

## LAND MOBILE RADIO (LMR) SUBCOMMITTEE

APRIL 17, 2019  
12:30 PM

DEPARTMENT OF MILITARY AFFAIRS  
SEOC TRAINING ROOMS A104/A105  
2400 WRIGHT STREET  
MADISON, WI 53704

### MEETING MINUTES

1. Meeting convened at 12:36 PM.
2. Quorum was established with 9/13 members attending. Present in person: Jim Jarvis, Ken Kortenhof, Todd Lindert, and Marie Treazise. Present via Teleconference: Carl Guse, Jim Hoffman, Russell Schreiner, Jim Westover, and Randy Williams.
3. Review and approval of the October 30, 2018 Meeting Minutes.

*Motion to approve meeting minutes by Kortenhof. Seconded by Westover. Unanimous approval.*

4. Review and approval of the November 8, 2018 Meeting Minutes

*Motion to approve meeting minutes by Kortenhof. Seconded by Westover. Unanimous approval.*

5. Public Comment – There was no public comment

6. Old Business

- A. LMR Subcommittee Vacancies

- Elect New Chair and Vice Chair

*Motion to nominate Jim Westover as Chair by Kortenhof. Seconded by Hoffman. There were no other nominations. Unanimous approval.*

Jim Westover will be recommended for approval as new Chair of the LMR Subcommittee to the Interoperability Council (IC) at the meeting on April 18, 2019. Todd Lindert will remain as Vice Chair, so no further action needed.

- B. Review and Possible approval of COMU WG Recommended Recognition Candidates

*Motion to recognize Erik Viel as a Communication Unit Leader (COML) made by Kortenhof. Seconded by Westover. Unanimous approval.*

*Motion to recognize John Brophy as a Communication Unit Technician (COMT) by Kortenhof. Seconded by Treazise. Unanimous approval. Westover abstained from voting.*

*Motion to recognize Jim Westover as a Communication Unit Technician (COMT) by Kortenhof. Seconded by Schreiner. Unanimous approval. Westover abstained from voting.*

C. COMU Standard Operating Guidelines (SOG) Version 3 Update

- Gene Oldenburg reported that Version 3 of the SOG was close to being finalized. The SOG V.3 will go to the Communications Unit Workgroup (COMU WG) at their next meeting for final review before it is presented to this Subcommittee and then to the IC for final approval.
  - The key changes to the SOG were the renewal and recognition process for COML/COMT recognitions and the development of an evaluator endorsement to assure the quality and integrity of the program. The third change was a formal process to review and approve pre-planned events and exercises to assure there are proper communications components to have position task books (PTB) signed off, which will be coordinated with WEM in their training portal.
  - The final item would remove the COMU WG section from the current SOG and create a separate stand-alone operating procedure for the COMU WG. The procedure will need to be reviewed by Department of Military Affairs (DMA) legal office and also approved by the IC.
- Jarvis reported that the Incident Communications Advisory Council (ICAC) had been working on the Information Technology Section Leader (ITSL) position. Discussions on how the ITSL position would fit into the Incident Command Structure (ICS) has shifted to creating a new branch under logistics instead of a section chief, due to concerns about span of control for the Incident Commander (IC). Jarvis recommended that the Subcommittee members pay attention to those discussions until either Wisconsin determines how they want to incorporate that into emergency management activities, or when the ICAC arrives at a decision.

7. New Business

A. Subcommittee Goals/Objectives Setting for 2019

- The Subcommittee reviewed the 2019 goals. The first goal of scheduling regular meetings is being accomplished. Updating the WIFOG will be a major project, which was required by the Wisconsin Emergency Communications Strategy (formerly SCIP) to be started in 2019 and completed in calendar year 2020. A third goal, which is part of best practices in the Wisconsin Emergency Communications Strategy document, is to review, certify and ensure that channel naming standard documents are consistent with federal naming standards and across state borders.

B. Other new business

- Follow up on the following:
  - WIFOG Update
    - The WIFOG update had been addressed previously in the meeting.
  - ISSI with adjacent states
    - It was determined that this topic should be discussed in the LMR/WISCOM Joint Subcommittee meetings as the ISSI is tied to WISCOM.
  - Add VTAC37 to state plan
    - VTAC37 was not in the Annex K, WIFOG, or any other statewide plans or initiatives, and this will be addressed as part of the WIFOG update.
  - Eliminate digital on VTACs

- Westover will check to see if the licenses have been obtained and will report back at the next Subcommittee meeting.
- Remove low power guidance on VLAW32
  - This will be addressed as part of the WIFOG update.
- Rename NATSAR to VSAR16 to match national naming
  - This will be addressed as part of the channel naming standards task.
- Federal I/O frequencies
  - Westover had filed the VHF application. The Federal Communications Commission (FCC) had returned for revisions, which will be completed and resubmitted. Once the VHF license is obtained the UHF application will be submitted. Westover will update the Subcommittee at the next meeting.
- Encryption CKR/SLN plan, allocation of 6 federally assigned SLNs
  - Due to it being early in the development and revision of the state's encryption plan, there has been no action taken. It was recommended that this issue be made a priority for the Subcommittee 2019 goals and objectives.
- Due to time constraints, the following were tabled for the next meeting.
  - WI K9 SAR application approval
  - Juneau County pilot for calling and I/O channel use

8. Next meeting date – May 29, 2019

9. Meeting Adjournment

*Motion to adjourn by Kortenhof. Second by Treazise. Unanimous approval.*

Meeting adjourned at 1:26 PM

Respectfully Submitted,

Melinda Landon  
DMA/OEC