

The Interoperability Council moves to establish and create the following by-laws for a **Wisconsin Interoperable System for Communications (WISCOM) Subcommittee**.

Whereas, Wisconsin public safety agencies have agreed in principle that interoperable voice and data communications will enhance the ability of individual agencies to accomplish their missions and purposes, and

Whereas, state and local, as well as federal, public safety/service agencies desire an alternative to perpetuating stand-alone individual communications systems and create a local option to enhance their public safety communications by investing in local build-out of the statewide system with capacity to meet local requirements for day-to-day, operational, and/or portable radio coverage, and

Whereas, the Department of Justice under Wis. Stats. §165.25 (17) is to provide oversight of the development and operation of a statewide public safety interoperable communications system, and

Whereas, the Interoperability Council is created under Wis. Stats. §15.107 (18) to assist the Department of Justice in implementing interoperable public safety communications and authorized under Wis. Stats. §16.9645 (2) (f) to make recommendations on technical and operational standards as well as guidelines and procedures for public safety interoperable communications systems, and

Whereas, the Department of Justice and the Interoperability Council seek to focus their respective statutory duties and implement the strategic vision, goals and objectives reflected in the Statewide Communications Interoperability Plan (SCIP), and

Whereas, the Interoperability Council has established other bodies to assist with various aspects of its statutory responsibilities,

NOW, THEREFORE, the Interoperability Council hereby establishes the WISCOM Subcommittee with the following by-laws:

## **I. MISSION STATEMENTS**

The mission of the WISCOM Subcommittee is to advise and make recommendations to the Interoperability Council in all areas related to WISCOM.

The mission of the WISCOM system is to provide reliable and responsive statewide communications interoperability between fire, law enforcement, rescue, emergency medical services, emergency management and other government services.

Further, the mission of the WISCOM system is to provide a cost effective alternative to local agencies to enhance their public safety communications by investing in local build-out of the statewide system with capacity to meet local requirements for day-to-day, operational, and/or portable radio coverage.

## **II. RESPONSIBILITIES**

The WISCOM Subcommittee shall be responsible for making recommendations on all aspects of the WISCOM system to the Interoperability Council, in order for the Interoperability Council

to make recommendations on the system to the Department of Justice per Wis. Stats. §16.9645. These recommendations are to include but are not limited to:

- A. Technical and operational standards for WISCOM.
- B. Operational guidelines and procedures for using WISCOM.

### III. MEMBERSHIP

- A. The WISCOM Subcommittee shall consist of twenty (20) voting members.
  - 1. The following members shall be confirmed by the Interoperability Council for three (3) year terms:
    - Two (2) representatives from each of the six (6) Wisconsin interoperability regions, of which:
      - Two appointees that are daily users of the WISCOM system in that region
      - If the region does not have a current daily user on the WISCOM system, non-daily user(s) shall be appointed as a representative.

Where possible, representatives from any single region should not come from the same public safety discipline (eg, fire, EMS, or law enforcement).

- 2. The following members shall be appointed by the Interoperability Council for two (2) year terms based on Secretary, or agency head, recommendation:
  - One (1) representative from the Wisconsin Department of Justice.
  - One (1) representative from the Wisconsin State Patrol.
  - One (1) representative from the Wisconsin Department of Natural Resources.
  - One (1) representative from the Wisconsin Department of Health Services.
  - One (1) representative from the Wisconsin Department of Military Affairs.
  - One (1) representative from the Wisconsin Department of Corrections.
- 3. One (1) representative from an American Indian tribe or band in this state who is a daily user of this system.
  - If there is not a daily user of tribal, or band, representation a non-daily user shall be appointed as a representative.
- 4. One (1) representative from a Federal entity which is a daily user of this system

- If there is not a Federal daily user of the system a non-daily user shall be requested to serve on the subcommittee.
- B. All members of the WISCOM Subcommittee shall be appointed by the Interoperability Council. Written letters of nomination for regional representation from the Regional SCIP Implementation Councils (RSICs) or agencies noted above will be considered by the Interoperability Council and confirmation will be made by simple majority vote. Members of the WISCOM Subcommittee shall not be members of another Interoperability Council Subcommittee.
- C. Membership terms begin on the date of the organizational meeting of the Subcommittee.
- D. All members must complete a Conflict of Interest Disclosure Statement prior to beginning or renewing their term.
- E. The Interoperability Council may remove members with good cause after reasonable notice has been provided to the individual and the RSIC or agency they represent.
- F. The Regional Interoperability Coordinators (RICs) from each region will serve as advisory (non-voting) members of the WISCOM Subcommittee.

#### **IV. GOVERNANCE AND DECISION-MAKING PROCEDURES**

- A. The WISCOM Subcommittee will elect a Chairperson and a Vice-Chairperson (or alternatively, co-chairs).
  - 1. Duties of the Chairperson:
    - Coordinate all WISCOM Subcommittee activities and meetings, including establishing the agenda, time, and location of each meeting.
    - Ensure all WISCOM Subcommittee activities comply with all applicable Wisconsin laws.
    - Preside over all regular and special WISCOM Subcommittee meetings, including ensuring timely public notice of meetings, recording meeting minutes, and disseminating meeting minutes to each WISCOM Subcommittee member in a timely manner.
    - Serve as the point of communication between the WISCOM Subcommittee and the Interoperability Council, including reporting any WISCOM Subcommittee decisions and recommendations to interested parties.
  - 2. Duties of the Vice-Chairperson
    - Assist the Chairperson in the performance of their duties.

- Preside over WISCOM Subcommittee meetings in the absence of the Chairperson.
- B. If a member is unable to attend a WISCOM Subcommittee meeting, an alternate from their region or agency may be designated to attend the meeting, subject to prior notice and approval by the Chairperson.
- C. It is considered a quorum when a simple majority of the voting members (or their designated alternate) is present in-person or via teleconference. If a sufficient quorum is not achieved, the meeting may be adjourned.
- D. Each voting member of the WISCOM Subcommittee has one vote.
  1. If an alternate has been approved by the Chairperson, that person may cast the vote for the region or agency they represent.
- E. A simple majority is required for approval of WISCOM Subcommittee decisions and recommendations.
- F. Roberts Rules of Order (revised) will be used at meetings.

## **V. OPERATING PRINCIPLES**

- A. All meetings shall be conducted in accordance with provisions and requirements of these WISCOM Subcommittee by-laws and in compliance with laws and regulations of the State of Wisconsin.
- B. The WISCOM Subcommittee shall:
  1. Encourage local and tribal officials and decision makers to participate in WISCOM Subcommittee business and deliberations.
  2. Consider the unique needs of public safety first responders and other participating entities throughout the State of Wisconsin.
  3. Seek to balance infrastructure and user needs.
  4. Recognize and respect stakeholder concerns, and address those concerns that could negatively impact Wisconsin's WISCOM system.
  5. Ensure that the WISCOM system project does not rest on any single individual, agency, or technology.
  6. Ensure all strategic initiatives support established future goals and strategies, including coordination with the overall Wisconsin SCIP.
  7. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
  8. Promote a collaborative approach in dealing with issues.

- C. To ensure greater success, all WISCOM Subcommittee members will be expected to:
1. Prepare for and attend scheduled meetings.
  2. Engage actively in open and honest deliberations.
  3. Provide accurate representation of their respective agencies and disciplines.
  4. Support Subcommittee decisions and seek endorsement from their respective agencies.
  5. Possess a level of technical understanding of WISCOM to satisfactorily represent the needs and expectations of their respective agencies and disciplines.

#### **IV. CHANGES TO THE BY-LAWS**

The WISCOM Subcommittee is authorized to petition the Interoperability Council for changes to these by-laws for the common good and to better implement the WISCOM system and the broader Wisconsin Interoperability Initiative.

---

These by-laws have been approved by the Wisconsin Interoperability Council under the authority of Wis. Stats. §16.9645.

Adopted: February 23, 2015

Published: