

Communications Unit Workgroup (COMU WG) Meeting

FRIDAY, JANUARY 17, 2019
2:00 PM

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

TELECONFERENCE (608) 316-9000
PASSCODE 235361#

MEETING MINUTES

1. Meeting called to order at 1:01 PM.

Members present in person: Rick Lange, Todd Lindert, Bill Tyler, and Erik Viel. Present via teleconference: Carl Guse, Brian Jansen, and James Westover. Also present: Molly Boss, Jamie Formea, Meredith Hauge, Heather Harris, and Paul Hughes.

2. Review and Approval of October 21, 2019 Meeting Minutes.

Motion to approve the meeting minutes by Viel. Seconded by Lindert. Unanimous approval

3. Public Comment - There was no public comment.

4. Position Task Books (PTBs) Review/ Initial Approvals
 - A. Discussion – Matt Jay PTB

Motion to extend Matt Jay's timeline for PTB completion to December 31, 2020 by Tyler. Seconded by Viel. Unanimous approval

- B. Action to Approve Brett Frierhood, Communications Technician (COMT)

Motion to approve the PTB for Brett Frierhood by Tyler. Seconded by Lindert. Unanimous approval

- C. Action to Approve Brad Schlosstein, Communications Technician (COMT)

Motion to approve the PTB for Brad Schlosstein by Tyler. Seconded by Lange. Unanimous approval

- D. Action to Approve Joe Massie, Communications Unit Leader (COML)

Motion to conditionally approve the PTB for Joe Massie, pending the agency's sign off and final evaluator sign off by Viel. Seconded by Lange. Unanimous approval

5. Define PTB Evaluators – Tabled for the next meeting due to time constraints.
6. COMMEX Update – *Todd Lindert*
 - A. The COMMEX planning team has met once and will meet again in April 2020.
 - B. Requested that COMMEX is announced at SIMCOM in May 2020.
7. CASM Policy – *Heather Harris*
 - A. General discussion about CASM users and administration.
 - B. Viel requested that all COMU WG members review the draft policy and send feedback to Heather Harris.
8. WI-FOG Update
 - A. General discussion about WI-FOG updates.
 - B. It was decided that the group would wait to work on updates until the updated NIFOG is released.
9. AUXCOMM Recognition/PTB Discussion – Tabled for the next meeting.
10. SIMCOM Presentation - Boss discussed having a COMU WG member present the updated renewal process and updated evaluator/final evaluator process with an OEC staff member during SIMCOM.
11. COMU WISCOM TGs
 - A. General discussion regarding the need for a policy/procedure for use of COMU TGs, including encryption.
 - B. Tyler volunteered to draft a policy document for review by the group.
12. COML/ COMT/ AUXC Training Exercises for 2020 – Tabled for the next meeting due to Kevin Wernet’s absence.
13. Soliciting Ideas for a COMU Callout Procedure for WEM Duty Officer
 - A. Hughes led a discussion about the need for a response procedure document if someone calls WEM in need of COMLs.
 - B. Hughes will create a draft procedure document for the group to review and approve.
14. Demo of WEM Equipment Request Board – Tabled for the next meeting due to time constraints.
15. Discuss Exercise Reporting in WEBEOC – Tabled for the next meeting due to Kevin Wernet’s absence.
16. Discuss Wildland Fire COML/COMT Programs and Possible Integration into the “FEMA” COML/COMT Program – There was general discussion on this topic.
17. COMU WG Operating Procedures Update - *OEC*
 - A. Review and Possible Approval of the Operating Procedure Document - Tabled for the next meeting due to time constraints.
18. Other Business
 - A. Hughes shared that the WEM MCC is currently unavailable as it is having a new Cradlepoint installed. Once finished it will have a FirstNet SIM and a Verizon SIM. The work on the MCC should be completed next week.
 - B. Hughes requested help for day one of SIMCOM.

19. Meeting adjourned at 4:08 PM.

Motion to adjourn by Lindert. Seconded by Tyler. Unanimous approval

Respectfully Submitted,
Meredith Hauge
DMA/OEC