

WISCONSIN STATE INTEROPERABILITY COUNCIL

AUGUST 11TH, 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

MEETING MINUTES

1. Meeting convened at 10:04 AM
2. Quorum was established. 7/11 members present. Six in-person including Matt Joski, Brian Satula, Todd Schaller, David Cagigal, William Stolte, and Richard Van Boxtel. Steve Hansen joined via teleconference.
3. Review and approval of May 12th, 2016 Meeting Minutes
 - A. *Motion by Van Boxtel. Seconded by Schaller. Unanimous approval.*
4. Review and approval of June 21st, 2016 Teleconference Minutes
 - A. *Motion by Van Boxtel. Seconded by Hansen. Unanimous approval.*
5. There was no public comment.
6. Old business
 - A. Interoperable Communications Homeland Security Grant Program Multi-Year Funding Plan**
 - 1) Gene Oldenburg requested that the Interoperability Council and subcommittee members begin planning for next year's funding cycle by submitting program requests to Shannon Ladwig by November 2016.
 - 2) Any questions can be directed to Shannon Ladwig or Lara Kenny at Wisconsin Emergency Management.
 - B. WISCOM Subcommittee**
 - 1) Review and possible action to appoint members
 - a) There are no membership nominations at this time.
 - 2) Subcommittee Chair Report
 - a) Chair Keith Kesler reports that the WISCOM subcommittee has not met since April.
 - b) Kesler shared a success story on how WISCOM was utilized by a stranded officer after he was swept from his patrol vehicle in a rain storm.
 - C. Nationwide Public Safety Broadband Network (NPSBN) Subcommittee**
 - 1) Review and possible action to appoint members
 - a) DOA/DET – Connie Bandt
 - i. *Motion to accept the recommended membership nominations made by Cagigal. Seconded by Satula. Unanimous approval.*

- 2) Subcommittee Chair Report
 - a) Chair Jeffrey Net reports that the NPSBN subcommittee met in Amherst on July 21st to discuss additional data collection efforts with Televate, a consulting firm hired by DOJ for assistance with the FirstNet initiative.
 - b) The newly formed Wisconsin Public Safety Broadband (WiPSB) Project was kicked off the week of July 18th with six regional kickoff meetings around the state.
 - c) The subcommittee's next major milestone will be submitting a Phased Build Out plan prior to the September 30th data collection deadline. A group of subcommittee members met prior to this meeting and will meet again in the afternoon to begin that process. The subcommittee may request a special IC meeting to approve the final recommended phased build out.

D. 911 Subcommittee

- 1) Review and possible action to appoint members
 - a) NER Rep – Sherri Congleton (Oneida County Sheriff's Office)
 - i. *Motion to accept the recommended membership nominations made by Van Boxel. Secoded by Stolte. Unanimous approval.*
- 2) Subcommittee Chair Report
 - a) Chair Cullen Peltier reports that the 911 subcommittee has not met since the last IC meeting.
 - b) The subcommittee has been focusing their efforts on setting up the NextGen 9-1-1 Workgroup. The Workgroup's first meeting was August 4th at the MABAS Pre-Conference followed by a presentation from Dana Wahlberg about Minnesota's NG911 implementation.
 - c) The group met again on August 9th to discuss the drafting of a white paper to be approved by the IC and submitted to the state legislature. The next meeting is scheduled for September 22nd in conjunction with the CIB Conference in Appleton.
 - d) DOJ is working with U.S. DHS Office of Emergency Communications (OEC) for a strategic planning workshop on October 25th after the 2016 WIPSCOM fall training.

E. Land Mobile Radio (LMR) Subcommittee

- 1) Review and possible action to appoint members
 - a) American Indian Tribe or Band – Mark Waukau (Menominee Tribal PD)
 - i. *Motion to accept the recommended membership nominations made by Satula. Secoded by Van Boxel. Unanimous approval.*
- 2) Subcommittee Chair Report – Chair Randy Frailing was absent and there was no report out to the IC. DOJ is working with the chairperson to set up a meeting in September.

F. WISCOM Update – This update was postponed until Josh Ripp arrived at 10:50 AM

- 1) Ripp and Klas were in Dunn County area to work with Kenwood on troubleshooting issues they were experiencing in the area.
- 2) ISSI Connections:
 - a) DOJ has been working with Minnesota to establish an ISSI connection between Douglas County, Wisconsin and St. Louis County, Minnesota. It is still in the initial stages of moving data and there will need to be discussions with users to identify expectations and establish policies for talkgroups as this is the first interstate ISSI connection.
 - b) Ripp has also been working with Dane County to ensure that WISCOM can connect to their new system, DaneCom. This will not be available until 2018 due to lack of automatic roaming capabilities by Harris.
 - c) These connections will be active at all times.

- 3) The Healthcare Coalition completed their reprogramming of their WISCOM radios across the state. The next step for the Healthcare Coalition is to work on training their personnel on, radio and talkgroup usage, etc.
- 4) DOJ has been meeting at the Alliant Energy Center to begin planning for power outages. Refueling the diesel and propane generators at WISCOM sites is going to be a particular challenge during long term power outages.
- 5) Based on statistical reports, there are now 24,908 subscribers, 2,064 talkgroups programmed into the system with the most active talkgroup being the State Patrol talkgroup in the North East region even though State Patrol did not join WISCOM until July 26th, 2016. State Patrol has experienced very little issues since going online.
- 6) WISCOM sites in the North took several lightning hits during the storms but were brought back online within a day or so but were not at full capacity for a few days.
 - a) Ripp mentioned that WEM was utilizing WISCOM following the storms but was unsure why or how it was being utilized.
 - b) Brian Satula reported that FEMA is in the state using WISCOM to communicate between the teams that will be developing project worksheets for flood damage in the northern part of the state. FEMA has noted that they are impressed with WISCOM capabilities in that part of the state.
- 7) DOJ and Tusa have begun the second stage of the WISCOM study.

G. FirstNet Update

- 1) Molly Boss reported that three companies have publicly announced that they have submitted bids for the FirstNet RFP, AT&T, PDV wireless, and Rivada Mercury. FirstNet plans to announce their award in November.
- 2) Boss thanked those who attended the regional WiPSB kickoff meetings.

H. Joint Finance Committee WISCOM Report Workgroup Update

- 1) Gene Oldenburg reported that the Act 55 Report was submitted to the legislature on June 30th. There has been no feedback at this time.

I. CIB Interoperability Unit/SWIC Updates

- 1) Interoperability Unit Supervisor – James Klas – This portion was postponed until after the WISCOM Update.
 - a) Jim Klas started with DOJ on August 9th as the Interoperability Unit Supervisor.
 - b) Klas was at the Educational Communications Board (ECB) under the Wisconsin Department of Administration for 14 years, worked in public safety communications during his time at Ozaukee County, and telecommunications before that. His main background is telecommunications and engineering.
- 2) Since the May IC meeting, the Interoperability Unit did a presentation to Badger State Sheriff's Association (BSSA).
 - a) The BSSA has been working on a Communications/PSAP study in which 49 out of 72 counties have submitted information.
 - b) Paul Wittkamp and the Department of Health Services will be assisting with the data entry portion and DOJ will assist with the final analysis.
 - c) The BSSA is holding a winter conference in December in Green Lake that will have an emphasis on communications.
- 3) DOJ is working with OEC on technical assistance training for two All-Hazards Incident Tactical Dispatcher courses in Wisconsin for mid September. Due to the length of the training and lack of funding, turnout for the trainings has been low and one of the courses may be cancelled. Todd Lindert will be one of the instructors.
- 4) Molly Boss had an additional unit update. Jessica Jimenez and Boss have been closely involved with Peltier and the NG911 Workgroup. The CIB Conference is coming up

September 21st-23rd in Appleton. There will be break-out sessions for NG911, FirstNet, and WISCOM this year.

J. COML/COMT Program Update

- 1) Gene Oldenburg formed a group of subject matter experts that met July 14th to assist with updating the Communications Unit standard operating guide for a recognition program.
- 2) The ultimate objective of this program will be to form a Communications Unit Workgroup (COMU WG) that will perform quality assurance reviews of individuals interested in becoming a part of a Communications Unit that will ultimately be “recognized” by the IC or a designated subcommittee.
- 3) There was discussion on whether this program will be connected directly to the All-Hazards Incident Management Team (AHIMT) hosted by WEM.
 - a) This program will be more complimentary to the AHIMT and will provide quality control of candidates that wish to pursue an AHIMT level deployment.
- 4) There was continued discussion on how the group envisions the deployment aspect of Communication Leaders (COML) and Communication Technicians (COMT).
 - a) Once the standard operating guide is complete, the COMU WG will work on a regional process for deployment.
 - b) The goal is to establish a regional contact that will assist with the deployment of Communications Unit positions.

K. Other Old business - None

7. New Business

A. WiPSB Project

- 1) There was a presentation by Rick Burke and Brandon Abley from Televate on the WiPSB Project that will assist the Wisconsin Department of Justice in the FirstNet initiative.
- 2) The presentation included several items that will be accomplished in the coming months through the new project and what has been completed so far in preparation for the FirstNet state plans.
- 3) The team held regional kickoff meetings throughout the state in July to introduce stakeholders to the WiPSB project.
- 4) Televate, on behalf of DOJ, will conduct additional data gathering for the September 30th deadline through web-based surveys and coverage reviews.
- 5) Ken Boley, a contractor with Televate, will perform a governance assessment that was suggested by FirstNet to ensure that Wisconsin is prepared for FirstNet implementation and any potential governance that might be assigned to the state in the coming years. As a formal introduction, Molly Boss will be reaching out to several IC and subcommittee members on behalf of Boley who will follow-up with confidential interviews with those members.
- 6) Televate will be working with the NPSBN subcommittee to review the draft state plan when it becomes available next year to ensure the FirstNet’s state plan for Wisconsin will meet our requirements established by stakeholders throughout the state.

B. IC Member Additions and Renewals

- 1) There are still several vacancies that need to be filled including Director of EMS, Local Government Elected Official, Local Health Care Representative, and an individual with experience/expertise in Interoperable Communications.
- 2) DOJ staff will reach out to stakeholders to potentially acquire names of individuals who might be interested in applying to fill one of the vacant positions.
- 3) There are a few members whose appointments have expired. Jessica Jimenez will notify those individuals with instructions on how to renew.

C. WISCOM Subcommittee By-Laws

- 1) Discussion and possible action to refine Section V, Sub-Section B
 - a) This is applicable to all of the subcommittees. Each subcommittee should review their by-laws and ask for specific direction from the IC.
 - b) This will be tabled for possible discussion at the next IC meeting depending on the status of the subcommittee reviews.

D. Discussion and possible action on Conflict of Interest Agreement for Interoperability Council and Subcommittees

- 1) This was tabled for a future meeting due to lack of additional information regarding the necessity of the Agreements.

E. Schedule Special IC Meeting for SCIP Planning and Other Pending Matters

- 1) Gene Oldenburg has been in contact with Jim Jarvis regarding the assistance that can be provided by DHS/OEC. OEC is currently revising their SCIP planning workshop process.
- 2) Sheriff Joski pointed out that the IC must consider the timelines that WEM has for the Homeland Security Grant Program.
 - a) Shannon Ladwig commented that WEM will be following the current SCIP to advise their Funding Advisory Council on where funding can be utilized in the coming years.
 - b) The revised SCIP must be approved by the IC before it can be considered by the Funding Advisory Council.
- 3) Oldenburg will be in contact with OEC for a potential SCIP workshop in November.
- 4) There was a discussion about the FirstNet phased build out plan that will need to be approved by the IC prior to the September 30th deadline.
 - a) The NPSBN subcommittee is in the process of developing a draft plan.
 - b) A potential date for the special IC teleconference is September 27th. Molly Boss will be sending out a doodle poll to IC members to confirm.

F. Other New Business - None

8. Next Regular Meeting Date – Thursday, November 10, 2016 – Determine Meeting Location
 - A. DOJ staff will be working on securing a location for the meeting that will be large enough for all of the subcommittees to meet the same day.
9. Meeting adjourned at 12:08 PM
 - A. *Motion by Stolte. Seconded by Schaller. Unanimous approval.*

Respectfully Submitted,

Jessica Jimenez
DOJ/DLES/CIB – Interoperability Unit