

Communications Unit Workgroup (COMU WG) Meeting

THURSDAY, MARCH 5, 2020
9:00 AM

DEPARTMENT OF MILITARY AFFAIRS
2400 WRIGHT STREET
MADISON, WI

MEETING MINUTES

1. Meeting called to order at 9:00 AM.

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

Members absent: Todd Lindert and Bill Tyler.

2. Review and Approval of January 17, 2020 Meeting Minutes.

Motion to approve the meeting minutes by Guse. Seconded by Wernet. Unanimous approval.

3. Public Comment - There was no public comment.

4. Position Task Books (PTBs) Review/ Initial Approvals
 - A. Action to Approve Jon Kemmet, Communications Technician (COMT)

Motion to approve the PTB for Jon Kemmet by Guse. Seconded by Jansen. Unanimous approval

- B. Discussion

- 1) Update on Matt Jay PTB
 - Harris-Fatty has informed him of his extension but has not heard back from him.
- 2) Update on Joe Massie PTB
 - Massie has sent Westover the necessary documentation, next steps are for Westover to do his final signature.
- 3) Update on Brett Frierhood PTB
 - Tabled for the next meeting.

5. Define PTB Evaluators – Tabled for the next meeting due to Todd Lindert’s absence.

6. CASM Policy – *Heather Harris*

- A. General discussion about CASM administration, the CASM policy, and potential edits to the policy.

7. COMU WISCOM TG Policy – Tabled for the next meeting due to Bill Tyler’s absence.

8. Discuss Exercise Reporting in WEBEOC – *Kevin Wernet*
 - A. Wernet demoed the WEM Exercise Schedule interface for the group. This interface will be replacing Exercise Notification Memos.
 - B. Going forward the COMU WG will review the exercise schedule at each meeting to determine if upcoming events are eligible for PTB sign-off.
 - C. The interface will be updated to include an option to indicate an exercise has been approved by the SWIC.

9. COMU Callout Procedure for WEM Duty Officer – *Paul Hughes*
 - A. Hughes led a discussion around a procedure document for requests for COMU/COMT support. Hughes will work on a draft for review at the next meeting.

10. Demo of WEM Equipment Request Board – *Paul Hughes*
 - A. Hughes demoed a non-emergency equipment request interface in WEBEOC. The interface is replacing the form that was previously used. All county EOC managers should have access to the interface in order to submit requests.

11. COML/ COMT/ AUXC Training Exercises for 2020 – *Kevin Wernet*
 - A. SIMCOM: May 6th – 8th in the Wisconsin Dells. May 7th is the remote pod and that will take place in Washburn.
 - 1) Wernet and Hughes reviewed details of the event.
 - B. DARES (Dells-Delton Area Response Exercise Series): September 22nd-23rd in/around the Dells area.
 - 1) Wernet reviewed details of the event.
 - C. 2021 Events
 - 1) SIMCOM will be held in May, in Rock County. The hope is to partner with NEWCOM for this event.
 - 2) An IMT exercise is tentatively planned for the fall of 2021, specific dates and a location are TBD.
 - D. Communications Classes
 - 1) A COML class and COMT class need to be scheduled within the timeframe of June 1, 2020 and May 1, 2021, in order to not lose funding for the classes.
 - 2) An AUXCOMM class is scheduled. Currently 15 people are signed up. Wernet encouraged workgroup members to notify others of this class.

12. COMU WG Operating Procedures Update - *OEC*
 - A. Review and Possible Approval of the Operating Procedure Document
 - 1) Boss led a discussion on the document, the content, the name, and if it should be included in the COMU SOG or left as a separate document. This topic will be discussed further at the next meeting.

13. Other Business

14. Meeting adjourned at 10:54 AM.

Motion to adjourn by Guse. Seconded by Westover. Unanimous approval

Respectfully Submitted,
Meredith Hauge
DMA/OEC