



State of Wisconsin

Public Safety Wireless Broadband Workgroup Charter

I. Background

On _____, the Wisconsin State Interoperability Executive Council, henceforth known as the Interoperability Council, under authority provided by Wisconsin State Statute 15.107 (18) authorized the formation of the Public Safety Wireless Broadband Workgroup, henceforth referred to as the PSWBW. The Interoperability Council has been designated by Governor's action on August 16, 2012, as Wisconsin's coordinator for the Nationwide Public Safety Broadband Network and as the point of contact for the State's consultation with FirstNet. The PSWBW

II. Description

This Charter describes the authority, purpose, responsibilities, vision and mission statements, membership rules and requirements, use of funds and resources, operating principles, decision-making procedures and logistical considerations that will guide the PSWBW's activities.

III. Authority

- A. The authority for the creation and operation of the PSWBW is derived from Wisconsin State Statute 15.107 (18) which authorizes to Interoperability Council to establish workgroups.
- B. The PSWBW shall assume responsibility as noted within this Charter and the PSWBW bylaws.

IV. Purpose

The purpose of the PSWBW is to advise and make recommendations to the Interoperability Council in all areas related to the Nationwide Public Safety Broadband Network project as well as the development and implementation of a plan to collect and assess information related to Public Safety Wireless Broadband (PSWB) within the State of Wisconsin.

V. Responsibilities

The PSWBW shall be responsible for the development and implementation of a plan to collect and assess information related to Public Safety Wireless Broadband (PSWB) in Wisconsin including, but not limited to:

- A. Identifying potential goals and objectives for a nationwide public safety wireless broadband system.
- B. Determining the level of understanding of PSWB and other emerging technologies by local stakeholders.
- C. Identifying a means of outreach and education of local stakeholders regarding PSWB.
- D. Identifying existing wireless data systems and their capabilities as it relates to PSWB.



- E. By region, identify PSWB needs and gaps.
- F. Identify and complete other tasks related to preparing for the National Telecommunications and Information Administration PSWB planning grant.
- G. Serve as a resource and make recommendations to the Interoperability Council as needed and perform any other functions as deemed necessary by the Interoperability Council.
- H. In collaboration with the [Statewide SCIP Implementation Group \(SSIG\)](#) and [Interoperable Communications Standards Group \(ICSG\)](#), provide the Interoperability Council with a recommendation regarding whether or not to participate in the national public safety wireless broadband program.
- I. Adopt by-laws to govern its operations

VI. Vision Statement

To support the Interoperability Council's efforts as Wisconsin's designated point of contact for Nationwide Public Safety Broadband Network project.

VII. Mission Statement

NEEDS TO BE DEVELOPED

VIII. Membership/Roles/Responsibilities

- A. The membership of the PSWBW shall consist of the following:
 - Executive Director/[WI Office of Justice Assistance](#)
 - Statewide Interoperability Communications Manager/[WI Office of Justice Assistance](#)
 - Representation of a professional public safety communications association
 - Community at large
 - Representation of the WI Department of Transportation
 - Representation of the WI Department of Natural Resources
 - Division of Enterprise Technology
 - Education Communications Board
 - Public Utilities
 - Public Service Commissions
- B. The PSWBW will establish the following positions to ensure the efficient management of operations:
 - *Chair*
 - Direct all PSWBW activities/operations
 - Ensure activities comply with all applicable Wisconsin laws
 - Preside over all regular and special PSWBW meetings



- Coordinate meetings, including establishing the time and location
- *Vice-Chair*
 - Assist the Chair in the performance of their duties
 - Preside over PSWBW meetings in the absence of the Chair
- *Secretary*
 - Provide notice of upcoming meetings to all participating entities
 - Oversee preparation of meeting agendas
 - Record meeting minutes
 - Disseminate meeting minutes to each member in a timely manner after each meeting
- C. To ensure greater success, all PSWBW members will be expected to:
 - Prepare for and attend scheduled meetings
 - Engage in open and honest communications
 - Provide an accurate representation of their respective agencies
 - Support consensus decisions and seek endorsement from their respective agencies
- D. If a member is unable to attend a board meeting, an alternate from their entity may be designated to attend the meeting.

IX. Use of Funds and Resources

- A. When applicable or requested, the board may provide recommendations to the Interoperability Council regarding distribution of funds and resources.

X. Operating Principles

- A. All meetings shall be conducted in accordance with provisions and requirements of PSWBW by-laws and in compliance with all Nevada laws and regulations.
- B. The PSWBW should:
 - Encourage local and tribal officials and decision makers to participate in PSWBW business and deliberations
 - Consider the unique needs of public safety first responders and other participating entities throughout the State of Wisconsin.
 - Recognize and respect stakeholder concerns
 - Address those concerns that could negatively impact Wisconsin's Broadband capabilities
 - Think inter-disciplinary
 - Ensure all strategic initiatives support established future goals and strategies
 - Identify issues within the Interoperability Council's control and recommend that the IC apply resources to address those matters
 - Ensure strategies and system designs are coordinated with the overall Wisconsin SCIP and PSWB goals and objectives
 - Seek to balance infrastructure and user needs



- Ensure that Wisconsin's PSWB does not rest on any single individual, agency, or technology.
- Promote a collaborative approach in dealing with issues
- Ensure alignment with the National Broadband Plan and other Broadband systems.

XI. Decision-Making Procedures

- A. Each member has one vote. **If the voting member is unable to attend, the alternate voting member will cast the vote for that department/entity.**
- B. It is considered a quorum when a simple majority of the voting members (or their designated alternates) are present. If a sufficient quorum is not achieved, the meeting may be adjourned.
- C. A simple majority is required for approval of PSWBW decisions and recommendations.
- D. PSWBW decisions and recommendations will be reported to interested parties through the Chair.
- E. A two-thirds majority vote is required for approval of new Charter amendments.

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