KWIEC Meeting Minutes
1:00 – 3:00 pm
Thursday, November 10, 2004
Kentucky Transportation Cabinet Building
200 Mero Street
Frankfort, Kentucky

I.   **Committee Attendees**
- **Members Present** – Ken Mitchell, Mark Rutledge, Michael Clark, Jim Ramsey, Mary Pedersen (Designee), Lt. Col. Shelby Lawson, Col. David Casey, Malcolm Franklin, Mike Rosenstein, Lonnie Lawson, Mike Phillips, Jennifer Jackson and Doug Tackett.
- **Visitors Present** – Michael Inman, Ken Born, Joel Schrader, Dan Fowler, John Conley, Wayne Farro, Alecia Edgington, Stuart Hammond, Ken Ackerman, Jeff Reeder, Diane Noble, Alvin Cardill, Keil Green, Michael Anderson, Bob Ball, Rick Boggs, Brad Watkins, Bruce McMichael, Bob Stephens, Stephen Devine, John Meyers, David Funk

II.   **Call to Order**
- Ken Mitchell, Chair, called the meeting to order and welcomed committee members and visitors.

III. **Welcome**
- Ken Mitchell announced the new members to the KWIEC including Bill Carr who represents the Environmental and Public Protection Cabinet, Samuel Dunn with the Cabinet for Health and Family Services, Lt. Col. Shelby Lawson from the Kentucky State Police, Mary Pederson (Designee) with the Justice Cabinet, Jennifer Jackson (Designee) representing CMRS.
- Ken Mitchell introduced Michael Inman from the Commonwealth Office of Technology. Mr. Inman took a minute to talk about the importance of KWIEC and its opportunity to go out and make a difference in people's lives.
- Ken Mitchell recognized several guests at the KWIEC meeting including Bob Stephens who recognized Stephen Devine from Missouri State Highway Patrol, John Meyers from the American Radio Relay League, and David Funk from the University of Denver.
- David Funk talked about CAPRAD, Computer Assisted Pre-coordination Resource and Database. CAPRAD supports Public Safety across the Country with various planning tools including Frequency Planning for the 700 MHz and 4.9 GHz band.
- Ken Mitchell also recognized ICTAP, Interoperable Communications Technical Assistance Program. ICTAP is part of the team that Homeland Security has put

together to help agencies implement technical solutions to improve communication interoperability.

- Ken Mitchell acknowledged that a quorum exists and that official business can be conducted by the committee.

IV.   Approval of Minutes
- Mark Rutledge made a motion that the minutes be accepted and Jim Ramsey seconded.
- Approval was unanimous

V.   Funded Projects
- <u>Mutual Aid Project</u> – Ken Mitchell informed the group that the Mutual Aid Interoperability Plan that was approved at the last KWIEC meeting has now been fully funded through the Office of Homeland Security for $724,000.
- Ken Born presented a "Mutual Aid Interoperability – Memorandum of Understanding" PowerPoint presentation. The Mutual Aid Interoperability Plan allows public safety agencies to communicate on a conventional analog channel over three frequency bands (150, 450, and 800 MHz). The Mutual Aid Interoperability Plan was previously approved by the KWIEC and now has been fully funded by the Kentucky Office of Homeland Security. Ken Born said the next step is to create a Memorandum of Understanding between the Kentucky State Police (KSP) and the Local public safety agencies that would define the roles and responsibilities of each party and the operational guidelines to use the Mutual Aid Channels. Mr. Born emphasized the importance of having operational guidelines to control usage of the Mutual Aid Channel to avoid unnecessary congestion on the channel. Mr. Born feared a situation where 100 public safety first responders merged upon an emergency scene and key up on their portable radios and overwhelm the Mutual Aid Channel rendering it ineffective. To prevent this situation from occurring, Mr. Born outlined the Operational Guidelines to use the Mutual Aid Interoperability Channel.
- Malcolm Franklin raised two comments with the Operational Guidelines. First, the Operational Guidelines identified "Civilian Leadership" with a link to the Local Incident Commander and second, the Local Incident Commander may not be local. The Incident Commander could be a State or Federal Commander depending on the type of emergency. Ken Born reiterated that the term "local" was the area where the emergency situation occurred and not necessarily the level of government involved. To prevent confusion with the term "Local" in the Operational Guidelines diagram, Ken Born agreed to drop the syntax "Local" from "Local Incident Commander" identifier. Group discussion continued with a suggestion to use "On Scene Incident Commander" instead of "Local Incident Commander". Ken Born agreed that he will change the "Local Incident Commander" to "On Scene Incident Commander".
- Mary Pederson requested a clarification with the Operational Guidelines regarding page 10 that states "Responding personnel should immediately work to identify an Incident Commander who will coordinate the communications among first responders using mutual aid agreements previously established among local and state agencies" with page 12 that states "Training is required for all Incident Commanders prior to participation on the Mutual Aid Interoperability Channels(s). Mary Pederson asked the question "Are Incident Commanders pre-defined when called to an emergency scene?" Malcolm Franklin responded that the structure for Incident Commanders

will be clearly defined by 2005. There are various pieces of legislation that stipulate command and control of an emergency scene. Malcolm Franklin stated that by the end of 2005, NIMS (the National Institute of Management System), which is part of the new national response plan, has a requirement in every state before any federal grants are distributed to participate in NIMS training. By next year, Incident Command training and Incident Command processes will be required throughout the State. Ken Born stated that the "Mutual Aid Interoperability Channel is geared towards the situation when an agency becomes overwhelmed while responding to an incident and does not have the resources to adequately manage the incident and requests resources to be pulled in from other agencies." It is at that point that the incident commander is selected, whether through NIMS or some other process to open the Mutual Aid Channel to establish communications with the assisting agencies. Ken Born stated that KSP is the linchpin in making the Mutual Aid Channel effective and had discussions with John Bradley, Communications Manager from KSP, to put together this MOU. The MOU is not "etched in stone" and has built in healing processes that require the parties to meet to review the MOU's effectiveness, and modifications that might be necessary to eliminate any weaknesses. Ken Born also stated that the MOU still needs to be approved by KSP command structure. Bob Stephens stated that in the MOU plan, all communications go back to Frankfort via the State Police and this will not work because the Emergency Operations Center (EOC) is not connected up to the KSP Posts. Bob Stephens also stated that all communications should go to the EOC for leadership decisions. Ken Born responded by stating the Mutual Aid Interoperability Channel is designed for immediate communications interoperability from minute zero to 3 hours for public safety first responders. There are other technologies available to make other communication connections from various agencies. Malcolm Franklin suggested that the group needs to go through this document to make sure we are not subverting some of the other KRS issues to deal with this from the State EOC point of view. Malcolm Franklin requested more time to review the document. Ken Mitchell instructed Ken Born to make the various changes and allow the various agencies to review and respond back within two weeks. David Casey stated that this MOU is not going to be used for (Fish and Wildlife) to coordinate from here (Frankfort) to the hazard scene, but designed for the people in the field to be able to talk with each other at the hazard scene. It is not going to be designed to coordinate activities from Frankfort with the hazard scene.

- BIM Card Project – Mary Pedersen gave a brief update on the funding for the BIM project. Initially, the Justice Cabinet submitted a grant for 3.4 million dollars to implement the solution statewide. This consisted of four radios per county connecting up to a KSP Post. However, the Justice Cabinet was only awarded a grant around 1 million dollars. Since the grant was not fully funded, the Justice Cabinet needs to determine where the BIM card solution would be most effective. She emphasized that the Mutual Aid Interoperability Plan would be implemented first with the BIM solution being started at or near the end of the mutual aid interoperability deployment.

VI.   Assessment of Project Plans
- Mr. Mitchell stated that the Assessment of Project Plans for Primary Wireless Public Safety Voice and/or Data Communications Systems was approved at the last KWIEC

meeting held on August 4th, 2004. Agencies can use this template to submit the information about their new communication systems as a requirement by HB226. Ken Born presented a PowerPoint presentation on the Assessment, Evaluation, and Knowledge Management System for new primary radio communication systems to support HB226. Ken Born stated that the Assessment for Project Plans for Primary Wireless Public Safety Voice and/or Data Communications Systems was previously approved at the last KWIEC meeting. The next step in the process is to evaluate these plans once they are completed and returned by the submitting agencies. Ken Born stated that the evaluation document is almost identical to the assessment document with an additional sliding scale of responses such as "Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree, or No Opinion" for each section coupled with a "reviewer's comments". The "reviewer's comments" enables the evaluator to include comments or suggestions that have not been adequately captured in the sliding scale. Ken Born talked about the need for the Working Group members to have easy accessibility to these documents and the need to store, retrieve, and post comments within a Knowledge Management System. He suggested using www.gotsource.net as the repository of documents. He also displayed graphically to the KWIEC members the process to which the assessment would be acquired, completed, and returned to the Working Group and the processes to evaluate, compile, and submit recommendations to the KWIEC. He posed a question to the KWIEC members, "How long should the process take at each one of these stages of development?" After much discussion, a timetable was established:

- Day 0 – Assessment Submitted and posted on www.gotsource.net, Working Group members notified via email.
- Day 1 – Working Group members have 7 business days to review and post recommendations
- Day 8 – Within two business days, the Working Group Chairman will develop an Executive Summary and send via email to Chairman of KWIEC, its members, and Commissioner Inman.
- Day 10 – By the COB of the upcoming Friday, each member of KWIEC will provide their recommendation as to the approval of the plan to the KWIEC Chair.
- Day 10 (+1 to +5) – On the Monday of the following week, Chair of KWIEC will notify the plan sponsor and Commissioner Inman of the KWIEC's recommendation.

• Mary Pederson brought up the issue that locals may have a difficult time filling out the assessment because of some of the sections on the assessment such as "What is Your Product Strategy?" "How will you determine if your new wireless communication system meets or exceeds your project vision?" Mary Pederson poised the question, "What does that have to really do with whether they meet the architecture standards?" A group discussion followed with the issue that if the assessment is too difficult to fill out, would it prevent people from submitting their assessment? Malcolm Franklin agreed with Mary Pederson that if the assessment is too difficult to fill out, then agencies may not fill it out. Malcolm asked the question to the group, "Have we gone beyond the basics". Ken Born emphasized that agencies can use their Homeland Security Grant application to fill in the assessment information and that he can help agencies in completing this task. Malcolm Franklin agrees with the whole concept of the assessment but suggested that the assessment

should be simpler to fill out. Ken Born stated that that assessment template has already been approved by the KWIEC at the last meeting and the evaluation template was an extension of the assessment. Ken Mitchell concurred that the assessment template was already approved previously by the KWIEC. Mark Rutledge asked the question "What about the agencies that are not approved?" "What do we do in those situations?" Mark Rutledge suggested that agencies that are not approved, we should work with those agencies to provide information so agencies can rethink their communication plans to get approved through the KWIEC. Ken Mitchell asked the group for a recommendation on how to proceed with the assessment of project plans. Malcolm Franklin requested the process to be written out and we should wait until this is completed before approving it.

VII. Wireless Voice Communications Interoperability

- Ken Mitchell informed the KWIEC that the Architecture and Standards Working Group has put together a Project 25 Standard for Wireless Voice Communications. Ken Born presented "Project 25 Wireless Voice Communications Interoperability" PowerPoint presentation. Ken Born emphasized that adopting this standard would be a strategic direction for the Commonwealth. Malcolm Franklin raised concerns over the costs to implement this standard and that it would be three or even four times as much for hand held equipment for first responders. Volunteer agencies would not be able to afford meeting the Project 25 Standard. Malcolm Franklin asked the group if the standards will be held to the locals when applying for Homeland Security Grants. Homeland Security responded with a "Yes, they will". Malcolm Franklin then asked "Even if the radios cost $3,000 per radio versus $1,000?" Bob Stephens remarked that "at his office, if you are going to buy a portable or mobile radio that is going to be part of a state wide instant management system, it should be a Project 25 radio." Malcolm Franklin reiterated that it is just not fair to mandate a standard for local volunteer fire departments that cannot afford to spend $4,200 on a Project 25 radio. Ken Born stated that he "understands the economic consequences of being in compliance with Project 25 Standards and does not believe the difference is $3,000." Malcolm Franklin agrees with the standard but does not agree with placing a commitment or mandate on the locals to purchase Project 25 equipment. Mark Rutledge suggested to the KWIEC the need for more details about the motion and the costs comparison of Non-Project 25 equipment to Project 25 equipment. Ken Mitchell tabled this item and instructed Ken Born to gather the necessary information on behalf of Mark Rutledge's request.

VIII. Wireless Data Communications Interoperability

- Ken Mitchell informed the group that the Architecture and Standards Working Group have been working to establish a wireless data communication standard and information about this standard is in the packet. Ken Born presented "Wireless Data Communications Interoperability" PowerPoint presentation. Ken Born stated that there are two components to wireless data interoperability; a physical infrastructure which consists of base stations, mobile radios, etc, and a logical portion which consists of the wireless data exchange protocols necessary for exchanging information between first responders or agencies. This presentation will focus on the infrastructure necessary to achieve the physical interoperability. Ken Born discussed the process to establish standards using either the De-jure or De-facto standards. The

De-jure standards "are those defined and approved by a recognized standardization body such as the TIA, ISO and IEEE." These are open standards and ensure compatibility between different vendor's products. De-facto standards "are developed by one or several companies that have established itself as the preponderant standard with the vast majority of users in the market place." Ken Born identified the De-jure standard, Project 25, with a data throughput of 9.6 KBs. Ken Born explained the methodology to identify a De-facto standard. An assessment survey was sent out to various wireless data communication vendors asking for Vendor Information, Frequency Band of Operations, Number of Base Stations, Number of Mobile Units, Identify the Coverage Footprint. The results of the assessment will determine if there is a preponderant standard with the vast majority of users in the market place. Ken Born outlined the decision making process for KWIEC to establish a wireless data standard. First, the KWIEC needs to decide if the De-jure standard is adequate for today and tomorrow's wireless data needs and if it is not, then a De-facto standard needs to be identified. Ken Born emphasized that if a wireless data standard is not established, then we will see a proliferation of non-interoperable wireless data stove pipe systems similar to what has plagued the voice systems. The Working Group Findings determined that the De-jure data rate speed of 9.6 KBs was inadequate and believes a De-facto standard should be identified and established. The Working Group believes "there is a De-facto standard established by one vendor due to the preponderant and vast majority of public safety users and recommends the IPMobileNet Wireless Data Specification Standard to be used for the Commonwealth's Public Safety Wireless Data Communication Infrastructure operating in the 800 MHz Frequency Band." The IPMobileNet data rate is 19.2 KBs which is twice that of the De-jure Standard of 9.6 KBs.

- Lt. Col. Shelby Lawson made a motion that IPMobileNet be the Wireless Data Specification and Malcolm Franklin seconded. The motion passed unanimous.

IX. Open Discussion
- Kentucky Office of Homeland Security will give its annual report to the committee of Seniors, Veterans, Military Affairs and Public Protection on November 4th.

X. Next Meeting
- The next KWIEC meeting will be December 6th, 2004 from 1:00 – 3:00 pm at the Center for Rural Development in Somerset.

XI. Adjourn
- The chair asked for a motion to adjourn and the motion was made by Mark Rutledge and seconded by Doug Tackett.