



Minutes for the KWIEC meeting conducted on September 22, 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.}

Opening Remarks & Roll Call

Jim Barnhart thanked everyone for making the drive to Somerset for this Quarter's meeting and asked Chuck to call roll.

Chuck called roll with the following members in attendance:

Jim Barnhart, Janet Lile - Proxy for Steve Rucker, Don Pendleton, Derek Nesselrode - Proxy for Brad Bates, Robert Milligan; Ken Jorette - conference, Dave Barker - Proxy for Col. Hays, Mary Pederson, Drew Chandler - Proxy for Rodney Murphy, Lonnie Lawson, Becky Hopkins, Charlie O'Neal

A quorum was met so Jim opened the meeting.

Old Business

Discussion/Approval of the last meeting minutes

Jim asked for discussion or questions on the last meeting's minutes and with there being none called for approval of the minutes. The motion was seconded and unanimously approved.

With no other comments, Jim asked Chuck to present the Chairperson Report.

Updates and Briefings

Chairperson's Report

(Briefed by Chuck Miller)

General information for the KWIEC:

- * KWIEC Members were provided with the following information for discussion
 - o A current Members list of the KWIEC
 - o 2009 SCIP Implementation report
- * The copy of the SCIP Implementation report provided doesn't have the correct date - it is listed as 2008, but should read 2009
- * It is noted that the two year appointment cycle is up for those members who were appointed by the Governor – Chuck called the Boards and Commissions and was told that they were working on it and unless relieved were asked to continue to serve. Chuck went on to say that he had asked that everyone currently sitting be reappointed.

KWIEC mandates:

- 1) **Establish and implement a State Communications Interoperability Plan (SCIP) –**
Update by Mary Pedersen –
 - a) The supplied 2009 SCIP Implementation report is a Federal template supplied to states. Each state is required to update it on the progress we have made in achieving our goals. It is an ongoing requirement.
 - b) We had a meeting about a year ago with the members of the Public Safety Working Group along with a few other members of the KWIEC members to do the SCIP update. Each of us was tasked to update our section which was done.
 - c) The Feds gave us their version of our document to update, and we have done that and submitted it in a timely fashion. Everything was good.
 - d) There is a larger document that does go into more detail than the template we submitted. It's a good source document for Kentucky, in tracking our goals and updating them as we achieve them.

Mary commented that that we needed to do get the working group together again since progress was made since the last meeting on the SCIP. It would be in our best interest for Grants and other funding opportunities. She would work with Chuck to get a working group together again if possible.

Jim Barnhart said to go ahead and work with Chuck. {Action}

- 2) **Report by Sep 15th - Annual Public Safety Report (APSR)**
 - a) The Annual Public Safety Report was completed and turned in on time
 - b) A hard copy will not be provided this year to keep costs down
 - c) The link to download the document will be on the KWIEC website
- 3) **Evaluate Primary State and Local public Wireless safety voice and data**
 - a) The KWIEC changed the process this year to reduce the number of repetitive and routine projects that they look over.
 - i) The KWIEC Facilitator is now responsible for review of all minor/routine projects
 - ii) The KWIEC Facilitator and PSWG are responsible for review of projects ahead of the Grants cycle where possible -
 - (1) For 2009 The KWIEC Facilitator:
 - (a) Reviewed 176 KOHS grants packets
 - (b) Eliminated 84 non communications packets from review
 - (c) Concurred with 51 projects as minor
 - (2) The PSWG met over two days and reviewed the remaining 41 projects and provided KOHS with recommendations
 - (3) Result - the KWIEC has seen a huge reduction in the number of routine projects
 - b) JAG was also notified and we have been receiving some of their projects for review
 - c) We plan to have the Facilitator and a member of the PSWG accompany KOHS and potentially JAG on their Grants workshops next year

- 4) **Develop a funding support plan to provide for the maintenance and Technical upgrades for the public safety shared infrastructure - Update by Colonel Milligan**
- a) The KWIEC Funding Initiatives Workgroup was created to address this mandate
 - b) Colonel Milligan is the Chair of the group
 - c) The goal is to have a chairperson and four members
 - d) The KWIEC Facilitator will support this group in the same manner as the KWIEC and PSWG

Colonel Milligan indicated that he did not have any updates at this time since they had just established the team. He asked for everyone's email address. I still need some guidance on the scope of the committee.

Jim Barnhart said that he and Chuck will put something together and get back with Colonel Milligan. {Action}

KWIEC Goals:

1. **Merge the Architecture and Standards Working Group and the Public Safety Working Group and increase the PSWG responsibilities – this is Complete.**
2. **Charter an Infrastructure Funding Committee - we have partially done this. We have the charter, which could change once we fill the group. Hopefully bodies will be in place before the end of the year.**
3. **Complete the Eastern portion of the KEWS Digital upgrade project. Update by Jeff Mitchell –**
 - a) Jeff felt we had a good meeting last time on where we were exactly and indicated that not a lot had happened since but provided this summary.
 - i) In the East -
 - (1) The equipment is in
 - (2) the testing has been done
 - (3) Most of the mobile data circuits are running on the new network and plans are in place to roll the remaining circuits
 - (4) Generator installs are ongoing
 - ii) In the West –
 - (1) we have two towers left that has reinforcement work to be done
 - (2) We have a goal of having twelve shelters placed before the first of the year. Our first one was placed last week
 - b) By the end of the year most of the civil work should be completed
 - c) The East circuit cuts will be done one post area at a time
4. **Identify immediate needs state level wireless communication projects which are unfunded. – Chuck indicated that the PSWG needed help; they need to know where to start**

on this. The Public Safety Working group can look at a few things, but we need an idea of what is deemed as critical. Send these ideas through to Derek.

Issues & Concerns:

These are just a couple of the issues we are dealing with; a couple of these have been resolved.

1. There is still no way to remotely monitor the remote radios systems of the major networks for the State. - OPEN
2. No dedicated State Interoperability Coordinator – Resolved (Derek)
3. Joint Interoperability Exercises need to be conducted. – Current and Planned
4. The Current Project review process allows grants to be made before compliance is determined. - Resolved
5. Reinstate 911 Director Position, that letter did go up but no response. – Jim said that it might be Joe Barrows from Woodford County.
6. Reappoint existing KWIEC members – Chuck was told that this is going to happen.

Chuck concluded by asking members if they had any questions. There were none so the floor was turned over to the Chair of the Public Safety Working Group.

Public Safety Working Group Update:

(Briefed by Derek Nesselrode)

Derek started by indicating that most of the PSWG was in attendance and began by discussing their tasked responsibilities.

1) Evaluating technologies

- a) members are evaluating new technologies as they are presented
- b) technical solutions on current projects will be looked at over the coming months
- c) We will make recommendations on upcoming technology as a group and let the KWIEC have the final say

2) Using the SCIP as a source; begin efforts to create a long term plan which makes eventual voice and data convergence of technology a priority. – {SCIP Planning session is upcoming}

3) Publish recommended minimum requirements for all radio systems

- a) completed for 2009 for grants reviews (minimal requirements)
- b) we are reevaluating for 2010

4) Review the AEL for obvious misses to the minimum recommended standards. {standards will be set first}

- 5) **Maintain an inventory of State radio assets**
 - a) CASM was selected as the means of capturing the inventory
 - b) a CASM account has been created

- 6) **Conduct an Annual review of State radio infrastructures,**
 - a) State Emergency Communications assets are complete
 - b) Looking into ways to capture local assets as well

Derek asked if there were any questions or comments and lead the following discussion.

[Discussion on minimum recommended radio standards]

Mary Pedersen asked to be a part of the next PSWG meetings to help with the SCIP; not as a member, but to work with the group on the updates. She commented that she was also looking at publishing recommended minimum requirements for all radio systems and tying them into the Grant process. It is something the KWIEC might want to publish since some of these locals may have their own funding available and may not look at grant requirements. We can highly recommend they follow these guidelines for procurement to assure interoperability standards.

Drew Chandler agreed and remarked that it had been addressed when Gene and Susan stepped in during the technical review. He indicated that they saw agencies focus on something that that works today but is not narrowband compliant. He felt that it should be a bigger priority than getting everyone upgraded to P25 should be.

Mary added that if we're going to publish recommended minimum requirements, it needs to be part of the application process.

Chuck commented that with one of the members of the PSWG or himself accompanying the KOHS grants team on regional training classes, that information would be put out to grant applicants.

Mary responded that some come up with their own money and don't need the grants, but we want them to be aware of what the standards are.

Chuck said that he could put the list of requirements on the KWIEC web site as a start.

Jeff Mitchell said that we needed to expand our list or requirements and have the KWIEC back these requirements first.

Derik said that he recommend that to the KWIEC. He also said that in one of the PSWG meetings revisiting P25 was discussed (which is narrowband compliant) and much of the arguments we heard are cost related; now there are a several P25 out-of-the-box systems for under \$2500. We should evaluate those to give recommendations for those.

A comment was made that we should also address broadband initiatives, to make it Statewide.

[Discussion on COML training]

Derek mentioned that some of the accomplishments of the team were the updated PSWG process for KOHS grants review and that they hosted regional COML training with 43 participants.

Mary asked if there would be another COML Training class.

Bob Stephens said that it needs to be intergraded into our training plan. This first class was just a start and we have two instructors resulting.

Mary felt that we needed to be very selective and consider the true background and qualifications of these people. It would be better to have fewer people, being selective, so that when someone from Kentucky has their COML instructor certification that that really means something.

Bob Stephens felt the opposite. He said that the state needs to have two COML trained people per county minimum.

Mary felt that this may cause a situation in where the perception was that just because someone has been trained they are qualified to take care of everything.

Charlie O'Neal asked what other option do we have for these folks other than COML, other than Eastern, which is impractical for most communicators unless they are dedicated to Law Enforcement? We need to look at some training options other than COML exclusively.

Drew commented that he took the COML over a year ago and that just having to go through the class doesn't make you a certified COML. There is a workbook that you have to do. Someone has to be the book keeper to say that he completed all the tests.

Mary asked who was tracking that.

Bob Stephens said that the question has come up before but he couldn't answer it.

Drew said that someone needs to be the keeper of the Scroll, not just COML, but NIMS as well.

Jim Barnhart brought this discussion to a close and said that this is definitely something that needs to be brought back up.

Derek had no further input and turned the floor over to Drew Chandler.

Sky Terra:

(Briefed by Drew Chandler)

Drew presented an information briefing to the KWIEC members concerning this often overlooked non-terrestrial based Mutual Aid and Interoperable system. This narrative follows.

Sky Terra, formerly Mobile Satellite Ventures, is a Satellite mobile radio system initiated in 2004 with some funding that came to Kentucky through the Health Resource and Service Administration. It is now the assistant Secretary for preparedness and response out of Health and Human Services and I want to clarify, it's not Homeland Security Funds. With the funding there were several deliverables, one of which was having backup communications with health care facilities across the State. The amount of money that they gave wouldn't put up an 800 MHz system in Metro Louisville; it was a small amount of money. It's really tied our hands as what we could do. The Project Manager that came on at the time from COT was Ken Born; he helped with the deployment in 2005.

It's a contracted service, much like we pay cell phone bills monthly. When the project was implemented we used these federal dollars to fund every device out through 2010. We did a phase rollout managed by COT to the fourteen Healthcare planning regions; it's the same map Kentucky Emergency Management went by several years ago. We fund and continue to maintain three hundred fifty three devices across the state.

What we want to report on is how we took this system in 2008 and decided it needed a face lift, how can we get more use out of something that we had already paid for. The quickest thing we found to do is to redo the channel lineup and reprogram all the radios. On the original configuration of these devices there was a private mode, point to point one on one conversation to any of these devices that were across the state. The Second channel was a regional channel for everybody, regions one through fourteen. Channel Two was set up just for regional health care, EMS, hospitals health departments. One the Third channel was the high priority statewide talk group; it was configured if you key up on that channel all the other radios in the state that were on and not actively in another conversation would scan over to that, so everyone in ear shot could hear. This was what we started with the local configuration.

For the statewide units there those that ended up with Kentucky Emergency Management and the ones that we have at DPH, State EOC and the KY poison control center, those had fifteen channels, full load. What this left us with is someone could be having a conversation on a regional channel, and our radio doesn't have that channel, the device is not interoperable, even though it was one of our own radios, it was a serious issue. This combined with the fact during our normal account review indicated that we had thirty seven channels that had five minutes or less of actual talk time. This was a lot of wasted resources by channels that were not being used. We had thirty one talk groups total, each of these at Ken Born's recommendation, for billing purposes - region one, region two; each one was on separate accounts. Roughly twenty five to thirty two devices on it just to break up billing; the bill comes in a FED-EX box still today. We have consolidated from fourteen accounts to one account, which actually extended the life of the program quite a bit. Region four was about to run out of money and we were going to have to ante up more money but Region eight (Morehead) had extra money throughout the course of the project.

There's a new feature available called SMART. With our radios maxed out we didn't have any room for the SMART talk group, that's Satellite Mutual Aid Radio Talk group. This was

pioneered through the FBI in 2007. SMART is available for any customer on SKY TERRA, a free program. The only company that offers a push to talk program, each one of these SMARTS can have 9999 subscribers. There are several different SMARTS, in Kentucky we eligible for the Southeast SMART, and also Mid West SMART, all boarder states covered.

We look at the SMART's that we were eligible for and the actual usage on the Sky Terra system that we were doing. The most use it gets is quarterly when we do a state wide roll call of all the units across the State. Since the Ice Storm several agencies have purchased Sky Terra units. If the Agency agreed to participate in our quarterly test; we allowed them access to all the talk groups we maintain.

Drew concluded by stating that there is only one dealer for this service and they are located in Bowling Green. Agencies come to them because the device is on State contract and they get the word out.

Jim Barnhart said that we should put this information on our web site. Drew said he would be happy to help Chuck put it on the Web.

Call for Discussion, and Questions & Answers

Jim asked if there were any questions on any of the information discussed so far. There were none, so Jim moved the meeting to New Business.

New Business

FCC Narrowbanding Mandate

(Briefed by Bob Stephens)

Bob started by stating that the purpose of his presentation is to get a recommendation and displayed a memo he sent to General Hetzel with the following Recommendations.

- 1) Recommend that KSP work to complete the SCIP mandated communication inventory using the communication Assets Survey and Mapping Tool (CASM). - This is in progress with no estimated completion date.

- 2) Estimate rebanding resources requirements and grants, make deadline recommendation to the FCC, and assess the impact of relicensing hundreds of existing VHF and UHF voice systems.

Bob went on to say that in his 'non-scientific' polling about local systems at the recent COML class suggests that many local jurisdictions will not be able to meet the January 1, 2013 deadline without substantial assistance in the form of resources for purchasing radios, consulting fees for licensing, system planning and operational planning and coordination.

Mandated by the FCC in 1992, Narrowbanding or re-farming allows twice the number of systems in the same spectrum. It reduces channel spacing, reduces the emissions bandwidth, and applies to most frequencies below 512 MHz. It does not affect our 800 MHz or the new 700 MHz spectrum, nor does it impact the VHF 30-50 MHz systems.

The FCC mandates efficiency, not channel width. Efficiencies that meet FCC Certification rules for 2011 are two voice paths in one 12.5 kHz channel, four voice paths in one 25 KHz channel, one voice path in one 6.25 KHz channel. For data - 4800 bps per 6.25 kHz, 9600 bps per 12.5 kHz channel, 19200 bps per 25 kHz channel. Project 25 standards are still under development, 2 voice paths per 12.5 KHz channel is the current direction.

There is no mandate to go to Project 25 by 2013. Narrowbanding is not the same. By January 1, 2013 all systems (in the specified frequency ranges) must be operating in the narrow bandwidth mode. After January 1, 2011 no new systems will be licensed to use wideband mode. No existing systems using wideband will be allowed to expand their licensed footprint.

Narrowbanding will be expensive. Only three budget cycles remain until 2013 and there are no grants or funding defined for Narrowbanding. Luckily, all radios purchased since 1998 should be capable of narrowband operation and software programmable for narrowband use.

Consider Project 25 capable equipment, it meets narrowband requirement. Better audio coverage than narrowband analog and no reduced coverage verses 25 KHz analog. To ensure replacement equipment is narrowband capable don't purchase used equipment or eBay purchases. Agencies should review site placement and coverage of the planned narrowband system. We also can't forget systems such as public utilities, schools, low power DOT systems, cache radios, and mutual aid gateways.

Bob gave the following URL where examples of local channels can be found:
<http://www.radioreference.com/apps/db/?ctid=1051>

The FCC site is http://hraunfoss.fcc.gov/edocs_public/attachmatch/fcc04-292a1.doc.

Bob concluded by stating that we all have a big job. On the administration side alone, every one of the license applications will have to be renewed. The PSWG has been watching this as we view the grants and we are seeing requests coming in citing narrowband, and we started considering how many people had not considered it.

Bob emphasized that they wanted to make sure the KWIEC realizes the scope of this problem, and are asking the KWIEC to make recommendation to the legislation, Homeland security and where ever else it needs to go.

Bob asked for questions. There were none.

Adjournment & Closing Remarks

Chuck reminded members that he had set up a tour of the Center for Rural Development for interested KWIEC and PSWG members.

Jim asked for any further discussion. With no further discussion, members were told that the next KWIEC meeting was planned for December 10, 2009 in Frankfort.

A motion, second, and vote adjourned the meeting and started the Tour.

Guided Tour of the CRD Facilities

The Tour was authorized by Lonnie Lawson and provided by Danny Ball and his team.

Thanks to all for the great tour.