



Minutes for the KWIEC meeting conducted on June 30, 2009

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The recording of this meeting was unrecoverable so notes and briefings were used to reconstruct the event to the maximum extent possible.

{PowerPoint presentations are available for download from the KWIEC website at www.kwiec.ky.gov.}

Opening Remarks & Roll Call

Janet Lile chaired the meeting for Jim Barnhart. She passed on Jim's regrets informing the members that both he and Steve Rucker had a meeting which they were unable to get out of. She went on to welcome all members and guests to the KWIEC meeting and asked that roll be called.

Chuck Miller was asked to call roll: Attendees: Janet Lile (Chairing for Jim Barnhart), Michael Harris, Don Pendleton, Brad Bates, Robert Milligan, Ken Jorette, Mary Pedersen, Rodney Murphy, Danny Ball (sitting in for Lonnie Lawson), Rebecca Hopkins, Steve Cornish, Wayne Wright, Charles O'Neal, Mitch Mitchell. There was no one on the conference bridge.

A quorum was present so Janet called meeting to order.

Note: The members of the Public Safety Working Group were also in attendance with Derek Nesselrode, Bob Stephens, Dave Barker, Danny Ball, Ron Pannell, Drew Chandler, and Jeff Mitchell.

Old Business

Discussion/Approval of the last meeting minutes

Janet asked if there was any discussion or questions on the last meeting's minutes. There was one minor correction made (that being a name that was misspelled). There was no other discussion or comments so Janet called for a motion to approve the minutes. The motion was made, seconded, and approved unanimously.

Janet then asked Chuck to brief the Chairperson Report.

Updates and Briefings

Chairperson's Report

(Briefed by Chuck Miller – KWIEC Facilitator)

General information for the KWIEC:

- * As previously reported, SB-181 was signed into law and KRS-11-5161 thru KRS 11-5163 were repealed and have finally been reenacted as KRS 42.734, 42.736, and 42.738.

There was a delay in republishing them which is why the revised KRS numbers were not available at the last meeting.

- * A letter was sent from the KWIEC Chair to the Governors Office requesting that the 911/CMRS seat be reestablished as a KWIEC Voting member. It is not possible to quickly get the KRS amended, however, once the CMRS/911 Director position is filled again, the Governor will indicate the KWIEC position as an extra responsibility on the appointment letter.
- * The SCIP Planning Session was completed and endorsed by the KWIEC and was expected to be submitted to the KIWEC for approval. There was a delay due to a requirements change at the OEC.
- * Adoption of goals for 2009 was completed
- * Clarification and simplification of the Project assessment process was completed. Once a project has been approved by the KWIEC for a new radio system or infrastructure, simple future augmentations such as the purchase of additional portable radio systems will not need to be seen by the KWIEC again. The same of mobile data systems. Statewide standards do not need to be reviewed by the KWIEC since they have already been approved as a de-facto standard. The KWIEC Facilitator will still review them to support KOHS, JAG, and other granting agencies requirements as needed.
- * At the last meeting the creation of a Funding Subcommittee of the KWIEC was approved. The Charter for this group is in the KWIEC member's packets for review.
- * Terry Lewis with Kentucky Association of Fire Chiefs retired

KWIEC mandates:

1. Establish and implement a State Communications Interoperability Plan (SCIP) –
 - a. Reminder – The SCIP planning session was conducted last quarter and the recommended changes were endorsed by the KWIEC.
 - b. The SCIP Working Group met April 16th to address the findings of the OEC workshop.
 - c. The SCIP Working Group was asked to present the SCIP to the KWIEC today. But recent federal policy changes may require a revision to the SCIP. It did not make since to bring the SCIP to the KWIEC for review when it would likely require revision. It will be held until the requirements are clarified and then presented in an upcoming meeting.
2. Evaluate Primary State and Local public Wireless safety voice and data
 - a. For 2009 – Twenty Five wireless projects were submitted.
 - b. Many of these did not require KWIEC review under the revised guidelines.
3. Develop a funding support plan to provide for the maintenance and Technical upgrades to the public safety shared infrastructure.
 - a. The KWIEC addressed this long term issue by ordering the creation of a Funding subcommittee
 - b. Rodney will lead a discussion on this later

KWIEC Goals for 2009

The following goals were adopted and the current status of these goals is as follows

- 1) Merge the Architecture and Standards Working Group into the Public Safety Working Group and expand their level of responsibility. (COMPLETE)
- 2) Charter and Staff a funding subcommittee with a responsibility with responsibility of finding and evaluating different funding programs, streams and grants. (CHARTERED but not STAFFED)
- 3) Complete the Eastern portion of the KEWS Digital upgrade project. (TARGET Dec 2009)
- 4) Identify immediate-need state level wireless communication projects which are unfunded.

Issues and Concerns

- * There is currently no way to remotely monitor the remote radio systems of the major RF networks in the State.
- * No dedicated State Interoperability Coordinator – (RESOLVED – Non-dedicated appointed)
- * Joint Interoperability Exercised need to be conducted
- * The Current Project review process allows grants to be made before compliance is determined – (RESOLVED – Process revised)

KWIEC Committee Request

- * Assessment Process needs to be clarified – (COMPLETE)
- * Send an endorsement letter for the Governor to the FCC – (COMPLETE)
- * Provide a list of planned expenditures for the PSIC grant – (COMPLETE)
- * Review Minor projects at the KWIEC Facilitator level – (COMPLETE)
- * Continue to support KOHS in Grants projects reviews – (COMPLETE)
- * Add Drew Chandler to the PSWG – (COMPLETE)
- * Send a letter to the Governor to request reinstatement of the 911 Director – (COMPLETE)
- * Revise/Fix the Review process and put the PSWG review before the grants awards – (COMPLETE)
- * Review the AEL
- * PSWG needs to start looking at new technologies

There were no questions so Janet introduced Jeff Mitchell as the next speaker.

KEWS Report

(Briefed by Jeff Mitchell – KEWS Branch Manager)

Jeff provided a briefing of the KEWS Digital Upgrade Project. Below is a summary report:

Project Status - Eastern Phase

- Entails approximately 2/3rds of the sites
- All microwave equipment has been installed
- All network routing equipment has been installed
- Civil work such as grounding and new shelters has been completed
- Generator work was previously completed, but 20 additional generators are going in the east now that additional funds have been made available
- All tower reinforcement work has been completed
- IP Testing is ongoing

Project Status - Western Phase

- Entails approximately 1/3rd of the sites
- Money is available
- Scheduling for generator and shelter installs is in process
- Tower upgrades are in progress

Project Status – Overall

- Traffic is actively operating across 18 sites without any issues reported
- Estimated project completion is mid 2011
- When completed a substantial increase in capacity and traffic protection will be in place

Janet thanked Jeff and asked Derek to update the KWIEC on the Public Safety Working Group initiatives.

Public Safety Working Group Report

(Briefed by Derek Nesselrode – Chairperson of the PSWG)

Workgroup update

Derek Nesselrode informed the KWIEC that they had successfully completed the KWIEC's first goal by merging the Architecture and Standards Working Group into the Public Safety Working Group. With the membership of the ASWG and the PSWG consolidated, the PSWG membership was expanded to seven members. This will significantly assist current members in workload sharing. Derek (as the State's Wireless Interoperability Coordinator) is the Chair, and Bob Stevens will continue to act as the co-chair. Chuck has and will continue to support the

group as a non voting member. The PSWG will hold face-to-face meetings once a month and the PSWG will attend all KWIEC meetings to the maximum extent possible.

Responsibilities

The Public Safety Working group responsibilities now include:

- * Evaluate new technology and technical solutions to planned projects.
- * Using the SCIP as a source, begin efforts to create a long term plan which makes the eventual voice and data convergence of technology a priority.
- * Publish recommended minimum requirements for all radio systems.
- * Review the AEL of obvious misses to the minimum recommended standards.
- * Maintain and inventory of State radio assets.
- * Conduct an annual review of State radio infrastructures
- * Recommend projects to the KWIEC
- * Conduct an annual review of the SCIP, make recommendations for changes and provide a report back to the KWIEC
- * Provide periodic briefings to the KWIEC as required
- * Support 700Mhz & 800Mhz planning

Accomplishments

Public Safety Working Group's Accomplishment:

- * SCIP review and update
- * Set Minimum Equipment Standards recommendations
- * Inventory Management Systems Review & Selection - (CASM Selected)
- * Project Review Process (for grants) revised as requested by the KWIEC -
- * For next years round of grants the KWIEC Facilitator and/or one of the members of the PSWG will accompany KOHS on their grants workshops.
- * Group will review this years grants requests

Future Plans

The Public Safety Working Group is planning or evaluating:

- * Regional training, COML, Regional outreach, NECP, FEMA 4, Tactical Plans TICP
- * New technology and technical solutions to planned projects. (KOHS & JAG)
- * Revisiting Standards based protocols (P25)

There were questions requesting clarification on what constituted a major project versus a minor project and discussion and positive comments on inserting the PSWG into the grants process. When complete Derek turned the floor over to Rodney.

Funding Workgroup

(Discussion lead by Rodney Murphy – Author of the Charter)

Rodney informed the group that he had written the draft charter which was in their packets. He went on to say that they simply did not have time to meet nor to implement anything toward this action except for the creation of the draft. He asked members to look at the Charter in their packets which was emailed to all KWIEC members a week or so prior to the meeting. Since members had time to review the draft, Rodney asked if there was any question or discussion.

Rodney went on to say that neither he nor Mary had the time to work on staffing the funding workgroup. Members present were asked if they would be interested, but there were no volunteers.

The motion was made to approve the Charter as it was written. It was seconded and the KWIEC voted to accept the Funding Workgroup Charter as written.

Rodney and Mary will work on staffing the group over the next several weeks.

SCIP Implementation Report

(Discussion lead by Mary Pedersen – KOHS CIO)

Mary reminded members that the SCIP will be used as the states primary tool for long term communications and interoperability planning. She went on to say that the new requirements had been received and that the team would be working on them.

She had intended to present the SCIP to the group, but with the changes required at the Federal level, it only made sense to make those updates and changes and provide the SCIP to the KWIEC when it was completed.

New Business

Janet introduced Ken Born from the Office of Emergency Communications. Ken briefed the KWIEC on what they at the federal level viewed as lessons learned and best practices of the situation which occurred in Kentucky.

Kentucky Ice Storms – Lessons Learned and Best Practices

(Briefed by Ken Born – Federal Office of Emergency Communications)

Ken started by briefing the mission of the Office of Emergency Communications. He stated that OEC supports and promotes the ability of emergency responders and government officials to communicate in the event of natural disasters, acts of terrorism, or other man-made disasters, and works to ensure, accelerate, and attain interoperable and operable emergency communications nationwide.

He indicated that they were trying to collect, document, and produce reports on Lessons Learned. His intention was to disseminate a data collection template to KWIEC members and to return within two weeks to gather the data they were after. This requirement was not previously coordinated with anyone and was unexpected. Several members said that this information had previously been reported to FEMA and expressed their concern that they did not have the information from FEMA.

Ken thanked the KWIEC and turn the floor over to the Pat Amodio from the FCC.

Pat indicated that he was looking for detailed operational and failure statistics of public safety communications assets. An example provided was 'How many transmissions did not get repeated as a result of equipment/power failures?' He asked that public safety communications representatives provide this information. Essentially he was looking for the performance information on the sites affected by outages. Jeff Mitchell (the Manager responsible for the Public Safety Infrastructure) informed him that no information was captured on KEWS sites since the sites had lost power and simply could not capture information when there was no power to the sites. Pat was looking for trunking system data to study performance, efficiency and voice traffic load. Derek Nesselrode explained to him that the Commonwealth's Statewide Systems operate in conventional mode, so that data is not available

At the conclusion of their briefings, the KWIEC members offered the OEC and FCC any information that they already had but also asked that the OEC cancel their trip back. The KWIEC also asked that they check with KyEM and FEMA to help fill in the blanks. Finally, the state would see what type of performance statistics it could find, but that detailed information would be nearly impossible to gather under the conditions we had during the ice storm.

Other Discussion or New Business

Janet thanked Ken and Pat for their briefings and asked if their was any other business. There being none, Janet moved to adjournment.

Adjournment & Closing Remarks

Janet reminded members of the following:

- Work will continue on the SCIP and it will be presented to the KWIEC when ready.
- Mary and Rodney will work on the Funding Committee and will report on it at the next meeting.
- The next KWIEC meeting will be located at the Center for Rural Development in Somerset on September 22nd.

There being no further comments a motion to adjourn the meeting was made. It was seconded and unanimously approved.