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The Interoperability Council moves to establish and create the following by-laws for a **Nationwide Public Safety Broadband Network Subcommittee (NPSBNS)**.

Whereas, Wisconsin public safety agencies have agreed in principle that interoperable voice and data communications will enhance the ability of individual agencies to accomplish their missions and purposes, and

Whereas, the Department of Justice under Wis. Stats. §165.25 (17) is to provide oversight of the development and operation of a statewide public safety interoperable communications system, and

Whereas, the Interoperability Council is created under Wis. Stats. §15.107 (18) to assist the Department of Justice in implementing interoperable public safety communications and authorized under Wis. Stats. §16.9645 (2) (f) to make recommendations on technical and operational standards as well as guidelines and procedures for public safety interoperable communications systems, and

Whereas, the Interoperability Council has been designated by Governor's letter dated August 16, 2012 as Wisconsin's coordinator for the nationwide Public Safety Wireless Broadband (PSWB) project and serve as the point of contact for consultation with FirstNet, and

Whereas, the Department of Justice and the Interoperability Council seek to focus their respective statutory duties and implement the strategic vision, goals and objectives reflected in the Statewide Communications Interoperability Plan (SCIP), and

Whereas, the Interoperability Council has established other bodies to assist with various aspects of its statutory responsibilities,

NOW, THEREFORE, the Interoperability Council hereby establishes the Nationwide Public Safety Broadband Network Subcommittee (NPSBNS) with the following by-laws:

## **I. MISSION STATEMENT**

The mission of the NPSBNS is to:

- A. Advise and make recommendations to the Interoperability Council in all areas related to the nationwide PSWB project.
- B. Develop and implement a plan to collect and assess information related to the nationwide PSWB project within the State of Wisconsin.

## **II. RESPONSIBILITIES**

The NPSBNS shall be responsible for the development and implementation of a plan to collect and assess information related to the nationwide PSWB project in Wisconsin, including but not limited to:

- A. Identifying potential goals and objectives for Wisconsin's implementation of the nationwide PSWB project.

- 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 they relate to PSWB.
- E. Identifying PSWB needs and gaps by region, including potential users for the PSWB network.
- F. Serving as a resource and making recommendations to the Interoperability Council regarding the PSWB project as needed.
  - 1. When applicable, or requested, the NPSBNS may provide recommendations to the Interoperability Council regarding distribution of funds and resources related to the implementation and operation of the PSWB project in Wisconsin.
- G. Performing any other functions as deemed necessary by the Interoperability Council.

### **III. MEMBERSHIP**

- A. The NPSBNS shall consist of fifteen voting (15) members.
  - 1. The following members shall be confirmed by the Interoperability Council for three (3) year terms:
    - One (1) representative from the Wisconsin Police Executive Group
    - One (1) representative from the Wisconsin Chiefs of Police Association
    - One (1) representative from the Badger State Sheriffs Association
    - Two (2) representatives from Wisconsin fire services, of which:
      - One appointee represents a career fire agency, and
      - One appointee represents a volunteer/paid on call fire agency
    - Two (2) representatives from Wisconsin emergency medical services
  - 2. The following members shall be appointed by the Interoperability Council for two (2) year terms based on Secretary, or agency head, recommendation:
    - One (1) representative from the Wisconsin Department of Transportation
    - One (1) representative from the Wisconsin Department of Natural Resources
    - One (1) representative from the Wisconsin Department of Administration, Division of Enterprise Technology

- One (1) representative from the Public Service Commission of Wisconsin
  - One (1) representative from the Wisconsin Department of Justice
  - One (1) representative of a federally recognized American Indian tribe or band in Wisconsin.
  - One (1) representative from a Wisconsin professional public safety communications association
  - One (1) other person with relevant experience or expertise in wireless broadband data communications and/or networks
- B. All members of the NPSBNS shall be appointed by the Interoperability Council. Written letters of nomination from the agencies, industries, or disciplines noted above will be considered by the Interoperability Council and confirmation will be made by simple majority vote. Members of the NPSBNS may not be members of another Interoperability Council Subcommittee.
- C. Membership terms begin on the date of the organizational meeting of the Subcommittee.
- D. All members must complete a Conflict of Interest Disclosure Statement prior to beginning or renewing their term.
- E. The Interoperability Council may remove members with good cause after reasonable notice has been provided to the individual and the agency/association they represent.
- F. The Statewide Interoperability Coordinator (SWIC), as the designated State Single Point of Contact (SPOC) for the Interoperability Council, shall serve as a non-voting member of the NPSBNS.

#### **IV. GOVERNANCE AND DECISION-MAKING PROCEDURES**

- A. The NPSBNS will elect a Chairperson and a Vice-Chairperson (or alternatively, co-chairs).
1. Duties of the Chairperson:
    - Coordinate all NPSBNS activities and meetings, including establishing the agenda, time, and location of each meeting.
    - Ensure all NPSBNS activities comply with all applicable Wisconsin laws.
    - Preside over all regular and special NPSBNS meetings, including ensuring timely public notice of meetings, recording meeting minutes, and disseminating meeting minutes to each NPSBNS member in a timely manner.

- Serve as the point of communication between the NPSBNS and the Interoperability Council, including reporting any NPSBNS decisions and recommendations to interested parties.

2. Duties of the Vice-Chairperson

- Assist the Chairperson in the performance of their duties.
  - Preside over NPSBNS meetings in the absence of the Chairperson.
- B. If a member is unable to attend an NPSBNS meeting, an alternate from their entity may be designated to attend the meeting, subject to prior notice and approval by the Chairperson.
- C. It is considered a quorum when a simple majority of the voting members (or their designated alternate) is present in-person or via teleconference. If a sufficient quorum is not achieved, the meeting may be adjourned.
- D. Each member of the NPSBNS has one vote. If an alternate has been approved by the Chairperson, that person may cast the vote for the agency, association or department they represent.
- E. A simple majority is required for approval of NPSBNS decisions and recommendations.
- F. Roberts Rules of Order (revised) will be used at meetings.

**V. OPERATING PRINCIPLES**

- A. All meetings shall be conducted in accordance with provisions and requirements of these NPSBNS by-laws and in compliance with laws and regulations of the State of Wisconsin.
- B. The NPSBNS shall:
1. Encourage local and tribal officials and decision makers to participate in NPSBNS business and deliberations.
  2. Consider the unique needs of public safety first responders and other participating entities throughout the State of Wisconsin.
  3. Seek to balance infrastructure and user needs.
  4. Recognize and respect stakeholder concerns, and address those concerns that could negatively impact Wisconsin's PSWB project capabilities.
  5. Ensure that Wisconsin's PSWB project does not rest on any single individual, agency, or technology.

6. Ensure all strategic initiatives support established future goals and strategies, including coordination with the overall Wisconsin SCIP and alignment with the National Broadband Plan and other broadband systems.
7. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
8. Promote a collaborative approach in dealing with issues.

C. To ensure greater success, all NPSBNS members will be expected to:

1. Prepare for and attend scheduled meetings.
2. Engage actively in open and honest deliberations.
3. Provide accurate representation of their respective agencies and disciplines.
4. Support Subcommittee decisions and seek endorsement from their respective agencies.
5. Possess a level of technical understanding of the PSWB project to satisfactorily represent the needs and expectations of their respective agencies and disciplines.

## **VI. CHANGES TO THE BY-LAWS**

The NPSBNS is authorized to petition the Interoperability Council for changes to these by-laws for the common good and to better implement the PSWB project and the broader Wisconsin Interoperability Initiative.

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These by-laws have been approved by the Wisconsin Interoperability Council under the authority of Wis. Stats. §16.9645.

Adopted: April 23, 2015

Revised: