting. Unanimous approval.
 - B. **WISCOM Subcommittee**
 1. Membership nominations: Gene Oldenburg (DOJ/SWIC) reported Gervace Thompson, Juneau County was nominated as a SW Region representative, and Bruce Brantner, Dunn County was nominated as a WC Region representative. Motion by Satula, second by Cagigal to approve as presented. Unanimous approval.
 2. Chair report: Subcommittee has not met since the October 20th meeting. Members of the subcommittee have been receiving calls regarding hospitals and their WISCOM radios. Josh Ripp has been working with Paul Wittkamp and the Health Care Coalition (HCC) to develop a plan for these hospitals. It is clear that there are issues with training and awareness in regards to WISCOM across the state.
 3. Discussion/Clarification of Mission/Responsibilities: It is suggested that all subcommittees meet prior to the next IC meeting to allow for report outs. There was discussion about goals for the next meeting to include ideas for areas to address, use cases, and to come up with protocols and governance for WISCOM. Any issues with by-laws should be identified with a formal motion to bring to the IC.

C. NPSBN Subcommittee

1. Membership nominations: Oldenburg reported Kevin Fosso (Dane County Communications) was nominated as the Professional Public Safety Communications representative, and Van Boxtel nominated Warren Warrington (Menomonee Tribal Police) as the American Indian Tribe or Band representative. Motion by Cagigal, second by Schaller to approve as presented. Unanimous approval.
2. Chair report: The subcommittee met on December 2nd, 2015 to discuss grant requirements, a timeline, education and outreach, and what other state are doing in our region.
3. Discussion/Clarification of Mission/Responsibilities: There has been a renewed interest within the Badger State Sheriff's Association. The BSSA is working on a request for communications coordinators so that a sheriff would be directly involved in each region. The communications coordinators would also work with the current RICs. There was also discussion regarding the role of the IC as the strategic view of overall interoperability and the need to ensure all subcommittees are integrated. The members of each subcommittee must pass information along to their constituents.
4. By-laws Change Request: Discussion and action to add a representative from the Department of Military Affairs (DMA) as a 16th voting member. Motion to approve by Fortunato, second by Van Boxtel. Discussion: other states in the region were polled and they do include EM/National Guard on their similar governance structures. Satula will act as temporary point of contact and will speak with General Dunbar to determine whether this position will be filled by WEM or National Guard. Unanimous approval.

D. 911 Subcommittee

1. Membership nominations: Oldenburg reported Robert Whitaker (North Shore Fire Department) was nominated as the Wisconsin Fire Chiefs Association representative. Motion by Satula, second by Van Boxtel, to approve members as presented. Unanimous approval.
2. Chair report: Cullen Peltier reports that the subcommittee has not met since October 20th, 2015. Peltier also identified that the subcommittee would like clarification on funding sources for NG911, text to 911 standards, and what training and standards each telecommunicator should have. Oldenburg stated that a survey is to be sent by BSSA which will include those topics. Historical documents can also be provided.
3. Discussion/Clarification of Mission/Responsibilities: The subcommittee plans to meet again in mid-late January.

E. Land Mobile Radio (LMR) Subcommittee

1. Membership nominations: Oldenburg reported that Carl Guse (Ashippin Fire and Rescue) was nominated as a Region 45 representative. Motion by Wentlandt, second by Satula to approve members as presented. Unanimous approval.
2. Chair report: The subcommittee has not met since October 20th, 2015 and is waiting for further direction from the IC.
3. Discussion/Clarification of Mission/Responsibilities: Oldenburg suggested that the chair meet with Tom Czaja to come up with a potential mission. Czaja has sent the chair historical documents and suggested using the charter as a starting point. There are existing paperwork and templates available to establish agreements between counties.

- F. **WISCOM Update:** Josh Ripp (DOJ/WISCOM Program Manager) provided updates on recent notable events including occurrences in Neenah and Dane County. Jeff Stauber (EC RIC) spoke of the hostage situation that occurred in Neenah. He stated that agencies were able to successfully link talk groups with WISCOM and everything appeared to work seamlessly. Stauber noted that everything was done behind the scenes at the dispatch center and that this use case exemplifies a promising future for interoperability in Wisconsin.

Rick Lange (SW RIC) spoke of the missing person incident in Western Dane County. He explained there were multiple agencies involved in a location with limited coverage, but most individuals were fairly impressed with the connection available using WISCOM. They were even able to connect with DNR with one downside being that not all DNR radios were connected to WISCOM, but Ripp hopes to fix that in the future.

There was discussion about the need for collecting brief summaries of positive use cases to show stakeholders that WISCOM can be successful. The goal is to transmit a positive image of WISCOM to stakeholders who may have only previously heard negative comments. All use cases can be sent to Oldenburg.

Further discussion led to highlighting the need to put together the proper protocols and a checklist for implementation. Chair Joski suggested this as a possible action item for the WISCOM subcommittee.

A HS Equipment Disposition form was to be distributed by WEM to allow for the proper exchange of grant funded equipment.

- G. **FirstNet Update:** The FirstNet Board met December 8th and 9th for the final time in 2015. At this meeting the FirstNet board approved the RFP for release in early January, and they will be announcing an exact release date soon. FirstNet will also be sending the SPOCs a 2016 Consultation Packet which is expected before the end of the year. Once the consultation packet is received, the FirstNet Regional Coordinator, Tim Pierce, will work with the SPOC to schedule an in-person kick-off meeting. The agenda for the kick-off meeting will include discussing and documenting the 2016 outreach goals and activities for the State engagement strategy.

FirstNet has highlighted key goals for 2016 consultation to include a meeting with the Governance Body, formation of a consultation task team, and Governor's office meetings. FirstNet plans to meet with the Governance Body to present an update, continue consultation, and prepare for the executive consultation meeting. The formation of the Consultation Task Team is to be completed sometime in February with the goal of incorporating input into network deployment policies, plans and procedures. The Governor's Office and Executive Consultation meetings will help prepare executives for a FirstNet decision.

FirstNet expects to release the RFP in early January 2016 with offeror proposals being due late April or early May. FirstNet hopes to have an award and contract in place by the end of 2016. The Governor's Opt-in/Opt-Out decision will likely not have to be made until 2017. The state plan should be in draft or final form by early 2017 with phased deployment beginning in 2018.

- H. **Discussion and Possible Action Relating to Joint Finance Committee Budget Amendment Directive for Report from Interoperability Council Regarding WISCOM:** At the last IC meeting on October 20th, 2015, there was no formal action to create a workgroup. The Joint Finance Committee created a directive to require the IC to submit a report on WISCOM by June 30th, 2016. The IC would like to see a report prepared for their review by May. There was a motion to create the workgroup by Satula, second by Van Bortel. Discussion: The makeup of the workgroup is to be determined by the Chair and the SWIC. Matt Joski will be the chair. Unanimous approval.
- I. **CIB Interoperability Unit/ SWIC Updates:** The SWIC recently attended 4 of 6 regional council meetings to encourage continued outreach and education and to help with the RIC transitions for 2016. The Wisconsin Field Operations Guide (WIFOG) is available at www.interop.wi.gov as a working document which has so far been well received. Work will begin on getting out version 1.1.
5. New Business
- A **Discussion and Possible Action to Designate Dennis J. Fortunato as the FirstNet Single Point of Contact (SPOC) for the State of Wisconsin:** Motion by Van Bortel, second by Satula. Unanimous approval.
6. Set Next Meeting Date
- Discussion and possible action to establish 2016 schedule of meetings:** Satula suggested the IC establish meeting dates around the needs of the Funding Advisory Committee and to align with WEM grant needs. Additional meetings may be held at the request of the chair. Subcommittees are to meet before each IC meeting to allow the chair to report to the IC. Suggested 2016 meeting dates are as follows:
- **February 11th 10am – 12pm:** IC meets to give direction to multi-year state plan proposed by WEM.
 - **May 12th 10am – 12pm:** IC meet to discuss report from WISCOM Workgroup.
 - **August 11th 10am – 12pm**
 - **November 10th 9am – 3pm:** Annual in-person meeting with all subcommittees.
7. Motion to adjourn by Van Bortel, second by Satula. Unanimous approval. Meeting adjourned at 12:15 PM.

Respectfully submitted,

Gene Oldenburg
Statewide Interoperability Coordinator (SWIC)
DOJ/DLES/CIB – Interoperability Unit

Approved 02.11.2016