

The Interoperability Council moves to establish and create the following by-laws for a **Land Mobile Radio (LMR) Subcommittee**.

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 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, including a WISCOM Subcommittee, 911 Subcommittee, and NPSBN Subcommittee, and

Whereas, all remaining public safety communications frequencies also need day-to-day coordination and governance that equitably considers the needs of all public safety agency users,

NOW, THEREFORE, the Interoperability Council hereby establishes the LMR Subcommittee with the following by-laws:

## **I. MISSION STATEMENT**

The mission of the LMR Subcommittee is to:

- A. Advise and make recommendations to the Interoperability Council to manage statewide public safety radio communications frequencies other than WISCOM, as well as the interoperability between those frequencies and WISCOM.
- B. Manage the day-to-day use of Wisconsin's statewide mutual aid frequencies and ensure the resource is equitably available to all public safety agency users within Wisconsin consistent with the goals, objectives and policies reflected in the Statewide Communication Interoperability Plan (SCIP).

## **II. RESPONSIBILITIES**

The LMR Subcommittee shall be responsible for:

- A. Managing certain radio frequencies in Wisconsin on behalf of the Interoperability Council in order to improve and facilitate radio communications interoperability in Wisconsin.
- B. Liaising with other entities that perform similar duties for other radio networks in Wisconsin, including the WISCOM Subcommittee, to ensure a coordination of efforts.
- C. Liaising with other entities that perform similar duties for other radio networks adjacent states to ensure a coordination of efforts.
- D. Serving as a resource and making recommendations to the Interoperability Council concerning radio communications interoperability issues in Wisconsin as needed.
- E. Performing any other functions as deemed necessary by the Interoperability Council.

### **III. MEMBERSHIP**

- A. The LMR Subcommittee shall consist of seventeen (17) voting members.
  1. The following members shall be confirmed by the Interoperability Council for three (3) year terms:
    - One (1) representative from the Region 45 800 MHz group
    - One (1) representative from the Region 54 800 MHz group
    - One (1) representative from a federally recognized American Indian tribe or band in Wisconsin
    - State EMS Communications Coordinator (or their designee)
    - State Frequency Coordinator (or their designee)
  2. The following members shall be appointed by the Interoperability Council for two (2) year terms based on Secretary, Association, or agency head recommendation:
    - One (1) representative from each of the six (6) Wisconsin interoperability regions
    - One (1) representative from the Wisconsin Department of Justice
    - One (1) representative from the Wisconsin State Patrol
    - One (1) representative from the Wisconsin Department of Natural Resources
    - One (1) representative from the Wisconsin Department of Health Services

- One (1) representative from the Wisconsin Department of Military Affairs
  - One (1) representative from a Federal entity
- B. All members of the LMR Subcommittee shall be appointed by the Interoperability Council. Written letters of nomination from the agencies or associations noted above will be considered by the Interoperability Council and confirmation will be made by simple majority vote. Voting members of the LMR Subcommittee shall 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 agency/association they represent.
- F. The Statewide Interoperability Coordinator (SWIC) and Regional Interoperability Coordinators (RICs) from each region shall serve as advisory (non-voting) members of the LMR Subcommittee.

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

- A. The LMR Subcommittee will elect a Chairperson and a Vice-Chairperson (or alternatively, co-chairs).
1. Duties of the Chairperson:
    - Coordinate all LMR Subcommittee activities and meetings, including establishing the agenda, time, and location of each meeting.
    - Ensure all LMR Subcommittee activities comply with all applicable Wisconsin laws.
    - Preside over all regular and special LMR Subcommittee meetings, including ensuring timely public notice of meetings, recording meeting minutes, and disseminating meeting minutes to each LMR Subcommittee member in a timely manner.
    - Serve as the point of communication between the LMR Subcommittee and the Interoperability Council, including reporting any LMR Subcommittee decisions and recommendations to interested parties.
  2. Duties of the Vice-Chairperson
    - Assist the Chairperson in the performance of their duties.

- Preside over LMR Subcommittee meetings in the absence of the Chairperson.
- B. If a member is unable to attend a LMR Subcommittee meeting, an alternate from their region or agency may be designated to attend the meeting, subject to prior notice and approval by the Chairperson.
- C. The presence of a simple majority of the voting members (or their designated alternate) in-person, or via teleconference, shall constitute a quorum. If a quorum is not present, the meeting may be adjourned.
- D. Each voting member of the LMR Subcommittee has one vote.
  - 1. If an alternate has been approved by the Chairperson, that person may cast the vote for the association or agency they represent.
- E. A simple majority is required for approval of LMR Subcommittee decisions and recommendations.
- F. Roberts Rules of Order (revised) will govern the conduct of meetings

## **V. OPERATING PRINCIPLES**

- A. All meetings shall be conducted in accordance with provisions and requirements of these LMR Subcommittee by-laws and in compliance with laws and regulations of the State of Wisconsin.
- B. The LMR Subcommittee shall:
  - 1. Encourage local and tribal officials and decision makers to participate in LMR Subcommittee 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 interoperable radio communications systems.
  - 5. Ensure that LMR systems do 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.
  - 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 LMR Subcommittee 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 LMR systems to satisfactorily represent the needs and expectations of their respective agencies and disciplines.

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

The LMR Subcommittee is authorized to petition the Interoperability Council for changes to these by-laws for the common good and to better implement the LMR system 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: