Southeast Region SCIP Implementation Council

FOX POINT POLICE DEPARTMENT
7300 NORTH SANTA MONICA BOULEVARD
FOX POINT, WI 53217

Approved Meeting Minutes

Monday March 12, 2012 at 1:30 PM

1. Call to Order

The meeting of the Southeast Regional SCIP Implementation Council was called to order at 1:35 PM by Interim Chair Richard Tuma (Waukesha County). Chief Thomas Czaja was thanked for hosting the meeting.

Roll call: 15 of the possible 23 members were in attendance for a quorum. 3 members were excused and 5 were absent.

Attending: Phil Johnson, (**Kenosha County**); Tom Czaja, James Mayer, Eric Viel (**Milwaukee County**): Tom Christensen, Rob Robins, (**Racine County**); Tim O'Neill, Chris Severt, Kevin Williams (**Walworth County**); Pete Hoell, John Schrader, (**Washington County**); Jim Gage, Bill Selzer, Richard Tuma (**Waukesha County**), Kathy Schwei, (Alt for Bill Stolte), (**WEM –SE**).

For the record, three non-member communications stakeholders were also in attendance, Sergeant Sean Licht, (**Greenfield PD**), Ben Schliemann, (**WEM – SE Region Director**) and Peter Jafuta, (**Motorola**).

Gene introduced student intern Angela Perez who is attached to the City of Milwaukee Office of Emergency Management and Homeland Security.

2. Approval of Meeting Minutes of December 12, 2011

Upon a motion by Tom Czaja and second by Rob Robins, the minutes of the December 12, 2011 meeting were approved as printed by a voice vote.

3. Public Comment

No Comments.

4. Committee/Work Group Reports

No Report

5. <u>Special Reports – Regional Coordinator Updates</u>

Gene Oldenburg provided an update on regional interoperability matters since the last council meeting.

- **Radio Channel Naming Standards Project Status** – Since the last meeting he has met twice with the State Frequency Coordinator. We are very close to final recommendation to Interoperability Council. Key points:

  o Application - guidance is recommended (not required) for adoption by all public safety radio users.
  o Implementation- evolutionary process as agencies migrate to new radio systems or update their subscriber unit templates. It is anticipated that the vast majority of public safety agencies will implement these standards by 2020.
  o Recommended that even if individual local agencies do not have immediate plans to implement these standards, agencies should develop future channel naming templates that would be made available to other agencies that are actively programming their radios to these standards.

- **3rd Annual Wisconsin Interoperability Symposium** was held in Rothschild on January 17th and 18th. Several of our regional representatives were in attendance. The Interoperability Council reviewed the current SCIP plan and listened for suggested changes. The Statewide SCIP Implementation Group (SSIG) also met. The various regional interoperability coordinators briefed the audience on their activities and specials projects. SW Coordinator Tim Pierce will be working on creating COML/COMT reorganization, deployment, and activation mechanism, SE Coordinator Gene Oldenburg will work towards completing an end user Communications Handbook and NW Coordinator Tad Matheson will be working within his region to deliver local basic radio training. There was also an interesting presentation on the Joplin, Missouri tornado and the use of IMT/IST to assist in emergency response and coordination.

- **OJA Changes -** John Murray was named the new Executive Director. Statewide Interoperability Coordinator David Spenner will be retiring in June. Interoperability Planning Analyst Jennifer Lord left OJA to become the radio communications manager with the Department of Natural Resources. WISCOM Communications Support Specialist James Westover will also assume the role of CASM Statewide Administrative Manager.

- **COML Program -** On the Wisconsin Interoperability website, http://interop.wi.gov, a new "COML" tab has been added. The tab contains a program explanation, downloadable task book, and a listing of the credentialed COMLS in the state. We are fortunate to have several credentialed COMLs in our region and several more who attended training in January and will be working to complete their task books.

- **Harris LTE demonstration/information** session was hosted by Ozaukee County on February 9th.

- **NECP Goal 2 Report for Wisconsin** – Gene had previously emailed a PDF version of a PowerPoint presentation given at the Symposium on the results of the NECP Goal 2 capabilities

and performance reports done last year by all counties in the nation. If anyone has not received a copy and would like one, send him an email requesting one.

- **2012 SAFECOM Guidance on Emergency Communications Grants** - On March 5, 2012 the US Department of Homeland Security (DHS) Office of Emergency communications (OEC) released the 2012 SAFECOM guidance document that, for the first time, included a list of emergency communications grant funding priorities. They are:

  o Priority 1:   Leadership and Governance
  o Priority 2:   Statewide Planning for Emergency Communications
  o Priority 3:   Emergency Communications Training and Exercises
  o Priority 4:   Other Integral Emergency Communications Activities
  o Priority 5:   Standards-Based Equipment
  o Priority 6:   Planning for Investments in Broadband and Other Advanced Technologies

  The report can be obtained at: http://www.safecomprogram.gov/grant/Default.aspx

6. Old Business

- **FCC Narrowbanding Mandate** – Racine County reported as of January 8, 2012, they have completed narrowbanding their equipment except for a few minor items. Various representatives updated the audience on the status of their respective counties. Everyone is well aware of the mandate and working diligently to comply with the deadline. Richard Tuma mentioned there has been some discussion of waiving the narrow banding mandate for the 450 – 470 frequency bands since public safety will be required to abandon this in 10 years.

- **CASM/TICP** – In recognition of the limited resources and time restraints of county and local personnel, Gene has developed a fill-in MS Word document intended to streamline the TICP and CASM data collection process. He is working with the several county emergency managers to have the form be electronically distributed to the local agencies for completion. The data would be returned to Gene for input into CASM and the TICP. Once the TICP template is populated, meetings would be conducted in each county to finalize the document. The intent behind the form is that "many doing a little" is better than "a few doing a lot". A second benefit would be that completion of the form could be used to fulfill the local agency participation policy requirement. TICP planning meetings were held in Jefferson County on February 1st and in Racine County on February 13th. A meeting is planned for Ozaukee County in April.

- **WISCOM Update**

  o WISCOM has brought the UWM Sandberg Hall and Union Grove VHF towers on-line, greatly improving system coverage in the region. The Sandberg Hall site also received 800 MHZ capability that will enhance the UWM Police Department's interoperability capabilities with its neighbors.

  o As mentioned at our December meeting, Dave Spenner, OJA/State Interoperability Coordinator, had sent a letter to the County Executives/Administrator and County Board Chairmen of Ozaukee, Milwaukee and Waukesha Counties regarding a

communications study that would include the potential for WISCOM to expand to operate in the 800 MHz frequency band currently used in the three counties. OJA and UASI have committed approximately $195,000 to fund the study with no money required from any of the counties. Ozaukee County has agreed to participate, however both Milwaukee and Waukesha Counties have declined to join in.

On March 6th, Gene Oldenburg was chosen by OJA/UASI to serve as the point of contact between Kimball, the study's consultant, and the various communications stakeholders in Milwaukee and Waukesha counties. Richard Tuma noted that Milwaukee and Waukesha counties are not participating as they feel the scope is too limited for their needs and they will be moving ahead with their own RFP processes.

- **Define agency "local participation" in regional by-laws as required in Inter-Operability Policy Statement #2**

Upon a motion by Rob Robins and second by Chris Sievert, the membership voted to adopt the local participation guidelines as recommended by Gene. The adopted guidelines are:

Local Agency Participation Requirement for Interoperable Communications Grant Funding Eligibility

Overview

The Interoperability Council was established under state statutes to develop strategies and recommend standards and guidelines for achieving statewide communications interoperability for Wisconsin's public safety community.

The Interoperability Council authorized the creation of six Regional SCIP Implementation Councils for the purpose of advancing the strategies contained in the Statewide Communications Interoperability Plan (SCIP) while addressing local concerns and unique regional conditions.

The Interoperability Council has determined that local agency participation in regional council activities demonstrates the cooperative spirit necessary to foster commitment to improve interoperable communications, thereby ensuring the highest level of public safety response to our citizens.

The Interoperability Council recognizes that grants and other funding mechanisms are of critical importance to advance interoperable communications capabilities among the local public safety providers. In order to be eligible for interoperable communications grants funding, local agencies will be required to demonstrate their active participation in regional interoperable communications activities.

Role of the Regional SCIP Implementation Council

Regional SCIP implementation councils will on an annual basis, establish a list of criteria that will be used to assess local agencies' participation in regional interoperability council activities. The criteria will be based on the current state and regional interoperability strategies and initiatives.

During the grant review process, the Office of Justice Assistance will use the criteria to identify those local agencies' that demonstrate the highest level of commitment and participation, relative to their size and resources, in regional interoperability council

activities. Agencies that demonstrate a higher level of participation will be rewarded with a higher funding priority.

Upon a motion by Tom Czaja, and a second by Eric Viel, the membership voted to adopt, as evidence of satisfactory compliance with the local agency participation policy requirement for 2012, the completion and return by the individual local agencies of the CASM/TIPC data collection form that was developed by Gene.

The members also completed the previously distributed local agency participation evaluation criteria rating form. The results, shown below, are ranked from highest to lowest priorities:

1. Communications Asset Survey and Mapping (CASM) participation.
2. Participation in the development, implementation and maintenance of the local county tactical communications plan (TICP) as appropriate.
3. Demonstrated effort to develop formal local agency interoperable communications policies/procedures and on-going training programs.
4. Adoption of Wisconsin public safety radio channel naming standards.
5. Completion of annual NECP and/or other DHS interoperable communications reporting requirements.
6. Successful implementation of past interoperable communication grants awards.
7. Participation in interoperable communication tabletop, functional or full scale training exercises.
8. Membership on the regional SCIP implementation council or participation in a regional SCIP implementation council *workgroup*.
9. Interaction with the regional SCIP Implementation Plan coordinator
10. Demonstrated effort to implement Communications Unit Leader (COML) personnel at local agency or county level.
11. Attendance at regional SCIP implementation council meetings.
12. Attendance at other regional or statewide interoperable communications symposiums or training sessions.
13. Attendance at other Wisconsin Interoperability Initiative council or committee meetings
14. Membership on the Interoperability Council (IC) or one of its subcommittees.
15. Other measureable, observable or verifiable actions or initiatives that demonstrate connection to regional interoperable council activities.

- **Communications User Manual Project** – Gene reported receipt of an additional $5000 in funding for 2012 to develop a basic all-hazards, first responder radio communications user manual. He intends on starting this project during the second quarter and will be seeking input from all counties and disciplines.

- **Election to Fill Unexpired Chair-Person Term of Office through 2013** – After discussion and lack of a nomination, upon a motion by Jim Mayer and second by John Schrader, the membership voted to defer action on filling the vacancy until the next meeting.

7. New Business

- Gene distributed an email he had received dated February 16, 2012 from South Shore Fire Chief William Bouma regarding the Racine County Fire Chiefs adopting a "To - From" hailing protocol. This was for informational purposes. The text of the email is attached below:

"The Racine Co. Fire Chiefs Association voted last night on using the NIMS and National Fire Academy Radio Protocol of (YOU - ME) for all radio communications. They also voted to use the Racine Co. "ALL CALL" tone patch along with the IFERN tones for all MABAS Calls at the Box Alarm Level and greater. This will let everyone know at one time that there is a MABAS call somewhere in Racine County and they should listen up for their department and their assignment. Everyone should be able to respond quicker and it will be much easier for the dispatchers to send out the calls. The Racine Co. tones will not be heard on the IFERN frequency."

It may be helpful to paste a card on the dash of each rig to remind us of the YOU-ME Protocol. It can also be expressed as TO - FROM. An example is: DISPATCH from MED8."

8. <u>Other Business</u>

- County Reports

  o Jefferson – no report

  o Kenosha – no report

  o Milwaukee – Jim Mayer reported on March 1st, of the Motorola sponsored P25/LTE information workshop that was held at the Greenfield Police department.

  o Ozaukee – no report

  o Racine – no report

  o Walworth – no report

  o Washington - no report

  o Waukesha – no report

  o General Audience – no comments

- Upcoming Meetings

  o May 1, 2012 (TENTATIVE) – SCIP Workshop, Appleton, WI

  o May 15, 2012 – Mutual Aid Frequency Coordinating Group Meeting – OJA Offices, Madison

  o May 31, 2012 – SIMCOM – Jefferson County Fairgrounds

9. <u>Next Meeting Date and Location</u>

The next meeting will be:

Date: **Monday, September 10, 2012 at 1:30 P.M.**

Location: **Waukesha County Communications Center**
1621 Woodburn Road
Waukesha, WI 53188

10. **Motion to Adjourn** – Upon a motion/second and voice vote, the meeting was adjourned at 2:50 PM.

Respectfully submitted

Gene Oldenburg
SE Wisconsin Regional SCIP Implementation Coordinator