



## Minutes for the KWIEC meeting conducted on March 19<sup>th</sup>, 2009

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*These Meeting Minutes are not a “word-for-word” transcription of the event, and summaries and paraphrasing were used throughout this document.*

{PowerPoint presentations are available for download from the KWIEC website at [www.kwiec.ky.gov](http://www.kwiec.ky.gov).}

## Opening Remarks & Roll Call

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Janet Lile with the Commonwealth Office of Technology is sitting in for Jim Barnhart as KWIEC Chairperson. Janet welcomed all members and guests to the KWIEC meeting and asked that roll be called.

Chuck Miller called roll with the following members in attendance. Janet Lile for Jim Barnhart, Michal Harris, Don Pendleton, Col. Brad Bates, Captain Fields proxy for Col. Milligan, Ken Jorette, Col. Hayes, Mary Pedersen, Rodney Murphy, Danny Ball proxy for Lonnie Lawson, Pamela Collins, Rebecca Hopkins, Mike Ward, Charlie O'Neal. No one answered on the conference bridge.

A quorum was present so Janet opened the meeting.

## Old Business

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### *Discussion/Approval of the last meeting minutes*

Janet asked if there was any discussion or questions on the last meeting's minutes. There was none, so Janet called for approval of the minutes which was seconded and approved.

Janet then turned the meeting over to Chuck for the Chairperson Report.

## Updates and Briefings

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### *General Information*

- Many KWIEC members were present for the morning session of the SCIP workshop hosted by the OEC out of Washington DC. It was a very productive meeting and received positive comments from those attending.
- Immediately after the KWIEC meeting members from FEMA are going to meet with the KWIEC and provide a briefing and contact information. This briefing was requested by FEMA to address their role in the recent ice storm in Kentucky and to set follow-up meetings with senior members of most of the agencies here.
- The Chairperson and KWIEC Facilitator agreed to hold the KWIEC meeting to an hour to allow sufficient time for FEMA to meet with all members of the KWIEC concerning the ice storm.
- The Architecture and Standards Working Group is present for the KWIEC meeting.

## ***Chairperson's Report***

(Briefed by Chuck Miller)

### **General information for the KWIEC:**

- \* We had one KWIEC seat that was unfilled, the local 911 seat, but I received a fax from the Governors office yesterday and that seat has now been filled.
- \* We have been reorganized by Senate Bill 181 March 2009, it deleted the KWEIC member in the Director of 911/CMRS seat.
- \* We will discuss this in a future meeting – KRS 11.5161 through 11.5163 were repealed and reenacted into Chapter 42 by SB-181.
- \* The Annual Public Safety report is coming around again.
- \* This Committee asked that a response be submitted to the FCC indicating our desired use for the 700 MHz for D-Block. This was done.

Chuck asked Bob to provide the latest update on this letter.

Bob: The D-block response has to do with a piece of spectrum of the 700 MHz that was to be for data. Originally that spectrum was provided to the states; the FCC took that away from us and attempted to auction it, the auction failed. Over the last few months there has been a considerable amount of political and financial wrangling over how to deploy a public, private 700 MHz data system. Everything, in an earlier discussion, we had considered the Wi-Max and some other things. Right now our position is that we feel that they should reevaluate this spectrum and issue it for a regional use (Kentucky is FCC Region 17). Our request is that we prefer to manage this locally, as we follow the national standard. This was the essence of the letter we sent to the FCC. Currently the activity is waiting on the Democratic Congress and President to decide the direction they want the FCC to go.

### **KWIEC mandates:**

1. Establish and implement a State Communications Interoperability Plan (SCIP) –
  - a. The SCIP was already published
  - b. We were working on the SCIP in the morning workshop
  - c. It is a living plan and changes and modifications will continue to occur
2. Evaluate Primary State and Local public Wireless safety voice and data
  - a. Fifty-one wireless project plans were submitted and evaluated in 2008
  - b. For 2009 - Eight have been submitted to me so far, I've been able to get three out, working on getting caught up.
3. Develop a funding support plan to provide for the maintenance and Technical upgrades for the KEWS system.

- a. The Eastern portion of the KEWS project is fully funded
- b. We will receive \$18 Million for the West sometime after July when the bonds are sold

### **KWIEC Goals:**

The 2008 KWIEC goals were successfully completed (as they were defined), except for the completion of the KEWS Eastern Segment. This date continues to slip and it is now reported (by Harris-Stratex) that completion is targeted for the fourth quarter of 2009 for the East.

### **KWIEC committee requests:**

All the requests have been done with the exception of:

1. Providing the KWIEC with a briefing on the 3G routers; Dan Mauer will provide that in a future meeting
2. The assessment process needs to be clarified; I'm going to attempt to brief that today.
3. Clarify the PSIC grant expenditures, Derek is working on that and can provide you an update now.

**Derek Nesselrode:** There are two segments of the grant;

1. The Voice Mutual Aid portion of the grant; where the bulk of the money will go to add extra channel capacity, do tower work, and possibly construction of a couple of towers where we have coverage issues. That portion of the grant is \$6.7 million. It will actually provide us with four additional UHF channels and also extend our VHF coverage to closer match the footprint of Emergency Management VHF system. It will put approximately 53 sites on the air for VHF, and that will give us a much larger coverage area.
2. The other portion of that is the mobile command center where five mobile command centers will be constructed and deployed across the commonwealth and upgrade the existing system.

### ***Primary Wireless Communications Project Assessments***

(Briefed by Chuck Miller)

**Chuck provided a brief explanation and clarification of the assessment process:**

- o The KWIEC acts as an advisory body for all primary wireless public safety voice and data communication strategies presented by agencies of the Commonwealth and local governments
- o Two separate processes are in place - one for State and another for local agencies
- o State agencies – KWIEC Review and Approval
  - o The state agency sends their project plan on the older six+ page assessment packet
  - o I process the packet, verify that it is complete and correct

- That packet is then reviewed by the ASWG which provides their recommendation to the KWIEC
- The ASWG's recommendation is forwarded on to the KWIEC along with the packet
- The KWIEC reviews and votes for approval or disapproval via email
- The votes are counted and the results and comments are sent to the Chairman
- Local agencies – KWIEC Review and Concurrence
  - The local agency sends their project plan on a single summary page
  - I process the packet, verify that it is complete and correct
  - Projects already approved at the state level by the KWEIC (example – Mobile Data) or simple augmentations to existing systems (example – purchase 3 handhelds) are reviewed by the facilitator without ASWG or KWIEC
  - Upgrades and replacement projects are reviewed by the ASWG
  - The ASWG's recommendation is forwarded on to the KWIEC along with the summary
  - The KWIEC reviews the summary and indicates such via email
  - The comments are compiled and the results sent to the ED of COT.
- Local and State
  - A signed letter to the agency is returned to the POC indicating approval/rejection if state or review and concurrence if local
  - KOHS & CMRS grants managers are sent copies of all decisions
  - Electronic packets are maintained on Gotsource

The primary change from before is that we are using a simplified form for Local agencies and minor projects and pre-approved projects will be processed at a lower level than the KWIEC.

Any questions?

## **Old Business**

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*The SCIP has been in discussion for several meetings and the morning was spent on a six hour OIC hosted SCIP workshop.*

### ***SCIP & the SCIP Workshop Recommendations***

Janet reminded members that the SCIP will be used as the states primary tool for long term communications and interoperability planning. She said that with all the progress that went on in the workshop earlier that day, might someone like to make a motion to endorse the work done earlier that day and fill the positions for SCIP planning commission, so that we might have it on record.

**Col Hayes:** We're thinking there could be continued opportunity for input from the Members of the KWIEC, or Architecture advisory group to the SCIP as we go forward, right? When is the next submission for the SCIP?

**Mary Pedersen:** Our next meeting in June

**Janet Lile:** This is not to approve the SCIP, but a motion to endorse the work that we have done so far.

**Mary Pedersen:** One of the motions that came out of our group today was to establish a funding committee. And a possible motion to cover the inclusion or reinstatement of the Executive Director of the 911 CMRS board to be on the committee, even though they abolished it. That may be two motions that we need to address today.

**Pam Collins:** I think we need to look at what the Ladies this morning put together for us I would feel more comfortable at that point.

**Col Hayes:** We did come to the conclusion that we need to meet more often for the SCIP review process, we can't wait once a quarter, in order to get all the changes or suggestions made today need to be reviewed again. And some of us need the opportunity to suggests some changes to the SCIP, know how to summit those and when.

**Chuck Miller:** This morning was a planning session and to see where we need adopt those motions and go forward. Are there any motions that need to be made in this official KWIEC meeting as a result of the earlier SCIP meeting this morning?

### **Motion – CMRS/911 Representation on the KWIEC**

**Charlie O'Neal:** I would like to make a motion that we request the Governor by executive order to reappoint the Executive Director of the CMRS or the 911 coordinator to the KWIEC.

**Mary Pedersen:** Second the motion.

**Janet Lile:** Any further discussion on that? All in favor say I (unanimous).....motion carried.

### **Motion – Funding Sub-committee**

**Charlie O'Neal:** I would like to make a formal request to the chair that the funding committee be reappointed, for the purpose not only to look at the issues pertinent to the SCIP but the funding that may be pertinent to KWIEC issues.

**Janet Lile:** Anyone second to that?

**Danny Ball** – Second

**Charlie O’Neal:** I also would like to modify my motion that the Chair gives consideration to appointing Rodney Murphy as the Chair for that funding committee.

**Danny Ball:** The language of the SCIP would have to be modified to accomplish that, at this point the SCIP identifies the interoperability coordinator as the Chairman of that committee.

**Chuck Miller:** The SCIP is a living document and we can rewrite it as we need to.

**Janet Lile:** Do we have a list of persons for that committee?

**Rodney Murphy:** The motion is to reestablish, there was discussion among the group this morning that Mary would help set up a chair for that committee, she would be the lead.

**Danny Ball:** Part of the driving factor should this motion pass; Mary Pedersen was going to take the lead on soliciting a chair. Rodney would draft a charter, so the committee would know its mission. And we would look for the KWIEC to determine what membership make up it would be.

**Rodney Murphy:** We talked about trying got get someone from the Governors Office of policy management to sit on that working group, as well as an LRC staffer or one of the committee members, whoever it is that we submit our annual report too, to try to help us. There are some organizational things we need to come up with before we find a chair of the committee. We would like to have it in place before the June Meeting.

**Danny Ball:** Should the motion carry today, the target was to have it ready for approval at the next meeting, with a recommended chair at that meeting, with a draft charter ready for review and distributed by May 15<sup>th</sup> .

**Chuck Miller:** Clarification on that, this is reestablishment of the committee only at this point?

**Rodney Murphy:** I say we say that we’re establishing it.

**Chuck Miller:** Janet we have a motion to establish the committee, Mary will look for the Chair, Rodney will Draft the charter.

**Mary Pedersen:** Rodney and I will work together on this and we will have the charter ready by June.

**Chuck Miller:** Our next meeting is in June. Col Hays thinks we need to meet more often.

**Col Hayes:** That was discussed this morning, the actions and business of the SCIP, if we are trying to get a document ready for a June meeting I don’t think we can wait.

**Mary Pedersen:** I agree, I think we are going to accomplish several activities we're going to have to meet next month and the next month, two to three meetings before our June meeting.

**Janet Lile:** Is the discussion finished concerning the Budget Sub-Committee? All in favor of the motion, (unanimous response for the motion was received) and is adopted.

?: What would be the purpose to call an meeting more than once a quarter?

**Rodney Murphy:** When this meeting (KWIEC) is called it is subject to open meetings, and it must have a quorum. We can have a work group meeting, not a formal KWIEC meeting.

**Chuck Miller:** Mary do you want to send out an invite for the working group? Or do you want me to send an invite out?

**Mary Pedersen:** I don't have an issue coordinating that, and sending out the invite to the working group to continue on with the update of our SCIP.

**Rodney Murphy:** A working Session, we have not established a formal working group, with everyone invited.

**Col Hayes:** The people that were invited here this morning.

**Mary Pedersen:** I need to make sure to get the contact information and the names. To get everyone that's here today.

## **Discussion – 2009 Goals**

**Janet Lile:** During the presentation on the chairpersons report, Chuck skimmed over the 2009 goals, and that is probably something we need to address at some point, I don't know if you want to take that on today. What I have in my mind is that we write our annual report in late August to be ready to submit in September to the Legislature and we want to be able to show progress.

**Don Pendleton:** It may be advantageous for Chuck to put together a draft to at least start.

**Rodney Murphy:** I don't see the goals changing.

**Pam Collins:** I'm new to the group, I would like to know how do you describe successful, what is the measurement?

**Chuck Miller:** We have transitioned those goals from projects to operational programs, so some of these might be ambiguous.



**Janet Lile:** This has been a long day, we can address that at our next meeting, to add it to the agenda. Is there any other old business? Any New business?

## **New Business**

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### ***Subject: Working Groups***

#### **ASWG Membership**

Rodney Murphy called for a motion to add Drew Chandler to the ASWG. Chuck advised the group that the Chair of the KWIEC may appoint group members as deemed necessary and a motion and vote was not actually required. Janet said that she would speak with the Chair on this issue. Col Hayes felt that the working group could do that.

#### **ASWG Responsibilities**

**Col Hays:** Is there a charter for the Architecture and Standards working group?

**Chuck Miller:** No, only a mission statement.

**Col Hays:** I would charge the ASWG to draft a Charter, some recommended standards for local and county and regional agencies to look at, in regards to interoperable systems so that they know what we are expecting them to look at for our standards, whether is satellite, radio or what ever systems their looking at.

**Rodney Murphy:** In the past it was my understanding that KWIEC was doing a courtesy review on behalf of Homeland Security for grant submissions, which is good. But it is beyond what I interpret the standard for a primary public safety voice and data system, the stuff I was looking at I wouldn't call a primary system, do you all agree with that?

**Chuck Miller:** I'm glad you mentioned mobile data; it's a perfect candidate, its something that you never have to review. The KWIEC approved the mobile data system as a standard state wide, we should never have to look at another one, so if someone wants to buy one its already been approved by this committee.

**Mary Pedersen:** I can't speak for my Executive Director but I can take it back and say that the KWIEC has made a determination that if someone is buying something that is on the approved standards list, then there is no need to approve all of those.

**Chuck Miller:** They only have to get the project approved, they don't have to get very little thing funded, this should be included in the total funding.

**Mike Ward:** Why do we have to approve someone replacing existing equipment?

**Chuck Miller:** It's a courtesy to Homeland Security, us working with Homeland Security. If the committee no longer wants to look at them, the Architecture and Standards or myself can look them over.

**Mary Pedersen:** I believe a lot of it came from the P25. Our office was getting a flood of grant request, two hundred of different kinds of radios and our grant managers said we have a standard and we won't give you money unless it P25 upgradable and we came to the KWIEC and asked if they would review every thing for us so our grant persons didn't have to track it down as ask if it was P25 compliant. There may not be a need for that anymore.

**Col Hays:** I think that's what we're asking it that the Standards Committee come up with a charter with what is the best standard we need to approve.

**Bob Stephens:** The P25 was how we got involved; however we are beyond that now, as we have approved as a group other technologies that are not P25. What this group needs to recommend, for example is a grant we got a couple of months ago from Northern KY, they wanted to purchase four channel radios, you can not be interoperable anywhere in the United States with a 4 channel radios, these are areas were we can make suggestion, and that's where I think we are when it comes to reviewing equipment. The Commonwealth has decided at this point all it has to be is interoperable with the channels that we identified in the Mutual Aid program.

**Chuck Miller:** Should the ASWG look at the Authorized Equipment List and say whether this should or shouldn't be on that?

**Bob Stephens:** It should have been done in the grant review before we ever get it.

**Mary Pedersen:** Homeland Security has said that P25 is no longer a grant standard, P25 is still a highly recommended path. I don't know if it opens the door even wider for the KWIEC because if we can't approve we at least have an obligation to let them know that if you go ahead with that purchase is fine, but however you will not be interoperable with any one else, except a few on analog frequencies. They have vendors promising it will do everything; we have to as a group to tell them it won't do everything you said in your grant application.

**Col Hays:** What I would like see come out of the ASWG is the new standards, that we want to review. Standards from them that says this is what KY has adopted, what we hold grant applications to, procurements to, what we want on the AEL, and what we don't want on the AEL should come from them as our technical experts and advisors.

Janet reminded the members that we had the FEMA briefing so for time sake, she wanted to close the discussion and move on.

## **Adjournment & Closing Remarks**

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Janet reminded members of the following:

- For the SCIP - members should look forward to seeing communication about the working session from Mary and Chuck.
- Mary and Rodney will work on the Funding Committee.
- Chuck will work on getting Drew appointed to the ASWG and also talk about a charter for that group.
- The next KWIEC meeting will be in June.

With nothing further, a motion, second, and vote adjourned the meeting.