**KWIEC Meeting Minutes**
4:00 – 6:00 pm
Wednesday, August 4, 2004
Office of Kentucky Homeland Security
Transportation Cabinet Building
200 Mero Street
Frankfort, Kentucky

I. **Committee Attendees**
- **Members Present** - Rodney Murphy, Mark Rutledge, Michael Clark, Jim Ramsey, Mary Pedersen (representing Justice Cabinet), Lt. Col. Dean Hayes, Col. David Casey, Bob Stephens (representing KyEm), Erwin Roberts, Samuel Dunn, Lonnie Lawson, Paula Williamson, Dean Peak, Lt. David Boggs, Lt. Col. Cynthia Brooks, Terry Anderson, Mike Phillips, and Doug Tackett.
- **Visitors Present** – Ken Mitchell, Ken Born, Joel Schrader, Dan Fowler, Rick McKinnon, Tony Keithley, David Barker, Kevin Whitaker, Scott Jenkins, John Conley, Tim Hazlette, Clay Whitehead, Randy McCamy, Mary Ellen Horner, Wayne Farro, Alecia Edgington , Andrew Cline, and Stuart Hammond.

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

III. **Welcome**
- Rodney Murphy recognized the comments he received regarding the Homeland Security Sessions and how educational things were.  Rodney Murphy formally thanked Erwin Roberts and Joel Schrader from the Office of Homeland Security for taking the lead in this conference for a job well done.
- Rodney Murphy asked Ken Mitchell if KWIEC achieved a quorum.  Ken Mitchell responded by acknowledging the quorum existed and the committee could conduct official business.

IV. **Approval of Minutes**
- Dean Peak made a motion that the minutes be accepted and Lonnie Lawson seconded.
- Approval was unanimous

V. **Legislative Changes – HB226 (Effective July 13, 2004)**
- Rodney notified the committee members that HB226 is now in effect and requires local and state agencies to submit their plans for their primary public safety radio communication systems through the KWIEC.  From a local perspective, the KWIEC

is charged with review and comment. For state agencies, KWIEC is charged to review and recommend approval to the state CIO. Mr. Murphy expressed concern that the KWIEC's quarterly meetings may not be timely to process HB226 reporting submissions. Mr. Murphy asked the question "Should the KWIEC consider meeting more frequent than the quarterly meetings?" A discussion followed as to how many HB226 reporting submission the KWIEC is expected to receive. Jim Ramsey expressed a "wait and see" approach to determine how many HB226 reporting submissions we receive and then determine if the KWIEC needs to meet more often.

- Lt. Col Cynthia Brooks raised the issue of the impact of HB226 reporting format would have to the current applications being considered for funding from the Office of Homeland Security. Mr. Murphy reiterated her question "Does the KWIEC currently have a process to formally review HB226 reporting submissions against the existing grant submissions?" Mr. Murphy responded that KWIEC "does not have a process to review existing applications for Homeland Security funding." However, "we could review the current grant applications if the schedule allows us and establish a working group for that purpose." Mr. Murphy recommended the group review the HB226 reporting submissions at their quarterly meetings. However, if the committee becomes overwhelmed with the work, it would need to create a working group to review the HB226 reporting submissions.

- Bob Stephens presented the question "How do we define a radio communication system eligible for review by the KWIEC?" Mr. Murphy responded that legislation already defines radio communication systems and the KWIEC should adhere to those definitions. Mr. Murphy then read the legislation to the group defining what a primary communication system is. The issue is what defines a "primary" communication system versus a "secondary" communication system.

- Andrew Cline asked "Would an agency be required to submit HB226 reporting format for a new "secondary" or "backup" communication system?" A discussion followed with Mary Pedersen acknowledging that this could be a loophole for agencies that don't want to submit HB226 reporting format by claiming their new system is a "backup" or "secondary" communication system. Mr. Murphy explained that for state agencies, processes within the state procurement cycle are firm with enterprise architecture standards in place. However, for local jurisdictions, if the local jurisdictions attempt to circumvent the HB226 reporting process by stating their new system is a "secondary" or "backup" communication system, then there may not be much the KWIEC can do. The time and effort to identify and intervene may not be worth it. However, Mr. Murphy hopes the locals will take the spirit of HB226 to heart and follow through on their obligations. He states "the KWIEC and its relationships with the local jurisdictions is one of affluence and technical assistance; not one of authority."

- Mary Pedersen expressed the issue with turnaround time for the KWIEC to review and recommend HB226 reporting submissions. This review and recommendation period may slow down projects unnecessarily. Lt. Boggs brought up the issue for the timeliness for the KWIEC to convene a special meeting to review the HB226 reporting submissions. Lonnie Lawson expressed concern that when they receive funding, they cannot wait for 90 days to go through a bureaucratic approval process. However, Mr. Lawson strongly recommends the locals should take advantage of the review and recommendation process the KWIEC was setup for because the KWIEC

can help guide the locals with their experience and expertise in wireless communication systems.

## VI.    Review and Approval of Wireless Architecture

- Mr. Murphy introduced the proposed HB226 Reporting Format Template that agencies can use to submit the information about their new communication systems as a requirement by HB226.
- Mr. Murphy proposed the task to draft a process by which HB226 Reporting Format submissions are reviewed and responded back to the requesting agency. The review may be performed electronically with a short turnaround time or less than a week. Erwin Roberts recognized that some projects can be very large and a week may not be enough. Mr. Roberts point was noted by Mr. Murphy.
- A motion was made by Mark Rutledge that the Architecture and Standards subcommittee be delegated the task to develop a process by which the HB226 Reporting Format submissions would be reviewed and responses be retuned to the requesting agency. Dave Boggs seconded the motion. Approval was unanimous.
- Mr. Murphy presented the Statewide Wireless Voice Mutual Aid Plan submitted from the Architecture & Standards Work Group. Ken Born presented a brief summary of the Mutual Aid Plan to the KWIEC.
- A motion was made by Doug Tackett that endorses the Mutual Aid Communication Plan as a standard and seconded by Paula Williamson. Approval was unanimous. Mr. Murphy also stated that he would put a cover letter together with the standard asking Commissioner Mike Inman of the Commonwealth Office of Technology to include the Mutual Aid Interoperability Plan as an Enterprise Standard to formally be adopted at the state level.
- Mr. Murphy proposed an endorsement of the concept of using a Statewide Data Network for public safety agencies. A motion was made by Lt. David Boggs and seconded by Paula Williamson. Approval was unanimous.
- Mr. Murphy proposed an endorsement of the concept of using a Network Communication Gateway solution for regional communication interoperability for public safety agencies. A motion was made by Lt. David Boggs and seconded by Terry Anderson. Approval was unanimous.
- Mr. Murphy proposed a sanction to instruct the Architecture & Standards Working Group to formally develop a state wireless communication standard for Project 25 voice systems for the Commonwealth of Kentucky. A motion was made by Lonnie Lawson and seconded by Paula Williamson. Approval was unanimous.

## VI.    Survey Results – Public Safety Radio Communications

- Joel Schrader distributed and presented the survey results. The survey was broken down into two levels of government, local and state agencies. Of the agencies submitting surveys, 114 respondents to the survey identified themselves as representing local agencies while 8 represented themselves as state agencies. The KWIEC viewed the results and a discussion followed on the key revelations of the survey.
- One of the discussion items that were revealed in the survey was that public safety officials want communications interoperability, but nobody wants to pay for it. About 60% "Do Not Agree" that their first responder agency would be willing to pay

a monthly subscriber fee to help maintain and administer a shared statewide communications solution. However, that leaves the other 40% open to the possibility to establish a dialog to create a shared statewide communication network that agencies would share the costs to maintain and administer.

- Erwin Roberts directed the member's attention to Section III of the survey indicating the importance to develop a statewide mobile data solution. Mr. Murphy reiterated the importance of having a mobile data solution for public safety personnel and the results of the survey supports his statement.

## VII. State Report

- Mr. Murphy informed the KWIEC that the Governor's Office for Technology is now the Commonwealth Office of Technology and part of the Finance and Administration Cabinet.

## VIII. Community and Regional Reports

- Lt. Boggs from Lexington PD discuss their mobile data computer grant and subsequent rollout of the wireless network. Lexington is knee deep in implementing the 3 million wireless data system. 200 MDTs have been installed. IP infrastructure scheme was very successful for their mobile data wireless system.
- Lonnie Lawson did not have any community reports but wanted to commend Erwin Roberts and his staff for their committed work with their projects. Mr. Roberts responded that "the work is a team effort".
- Bob Stephens informed the group that there would be a second Public Safety Working Group meeting at the conference sponsored by APCO, Emergency Management, KENA, which is in Lexington at the Hyatt Hotel on the 8th,9th, and 10th of September.

## IX. Open Discussion

- A discussion followed about the development of a template Memorandum of Understanding to be used by agencies in a shared communication system that would define the rules of engagement.

## X. Next Meeting

- The next KWIEC meeting will tentatively be held November 15, 2004 from 1:00 – 3:00 pm at the Center for Rural Development in Somerset.

## XV. Adjourn

- The chair asked for a motion to adjourn and the motion was made by Mark Rutledge and seconded by Paula Williamson.