

Southeast Region SCIP Implementation Council

WAUKESHA COUNTY COMMUNICATIONS CENTER
1621 WOODBURN ROAD
WAUKESHA, WI 53188

DRAFT Meeting Minutes DRAFT

Monday September 10, 2012 at 1:30 PM

1. Call to Order

The meeting of the Southeast Regional SCIP Implementation Council was called to order at 1:35 PM by Interim Chair Richard Tuma.

Roll call: 17 of the possible 24 members were in attendance for a quorum. 4 members were excused and 3 were absent.

Attending: Todd Lindert (**Jefferson County**); Scott Krueger (Alt. for Phil Johnson), Mark Krueger (**Kenosha County**); Tom Czaja, Eric Viel (**Milwaukee County**); Ervin Helms, Mark Owen (**Ozaukee County**); Tom Christensen, Rob Robins, Tim Zarzecki (**Racine County**); Kevin Williams (**Walworth County**); Pete Hoell, John Schrader, (**Washington County**); Jim Gage, Bill Selzer, Richard Tuma (**Waukesha County**); Bill Stolte, (**WEM –SE**).

For the record, Kenosha County law alternate Horace Staples, along with the following non-member communications stakeholders were also in attendance, Lieutenant Don Kernan, (**Milwaukee Co. SO**), Hugh Morris, (**Milwaukee Co. IMSD**), Tim Behrens, Randy Brandt and Marc Kourouma, (**FBI – Milwaukee**) Joe Dragota, (**Viking Communications**) and Peter Jafuta, (**Motorola Solutions**).

2. Approval of Meeting Minutes of March 12, 2012

Upon a motion by Rob Robins and second by Tom Christensen, the minutes of the March 12, 2012 meeting were approved by a voice vote with one correction – change of the next meeting date from September “12” to “10”.

3. Public Comment

No Comments.

4. Committee/Work Group Reports

No Report

5. Special Reports – Regional Coordinator Updates

Gene Oldenburg provided an update on regional interoperability matters since the last council meeting.

- **Meetings Attended** – Since the last council meeting, he has attended meetings of the Fire Chiefs and Police Chiefs Associations in Milwaukee, Racine and Waukesha Counties; TICP kick-off meetings in Ozaukee and Walworth Counties, the MABAS Radio Sub-committee, the regional interoperability coordinators (RIC) meeting in Wausau; two Interoperability Council meetings; and both the technical workgroup and full Statewide System Management Group (SSMG) meetings. He also met with the Milwaukee County Executive’s deputy chief of staff and the counties’ deputy chief information officer to discuss radio systems and governance issues.
- **Exercises/Reviews Attended** – Since the last meeting, he has served as EOC communications evaluator on the March 20th Milwaukee FD full scale HAZMAT exercise; communications evaluator for the April 10th Milwaukee County SWAT functional communications exercise and also communications evaluator for the April 26th Milwaukee County Transit System’s full scale exercise involving a hazardous device. He also attended the SIMCOM 2012 exercise held on May 31st at the Jefferson County fairgrounds and participated in the Milwaukee County Emergency Management’s ESF # 2 Communications review on July 30th.

Based on his observations, Gene suggested that future design teams may want to consider prohibiting the use of cell phones by exercise participants in order to better evaluate interoperable radio communications capabilities.

- **Public Safety Radio Channel Naming Standards** - On March 29, 2012, the Interoperability Council (IC) approved the “Recommended Public Safety Channel Naming Standards” as guidelines in the State of Wisconsin. The standards were developed by Gene Oldenburg and Carl Guse, State Frequency Coordinator, after the issue was first discussed by the SE Regional Interoperability Council in 2011.

There was a recent issue involving unauthorized naming modification of some state licensed mutual aid channels that was addressed by the Mutual Aid Frequency Coordinating Group (MFCG). Throughout the nation, inconsistent channel names have been identified as one of the biggest problems during multi-agency incident responses.

Tom Czaja briefly noted that at the Oak Creek Sikh temple shooting in August, hundreds of officers from various counties were at the scene and he understood some communications issues occurred that were related to the lack of standard channel names. Gene hopes to learn more information on this issue and discuss this with the membership at a future meeting.

- **OJA** – Tony Peterson has assumed responsibility for the regional coordinators and will also be handling some OJA grant programs. Tony has been tasked with updating the SCIP and is working with Gene to include a section on regional interoperability activities and challenges.

OJA will have a presence in the exhibitor’s hall at the NENA conference in the Wisconsin Dells during October. Gene and East Central Regional Coordinator Jeff Stauber will be assisting Tony in outreach and informational activities. Statewide Interoperability Coordinator Dave Spenner announced he was leaving OJA effective September 19, 2012. Dave had previously delayed his

planned June 2012 retirement from OJA to assist in the transition as a result of some personnel changes at OJA.

- **Communications Unit Leader (COML) Training** – Gene completed the four day COML training class held in Minocqua during August. Due to the reduction in grant funds, this was probably the last training class that included OJA funded lodging and meals. Future changes to the program will include a reduction from four to three days of training. The state COML group is looking to offer a training class somewhere in the southern part of the state in (spring) 2013 and will be seeking a “free” government training location to keep costs down for the participants. Current information on the COML function can be found at:
<http://www.interop.wi.gov/section.asp?linkid=1794&locid=166>

- **Special Legislative Committee on 911 Communications** - This committee is tasked to review 911 public safety communications and develop legislation as needed to strengthen and improve the system. The committee shall study: (a) creation of a statewide entity to provide coordination and long-term planning for the system; (b) existing funding sources and projected costs of the system; (c) the training curriculum and requirements for 911 dispatch personnel; (d) establishment of a minimum 911 service standard; (e) methods to upgrade multi-line telephone system technology to enable responders to locate calls originating from large or multi-location facilities; and (f) best practices around the country for potential implementation in Wisconsin.

Richard Tuma , who is on the 16 member committee, mentioned that they are attempting to regain the \$0.75 surcharge that had been previously removed from cell phone bills, to provide the funds needed for NextGen 911. There are insufficient funds under the current budgetary restrictions for upgrades.

The committee’s website is: <http://legis.wisconsin.gov/lc/committees/study/2012/911/index.html>

6. Old Business

- **FCC Narrow-banding** – The latest information is the FCC has issued some very limited extension waivers for agencies that may be in the process of updating their radio systems but cannot complete the narrow-banding until 2013. The FCC will not be granting waivers based on lack of money. Richard Tuma noted at the recent APCO conference, FCC representatives strongly indicated there will be no waivers. Tom Czaja reminded everyone that the FCC license must be updated to indicate the narrowband emission designator.
- **TICP** - Since the last meeting Gene has met with Ozaukee and Walworth Counties to officially “kick-off” the development of their county TICP. He has met informally with some other counties. The CASM data collection is a key component of the TICP development as “cut/paste” reports generated by CASM can be inserted into the TICP template. The East Central regional coordinator has worked to reduce the standard TICP template from 200 plus pages to 80-90 by removing State agency information and replacing it with a hyperlink Internet address.
- **CASM** – Gene has continued to do extensive entries into the CASM data base for most of the eight counties in the region. Any information or assistance is greatly appreciated. CASM generated ICS 217A Communications Resource Worksheets for each county were distributed to

the membership. One of the future goals is to create default ICS 205 radio plans that can be used until a COML arrives.

- **WISCOM Updates** – Douglas County is becoming a daily user and there has been increased interest from around the State as an option for financially challenged agencies with older radio systems. The Statewide System Management Group (SSMG) has adopted a user fee structure for Level 3 daily users.

WISCOM currently has 76 core sites and 3 local enhancement sites in operation. There is currently one 800 MHz site located on UWM's Sandberg Hall. Two state agencies, the Department of Corrections and the Department of Health Services are evaluating adding 800 MHz sites as they migrate from analog to P25. Gene recently attended meetings of the SSMG Technical Workgroup and full SSMG to discuss 800 MHz talkgroup naming conventions for the WISCOM 800 sites, (adding a "8" prefix to distinguish from VHF tower sites) and adding a two-character regional prefix or suffix to the six RTAC groupings as an aid for the first-responder end-users. Both SSMG groups voted not to make these modifications.

Progress continues on the WISCOM County Connection Grant project with 48 county installations completed and an addition 16 installations are in the process of being completed. John Schrader initiated a discussion on how to use RTAC 21 for interoperable communications in the region. Both Milwaukee and Waukesha counties indicated they are unable to patch to their 800 systems to this. Hugh Morris questioned why RTAC21 is not named RCALL21 to conform to naming standards since it is a calling channel. Gene will work with those agencies that have County Connection radios to develop some regional plans. Not all of this grant radios are operational yet in the southeast region. The link to WISCOM Policy 301.01 that relates to this issue is: <http://www.interop.wi.gov/docview.asp?docid=21813&locid=166>

There was a recent meeting involving Brown, Dane, Outagamie and Winnebago Counties and also the State of Michigan to discuss using ISSI technology to connect to WISCOM. **Note:** a basic explanation of ISSI (Inter RF Subsystem Interface) is an interface that enables radio systems built by different manufacturers to be connected together into wide area networks so that users on different networks can talk with each other. The wide area network connections using the ISSI provide an extended coverage area for subscriber units (SUs) that are roaming. Some features other than voice communications will not work across systems connected using the ISSI.

Additional WISCOM information is available on the Wisconsin Interoperability website at: <http://www.interop.wi.gov/section.asp?linkid=1621&locid=166>

- **Local Agency Participation Requirement Status** – OJA is working to include this requirement in grant applications. At this point, there is not a universal policy and it is probable each of the six regions will have different expectations. When our region adopted our policy at the last meeting, the requirement was to provide local agency information for data input into CASM and the TICP. Please send Gene your local agency information so he can enter it.
- **User Manual Project** – Gene continues to make slow progress and will be using information obtained from the Colorado TRAIN and Minnesota ARMER websites and also his recent COML training to continue to develop a user-friendly manual. He will have a draft available by the end of the year.

- **Election to Fill Unexpired Chair-Person Term of Office through 2013** – Upon a motion by Rob Robins and second by Tom Christensen, and with his consent, Richard Tuma was unanimously elected to fill the Chair position until the annual meeting during the first quarter of 2013. Richard noted every organization should have a change in leadership periodically.

7. New Business

- **Discussion regarding expiration of regional SCIP implementation council representatives (2) year term (spring 2013) and reappointment process** – The council membership and appointment process is explained in section 2.2A of our by-laws. Each county has three members, representing the interoperable communications interests of public safety agencies, including fire, law enforcement, emergency medical services, dispatch and/or emergency management and serve a two year term. The memberships' terms began with the October 11, 2010 meeting when the by-laws were approved and the election of officers. All current members were asked to contact the agency or association that selected them to determine if they should be reappointed or if new representatives will be appointed. The new terms would begin with the annual meeting in 2013. It would be desirable for an orderly transition if any new appointees attend the December 2012 meeting for introductions and familiarization with the regional council.

Discussions regarding lack of participation by some counties/associations – The by-laws require an annual review of attendance. A handout was distributed showing the attendance record by county. There is a lack of representation by some disciplines in some counties that could result in lost grant opportunities as OJA has added regional interoperability participation as a grant criterion. There are three meetings per year and the principal representative or alternate needs to attend.

Section 2.2.B states *“If the SE-RSIC membership determines that an appointee is missing more meetings than they attend, the SE-RSIC chair shall notify the member’s jurisdiction of the attendance record and extend an invitation for the representing jurisdiction for replacement.* Gene will be making the contacts.

Wisconsin SCIP Workshop Report – Gene attended the workshop held on May 1st in Appleton. Although the primary focus of the workshop was planning for public safety wireless broadband, other topics that were discussed included an Office of Emergency Communications (OEC) Update presentation, National Emergency Communications Plan (NECP) Goal 2 results, federal grant status and funding priorities, narrowbanding and overviews of some Wisconsin data systems. A report summary on the workshop can be found on the Wisconsin Interoperability website at: <http://www.interop.wi.gov/docview.asp?docid=23469&locid=166>

- **National Public Safety Broadband Network (FirstNet)**

The Middle Class Tax Relief and Job Creation Act of 2012 directed the National Telecommunications and Information Administration (NTIA) to establish the First Responder Network Authority (FirstNet) to create a nationwide public safety broadband network (PSBN) that holds a single 700 MHz wireless broadband license. The act established some specific timelines/deadlines including the August 20th appointment of the FirstNet Board of Directors. Part of the act gives NTIA borrowing authority of \$135M for state and local implementation grants that will be administered to the designated State Administrative Agency (SA).

The Interoperability Council adopted Policy Statement 5 that recommends that the Governor establish the IC in conjunction with OJA as the designated coordinator for Wisconsin with the PSBN project and as point for the FirstNet consultation. One of the policy's strategies is to "make maximum use of the Statewide SCIP Implementation Workgroup to determine local public safety needs, gaps, and desires for PSWB in Wisconsin". The six regional councils will have a key role in the process if the Governor agrees with the IC's recommendation.

In addition to the SCIP Workshop report summary mentioned above, additional information about the PSBN can be obtained from:

http://publicsafetytools.info/oec_guidance/docs/Public_Safety_Communications_Evolution_Brochure.pdf

http://publicsafetytools.info/oec_guidance/docs/Interoperability_Planning_Wireless_Broadband_Web_111711.pdf

<http://ntia.doc.gov/category/public-safety>

8. Other Business

County Reports

- **Jefferson** – Todd Lindert reported narrowbanding should be completed in October. The SIMCOM 2012 exercise demonstrated that during the initial stages of an incident, the design of the ESponder permission granting process is too restrictive to be useful.
- **Kenosha** – Horace Staples reported that narrowbanding has been completed.
- **Milwaukee** – Hugh Morris reported they are in the process completing narrowbanding in in December 2012. The Joint Milwaukee/Waukesha County Radio Replacement Study is available at: <http://milwaukee.gov/RAC>. Milwaukee County has temporarily suspended the addition of new E.F. Johnson radios onto the system because they cannot be remotely disabled if lost or stolen. They are working with the company to develop a fix, but there is no timetable for this.
- **Ozaukee** – Mark Owen reported there was a drowning incident over the weekend and there was good interoperability between the Coast Guard on Marine Channel 16 and the fire service channel. Mark reported that SIMCOM 2013 may not be held in Juneau County as originally planned and if anyone is interested in hosting the event, to contact him.
- **Racine** – Rob Robins reported there were problems communicating on conventional channels with Milwaukee Police and Fire Departments on their Open Sky radios due to the process required to "key in" the change. Communications were handled by a radio swap.
- **Walworth** – Kevin Williams reported the county had added another 800 channel for municipal communications.
- **Washington** - no report.

- **Waukesha** – Richard Tuma reported the county will complete narrowbanding within 30 days. They anticipate their radio study consultant will have an RFP for them by the end of the year.
- **SE WEM Region** – no report.
- **Upcoming Meetings**
 - October 7 -12, 2012 - WI-NENA/WI-APCO Fall Conference, Kalahari Resort, Wisconsin Dells – Exhibitors Hall only open from 5 PM Sunday to 2 PM Monday

9. Next Meeting Date and Location

The next meeting will be:

Date: **Monday, December 3, 2012 at 1:30 P.M.**

Location: **Thiensville Fire Department.
250 Elm Street
Thiensville, WI 53092**

10. **Motion to Adjourn** – Upon a motion/second and voice vote, the meeting was adjourned at 3:09 PM.

Respectfully submitted

Gene Oldenburg
SE Wisconsin Regional SCIP Implementation Coordinator

09.17.2012