

WISCONSIN STATE INTEROPERABILITY COUNCIL

MAY 12, 2016
10:00 AM – 12:00 PM

CITY OF FOND DU LAC FIRE DEPARTMENT
TRAINING ROOM
815 SOUTH MAIN STREET, FOND DU LAC, WI 54935

TELECONFERENCE
(888) 291-0310 // 8256464#

MEETING MINUTES

1. Meeting convened at 9:59 AM
2. Quorum was established. 10/11 members present. Eight in-person including Matt Joski, Brian Satula, Jeff Ohnstad, David Cagigal, Steve Hansen, William Stolte, Richard Van Boxtel, and Dennis Fortunato. Brad Wentlandt and Lynn Schubert joined via teleconference.
3. Review and approval of February 11, 2016 meeting minutes
 - A. *Motion by Fortunato. Seconded by Van Boxtel. Unanimous approval.*
4. Old business
 - A. **Interoperable Communications Homeland Security Grant Program Multi-Year Funding Plan**
 - 1) Lara Kenny reported that WEM submitted the Federal application in April and Gene Oldenburg presented to the Funding Advisory Committee on behalf of DOJ and the Interoperability Council. Six out of nine IFERN Base Stations, three RICs, and the State IMT radios were approved. The grant will be awarded by FEMA in late August/early September.
 - B. **WISCOM Subcommittee**
 - 1) Membership Nominations:
 - a) There were no membership nominations at this time.
 - 2) Chair Report
 - a) Chair Keith Kesler reports that the WISCOM Subcommittee met on April 22nd. It was discussed that members have not received or completed the Conflict of Interest Disclosure Statements specified in Section III, Sub-Section D of the Subcommittee by-laws. The DOJ Division of Legal Services will review if this is statutorily necessary for advisory groups like the Interoperability Council Subcommittees.
 - b) The Subcommittee is looking for guidance from the Interoperability Council regarding the Operating Principles (Section V, Sub-section B) of the Subcommittee by-laws. Some Subcommittee members felt that the requirements were too broad and request that the Interoperability Council refine the by-laws and identify what topics or tasks should be a priority for the WISCOM Subcommittee moving forward.
 - c) The Subcommittee has reviewed the Draft WISCOM Potential Daily User Checklist and has proposed several changes and additions including requiring a Statement of Support

from the local elected officials, additional information on how local radio equipment is maintained, and current interference issues.

- d) In a previous WISCOM 999 Workgroup meeting, the WISCOM Subcommittee was asked to assist in further defining the term “Daily User”. It was reported that there was a slight change in wording and that a “Daily User” should be identified as “someone who uses WISCOM for its daily operations and its emergency response needs and forgoes the use of separate systems for its emergency responses with the exception of on-scene tactical channels.”
- e) Finally, the WISCOM Subcommittee has identified several priorities and future goals for the Subcommittee including outreach/education, discussing approval documents and communications plans for those interested in joining the WISCOM System, future user fees and funding, maintenance and access to the Network Management System (NMS), and managing talkgroup usage.

C. Nationwide Public Safety Broadband Network (NPSBN) Subcommittee

1) Membership Nominations

- a) There are four recommended nominees: Molly Boss – DOJ, Victor Voss – Neenah/Menasha Fire Rescue, Todd Thomas – Appleton Police Department, and Jon Schultz – Eau Claire Fire Department.
- b) *Motion to accept the recommended membership nominations made by Wentlandt. Seconded by Satula. Unanimous approval.*

2) Chair Report

- a) Chair Jeffrey Nett reports that the NPSBN Subcommittee met on April 20th and has prioritized identifying coverage areas in the state. The Subcommittee will be meeting on May 23rd to discuss data collection and review previous data collected by the Public Service Commission (PSC). The Subcommittee has given priority to identify and fill any coverage gaps in data already submitted to FirstNet.
- b) Molly Boss reports that the Subcommittee has begun recommending individual Subject Matter Experts (SMEs) for a Consultation Task Team (CTT) on Quality of Service, Priority, and Preemption (QPP). These five individuals will participate in a survey to assist in the formation of FirstNet Network Policies.
 - The IC can make recommendations for technical SMEs to Molly Boss before the end of May and any questions regarding the CTT QPP should be addressed to Molly Boss.
- c) The Subcommittee plans on reviewing a document submitted to FirstNet by Illinois regarding their comments and concerns with the FirstNet RFP. FEMA Region V has suggested that every state in the region draft a similar document to be submitted to FirstNet. The Subcommittee will discuss possible response and action at the next NPSBN Subcommittee meeting. Molly Boss will share the Illinois document with the Interoperability Council.

D. 911 Subcommittee

1) Membership Nominations

- a) There are no membership nominations at this time. Teresa Erler (NER Representative) is resigning as she has moved on from her position as Director of Forest County Emergency Management.

2) Chair Report

- a) Chair Cullen Peltier reports that the 911 Subcommittee held a meeting on May 9th. Office of Emergency Communications (OEC) representatives Nancy Dzoba and Chuck Spalding held four NextGen 9-1-1 (NG 9-1-1) workshops throughout the state the week of May 2nd.

- There were approximately 144 total attendees and each location consisted of an AM session dedicated to a technical presentation and a PM session dedicated to strategic planning and governance across the nation.
 - At the end of each workshop, Brian Kreklau from DOA/DET did a brief presentation on security management and the potential to use Badgernet for NG 9-1-1.
 - Gene Oldenburg has been in contact with Jim Jarvis from OEC who has confirmed that OEC/ICTAP will be able to provide technical assistance in FY 2017 to assist in the development of a strategic plan for NG 9-1-1.
- b) The Subcommittee reviewed the APCO Training Guidelines for emergency dispatchers and there was discussion on options for certifying telecommunicators in the future. This will be an ongoing effort by the 911 Subcommittee.

E. Land Mobile Radio (LMR) Subcommittee

- 1) Membership Nominations
- a) There was one recommended nominee: Marie Treazise – DOT.
 - b) *Motion to accept the recommended membership nomination made by Fortunato. Seconded by Hansen. Unanimous approval.*
- 2) Chair Report – Chair Randy Frailing was absent and there was no report out to the IC. The LMR Subcommittee has yet to meet.

F. WISCOM Update

- 1) Josh Ripp was attending an ISSI Conference in Colorado so the WISCOM update was given by James Westover from DOT.
- 2) Westover reports that there are currently 121 sites on the system. EF Johnson is in the state performing site by site visits to replace hard drives in all of the site controllers and mobile radio gateway boxes. They are also installing revised ESP software and adding external reference clocking inputs to ATLAS repeater sites.
- 3) The Kenosha scan Gateway was listed as active for 21 out of a 30 day period. They are registered at a significantly higher airtime than any other site. Westover will be traveling to that site to verify and look for any programming issues.
- 4) The Southeast and Northeast Regional talkgroups have started performing regular roll calls.
- 5) The Site on Wheels (SOW) is getting new VHF/800 MHz antennas installed by the end of next week.
- 6) DOJ Division of Criminal Investigation (DCI) has added more Gateways to connect talkgroups with OpenSky in Milwaukee.
- 7) Minnesota has expressed interest in setting up an ISSI Gateway connection between WISCOM and the Minnesota ARMER system at the Douglas County location.
- 8) Westover recently purchased several Interop Gateway radios to complete the project with the Illinois STARCOM system.
- 9) In regards to the recent outages, there has been a problem identified as a time sync issue between all the devices at a particular site and the NMS but it is not effecting site operations in a negative manner. EF Johnson is working on a software-based solution to fix the glitch in the NMS.

G. FirstNet Update – Molly Boss

- 1) Timeline Overview –
- a) The RFP responses are still due May 31st. FirstNet expects to award a vendor contract in November 2016.
 - b) Draft state plans will be delivered six months after the contract is awarded and final state plans will be delivered to each governor near the end of 2017. The Governor will have 90 days to choose whether the state will opt-in or opt-out of the FirstNet state plan.

- 2) David Cagigal, Dennis Fortunato, and Molly Boss attended the Spring SPOC Meeting in McLean, Virginia in April. FirstNet is thinking about developing a Portal that would consist of a Public and Private section to provide more information on the state plans. This is just a concept at this point and it is unclear who would have access to the Private section of the Portal however, the Public section would be available to anyone.
- 3) State Plans –
 - a) The state plans will be drafted by FirstNet and their chosen partner.
 - b) The states will not have any input in the drafting process other than any data submitted during the additional data collection timeframe. The FirstNet deadline for additional data collection is September 30th, 2016. IC Members are encouraged to attend the NPSBN Subcommittee Data Collection Meeting on May 23rd.
 - c) FirstNet has emphasized that the draft state plans will be sent to each state for review and explanation only.
 - d) Once the draft state plan is delivered to the state, the IC will potentially meet to review the document and perform an in-depth analysis to determine whether they would recommend an opt-in or opt-out scenario to the Governor.
 - e) Each final state plan will be delivered to every governor at the same time.
- 4) Executive Consultation –
 - a) DOJ is in the process of identifying individuals that the Governor will look to for guidance on the final state plan in order to keep them up to date and informed on FirstNet before the state plan is delivered.
 - b) David Cagigal helped set up a meeting between DOJ and General Dunbar to give an update on the FirstNet initiative. General Dunbar has invited DOJ staff to give a FirstNet briefing to the Homeland Security Council.
 - c) Molly Boss has been in contact with Megan Cramer, the Legislative Liaison from DOA to assist in getting a meeting with policy staff from the Governor's Office.
 - d) Any other suggestions for associations, groups, or people to contact for executive consultation, please contact Molly Boss.
- 5) Outreach –
 - a) Each of the RICs has been tasked with identifying metropolitan areas in their regions. This will be to assist in outreach and consultation to ensure that everyone is aware of FirstNet.
 - b) Tribal Outreach is another major focus at this time. Molly Boss has been in contact with Dawn Vick from DOA who has suggested several upcoming meetings with Tribal leaders as an opportunity to speak about FirstNet.
- 6) Schedule Special IC Meeting to act as Governance Body Meeting with FirstNet
 - a) This will be a 45 minute presentation on FirstNet by Tim Pierce. It will be an opportunity for the IC to express questions and concerns with FirstNet as they are in the process of selecting a vendor and drafting the state plans.
 - b) This meeting will be held after the IC Meeting on August 11th at the Fond du Lac Fire Department at 1PM.

H. Joint Finance Committee WISCOM Report Workgroup Update

- 1) The Workgroup has met three times and TUSA Consulting Services has been working on a draft report to present to the IC before the final report is sent on to the Joint Finance Committee. The final report is due on June 30th, 2016.
- 2) It is likely that the Joint Finance Committee will want the report prior to the deadline due to additional inquiry.
- 3) Scheduling the special IC Meeting to review/accept the report will be contingent on the progress made at the WISCOM 999 Workgroup meeting at 1PM following this IC Meeting.

I. CIB Interoperability Unit/SWIC Updates – Gene Oldenburg

- 1) Molly Boss officially joined the Interoperability Unit in March. Jessica Jimenez joined the unit at the beginning of April. The Supervisor/SWIC position within the Interoperability Unit was reposted online and applications will be due May 31st.
- 2) Gene Oldenburg attended the National Council of SWICs (NCSWIC) meetings sponsored by OEC in Jacksonville, Florida the week of April 25th. There was a number of topics discussed including:
 - a) The changes in governance of SWICs at the Federal level.
 - b) There are going to be changes with the MOUs for Federal interoperability channels.
 - c) A bill in Congress, Prepared Act (HR 3583), that will be moving from the House of Representatives to the Senate which addresses the SWIC being a state employee.
 - d) Concern regarding Communications Units (COMU) which seems to be an issue in many states. Some states have expressed concerns with a majority of trainees using the COML/COMT training as a resume builder instead of applying their training to the field.
 - e) There was a workgroup developed for recommending duties for SWICs due to the nationwide turnover of that position.
- 3) As the IC and Subcommittees become more active, DOJ staff is working on providing support for members and council activities. Chairs are reminded to notify DOJ staff of any upcoming meetings and send the agendas to fulfill Open Meeting Requirements.
- 4) Coming up are the two previously approved technical assistance opportunities from OEC/ICTAP for All-Hazard Incident Tactical Dispatcher Training (Fall 2016) and Incident Communication Center Manager Training (early 2017). Oldenburg will be reaching out to the 911 Subcommittee regarding the Tactical Dispatcher training.

5. New Business

A. Resignation of Interoperability Council member Mindy Allen, WI EMS Association Member

- 1) There are now four vacancies: Director of EMS, Local Government Elected Official, Local Health Department Representative, and Individual with Experience/Expertise in Interoperability Communications.
- 2) DOJ staff will work on the process for filling these vacancies and any reappointments that might be necessary in the future. If anyone has recommendations of someone who might fit into one of those vacancies, please contact DOJ staff.

B. Discussion and possible action to create NextGen 911 (NG 9-1-1) Workgroup

- 1) This workgroup will assist in achieving SCIP Goal #11 in creating a strategic plan for the deployment of NextGen 9-1-1.
- 2) There was discussion about placing the NG 9-1-1 Workgroup under the 911 Subcommittee.
- 3) There was a motion for 911 Subcommittee Chair Peltier to work with DOJ staff to form and establish the NextGen 9-1-1 Workgroup under the direction of the 911 Subcommittee.
 - a) *Motion made by Van Boxtel. Seconded by Stolte. Unanimous approval.*

C. Other New Business

- 1) There was discussion about a proposal by Satula to create another subcommittee that would be dedicated to qualifying individuals as COML/COMT and maintaining updates with the SCIP or assign these tasks to an existing subcommittee.
 - a) Determining where the COML/COMT items reside will be an agenda item for the IC Meeting in August.
 - b) A SCIP discussion and review will also be an upcoming agenda item.

6. Next Regular Meeting Date – Thursday, August 11, 2016 – Determine Meeting Location
 - A. The August 11th meeting will be held at the Fond du Lac Fire Department again at 10AM.
 - B. The FirstNet Governance Body Meeting will be scheduled for the same day, same location at 1PM.

7. Meeting adjourned at 11:53 AM
 - A. *Motion by Van Boxtel. Seconded by Satula. Unanimous approval.*

Respectfully Submitted,

Jessica Jimenez
DOJ/DLES/CIB – Interoperability Unit