

COMMUNICATIONS UNIT WORKGROUP (COMU WG) MEETING

JANUARY 24, 2019
9:30 AM

DEPARTMENT OF MILITARY AFFAIRS
2400 WRIGHT STREET
GOVERNOR'S CONFERENCE ROOM A115
MADISON, WI 53704

MEETING MINUTES

1. Meeting called to order at 9:32 AM
2. Quorum was established. Present in person: Carl Guse, Heather Harris-Fatty, Paul Hughes, Rick Lange, Todd Lindert, Doug Lofreddo, Gene Oldenburg, Josh Ripp, Kevin Wernet, Jessica Jimenez, Molly Boss and Melinda Landon. Attending via teleconference: Tom Czaja.
3. Review of December 10, 2018 Meeting Minutes

Motion was made to approve the meeting minutes by Lange. Second by Lindert. Unanimous approval.

4. Public Comment – There was no public comment.

1. Old Business

- A. Review and possible recommendation for newly received Position Task Books (PTB)

- There had been no new PTBs submitted since the last meeting.

- B. ICS 205/217 Project Status

- The project had been on hold due to the federal employees having been furloughed along with other projects that had a greater urgency.
- Hughes reported that Wisconsin Emergency Management (WEM) was tracking after action reports (AARs) and at a recent AAR meeting there were WEM Regions that had requested the deployment of regional 205 plans. Hughes informed the WEM Regions that the COMU WG is addressing that as a necessity.
- The development of a comprehensive list of radio frequencies in Communication Assets Survey Mapping tool (CASM) will be one of the first steps in the process.
- Oldenburg and Ripp will schedule a meeting to update Hughes and will keep him involved and posted on the project development.

- C. Air Med Landing Zone (LZ) MARC2 Channel Usage Discussion

- Ripp reported that the MARC2 channel usage is a topic of discussion which has fostered a larger conversation for many stakeholder groups.
- At the November 29, 2018 Interoperability Council (IC) meeting it was recommended that the LMR and WISCOM Subcommittees hold a joint meeting to discuss the LZ coordination

issue as well as other matters of mutual interest. A joint meeting was scheduled for February 6, 2019.

- Through discussions regarding Air Medical LZ, it has been discovered that there are radios that have not been programmed with Channels EMS C, which is the backup LZ Coordination channel in the most recent WI EMS Communications Plan.

D. COMU Standard Operating Guidelines (SOG) Update Project

- The SOG was reviewed at the meeting, with the COMU WG giving comments, feedback and suggestions for verbiage, revisions, and changes. The recommended changes will be incorporated into a revised draft for review at the next COMU WG meeting.
- The goal is to provide a final draft to the IC at a meeting in spring 2019.

E. Other Old Business

- Hughes is developing an agenda for the upcoming SIMCOM Conference.
 - The agenda includes a plenary session in the morning, updates from the Federal Emergency Communication Division (ECD) (previously Office of Emergency Communications (OEC)), WI OEC, encryption discussions along with case studies, lessons learned and best practices from the Burlington flooding, and the Sun Prairie gas explosion. Statewide flooding event AARs will be reviewed along with the breakout sessions. There will also be a COMU recognition ceremony at the conference.
 - Suggestions for other topics were to update attendees on the SCIP, the status of the county ICS 205/217 project, and a COMU recognition and renewal process breakout session.
 - Any additional suggestions for the conference agenda items should be sent to Hughes.

2. New Business

A. Review and possible recommendation to approve COML PTB Completion Extension for Steven Hansen

- After some discussion it was determined that, as Steve Hansen had started his PTB on February 7, 2018, he will have three years, or until February 6, 2021 to complete his PTB. Therefore, he does not need an extension. He will be notified of this decision by Oldenburg.

B. Other New Business

- Wernet reported that the requests for training funds for the May 1, 2019 to April 20, 2020 training period are due. If the COMU WG wants to request funds for COMT training, that training request proposal which includes the month and location of training should be submitted in the near future.

5. Next meeting will be in early March 2019, date to be determined.

6. Meeting Adjournment

Motion was made to adjourn the meeting by Lindert. Seconded by Ripp. Unanimous approval.

Respectfully,

Melinda Landon
DMA/OEC