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## MEETING MINUTES

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### April 23, 2009

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field Building 440 Room 275. Chair Lockwood called the meeting to order. Attendees and guests introduced themselves. A quorum was present.

#### Members Present:

- Chair, R. Mark Lockwood, Idaho Chief's of Police Association
- Jerry Russell, Idaho State Police
- Dia Gainor, Idaho Department of Health and Welfare
- Jerry Goetz, Federal Law Enforcement
- Dean Hagerman, Idaho National Guard
- William Shawver, Idaho Bureau of Homeland Security
- Greg Laragan, Idaho Transportation Department
- Shawn Larsen, Association of Idaho Cities
- Joe Young, Idaho Association of Counties
- Jon Heggen, Idaho Department of Fish and Game
- Martin Knoelk, Idaho Fire's Chief Association, Proxy for Wendelsdorf
- Steve Steiner, Idaho Bureau of Homeland Security, Proxy for Halverson
- Matt Howarth, Motorola
- Kirby Ortiz, Gem State Comm
- Chuck Turner, Blaine County
- Jeff Berger, Intermountain Comm
- Russ Bundy, Ada County Sheriff's Office
- Stacy Hyde, Ammon Fire Department
- Paul Martinez, INL
- Steve Williams, INL
- Tom Kyle, Alister Comm
- Lex Rutter, GEO Communications
- Kit Eldredge, Tyco Electronics
- Craig Schultz, City of Twin Falls (via Polycomm)
- Mike Turner, City of Twin Falls (via Polycomm)
- Mike Saunder, Bannock Cty SO (via Polycomm)
- Doug McFall, Sheriff Jerome Cty
- Joe Shelton, White Cloud Comm
- Michele Carreras, IDHW
- Lorraine Elfering, Canyon Cty SO
- Eddie Goldsmith, Idaho ECC
- Todd Herrera, Canyon Cty SO

#### Others Present:

- Dodie Collier, SIEC Program Manager
- Melissa Strub, Idaho Bureau of Homeland Security
- Bruce Bowler, Madison County

### Welcome/Introductions

Lockwood welcomed everybody and asked for introductions.

### Review & Approve February 2009 Minutes—Chair Lockwood

No changes.

**Motion:** Hagerman moved and Larsen seconded that minutes be adopted as written. The motion passed by a unanimous vote.

## **Governance Subcommittee Report**

Joe Young, Chair

Young briefed the Council on progress made and what will happen in the next couple months. He refreshed the Council on Idaho's participation in the National Governors Association (NGA) Governance Policy Academy in New Orleans; Idaho was invited along with a handful of states that are moving forward with governance. Young informed the Council of the Governance Technical Assistance workshop provided by the Office for Emergency Communications (OEC) which made available tools for governance, i.e., sample charters, resolution, MOUs, and SOPs. These documents will be modified for use by the Governance Subcommittee then vetted to the district and regional governance members for finalization. Governance will be a collaborative effort, not top down. The biggest element is to actively engage the stakeholders at the local level. Some counties and tribes currently have emergency communications management entities; the purpose of governance is not to "overlay" their foundation but rather to coordinate with other governmental jurisdictions in a regional format for maximizations of scarce resources. Many jurisdictions already have MOUs and SOPs for mutual-aid; the regional governance program will focus on coordination and collaboration of interoperable emergency communications resources while maintaining local control. Some jurisdictions do not have an organized structure for management of emergency communications resources.

A governance organizational model was approved by the SIEC, having been developed by the Governance Subcommittee. Young reviewed the project phases; Phase One (1) began with formation of the Governance Subcommittee; the members are in the process of creating the draft governance tools for local consideration in an effort to create consistent governance across the state; the Governance Subcommittee wants to have formal written draft tools for the locals to work with as the organizational structures are established. In Phase Two (2) the Governance Subcommittee will reach out to stakeholders by conducting county and district meetings with authorized governmental participation becoming the basis of the regional governance structures. Phase Three (3) will mark coordination with the existing emergency communication bodies, Idaho Region 12 Regional Planning Committee (RPC), SIEC, Idaho ECC, and the State of Idaho Public Safety and Education Communications Governance Council (PSECGC) to establish work flow and reduce duplicity. Phase Four (4) will see the development of a 5-year strategy for the regions to reach their optimal output. Also in Phase 4, statutory work will begin to take shape.

Larsen asked about the structure, to make clear that this will not supersede the existing structures but rather coordinate those currently established and allow participation for those who currently do not have a body that manages emergency communications.

Hagerman asked about placing these entities in statute to sustain their work and existence. Lockwood responded that is part of the concept and those steps would be investigated in partnership with the Idaho Bureau of Homeland Security (BHS) up to the Governor once the entities were established, thus ensuring continuity of system management.

Larsen asked about the PSECGC, whether the regions are represented there currently. Shawver explained that the SIEC and ECC have a non-voting seat on the PSECGC but the present focus of the State body is coordination and resource dedication for the emergency communications system and practices of state agencies working in concert with the SIEC and ECC. Shawver emphasized that the Governor's focus is the acceptance and adoption of this governance process by the emergency responder associations. The authorized governmental member composition of the regional governance structures will mirror that of the SIEC. Larsen

does not want to see duplication of current efforts. Lockwood stated that we need to maintain the continuity of the locals driving the interoperability efforts. He reiterated that we don't have all of the answers yet particularly as it pertains to the sharing of local resources among counties and tribes. The governance process is more about the "human factor" than it is technology.

Young requested of the SIEC to allow the Governance Subcommittee latitude to move forward with tasks, checking back with the SIEC via email for feedback, then check back with the Council at their the bi-monthly meetings to keep the process moving and the timeline on track. The SIEC approved the request. The drafts will be sent out to the Council via Strub and Collier.

Chuck Turner (Blaine County Emergency Manager) stated that the Commissioners will play a major role in governance and is there a way to get the information out to them? Young stated that the next opportunity will be at the June 09 Idaho Associations of Counties (IAC) meeting. Lockwood requested the development of a white paper for use at the Association meetings. Steiner will develop the white paper. Young will share his IAC presentation with Larsen for the next Association of Idaho Cites (AIC) meeting. Included with these minutes is the presentation.

### **Frequency Allocation Report**

Mike Saunders, Idaho Region 12 700MHz Regional Planning Committee (RPC) Chair Saunders briefed the Council on requests made for channel allocation; it's an unknown as to how many channels will be needed to meet everybody's needs. It's a paradigm change to go from analog to digital trunked. Some have requested allocations greater than what is actually needed; seeking narrow banding when we did put Idaho in a good position for future frequency needs. The strength of the network is due to collaboration and participation among neighboring entities across the state. Governance will be very important as local jurisdictions allocate frequencies.

### **Statewide Assessment – Design / Build Brief**

Dodie Collier, SIEC Program Manager

Collier briefed the Council on the recently released Idaho Operational Needs and Technical Resources Assessment, now posted to the BHS website at [www.bhs.idaho.gov](http://www.bhs.idaho.gov) under SIEC. Questions regarding the Assessment should be directed to Steve Steiner at [ssteiner@bhs.idaho.gov](mailto:ssteiner@bhs.idaho.gov). Included with these minutes is the presentation. Larsen asked about the sunset of the SIEC, December 31, 2012. Shawver stated that the Office of Performance Evaluations recommends that the SIEC and ECC be combined; this recommendation has legislative power. Shawver sees this being brought to the Legislature at the 2010 session. Shawver will not move forward PSECGC legislation but will explore how to bring the SIEC, ECC and the PSECGC together for the Governor's review; he referenced the development of a working group; Gainor asked where the working group lies, Shawver said that has yet to be developed but it is in early discussions.

### **SIRCOMM Update**

Tom Mikesell, Twin Falls County Commissioner

Commissioner Mikesell briefed the Council on the SIRCOMM communications six-phase project currently underway. The project will allow SIRCOMM to not only communicate through 700MHz, but also the 450 MHz units that are P25 compatible. SIRCOMM is looking at a dual system. One benefit will be to offer the State of Idaho a tower site at Salmon Dam. Mikesell believes it is important that SIRCOMM partner with the SIEC and the State of Idaho to provide interoperable communications for the southern portion of Idaho. Steiner asked if SIRCOMM is collaborating with Blaine County and the other surrounding counties. Mikesell says he is in contact with their Commissioners and looks forward to working with them. Steiner asked if

SIRCOMM will collaborate with Blaine County or if SIRCOMM will rely upon the State; SIRCOMM offers others to come to their towers sites to allow for collaboration of resources. Lockwood asked about contingency for dispatch, how will they be tied in. SIRCOMM will be using Tait equipment and it is integrated. Mikesell reiterated they want to be part of the on-going interoperable communications efforts statewide. For more information contact Linda Lickly, SIRCOMM Operations Manager, [linda@sircomm.com](mailto:linda@sircomm.com) phone 208-324-4372.

### **Idaho National Laboratory (INL) Update**

Steve Williams, INL Systems Engineer

Williams briefed the Council on INL's LMR replacement program to meet federal requirements for interoperability and the leveraging of 700MHz spectrum for interoperable telecommunications. Williams covered the current state of INL's existing LMR system, INL's current 'gap' in meeting the new DHS requirements for interoperability under Title XVIII of the Homeland Security Act of 2002 United States Code 101 as amended in 2006, their vision for collaboration and workable interoperability, how INL will utilize Region 12 700MHz allocations, and what the INL can "bring to the table" in achieving our common goal. Reference the INL approved presentation included with these minutes. For more information contact Steven V. Williams, Systems Engineer, Communications Infrastructure Department, Battelle Energy Alliance, [Steven.Williams@inl.gov](mailto:Steven.Williams@inl.gov), 208-520-1124 (cell).

### **Other Business**

Shawver announced October 12 -13 2010 at the Boise Center on the Grove, BHS will host a multi-track agenda homeland security event in partnership with the IAC and the Executive Office of the Governor. Secretary Napolitano has been invited; a vendor floor will be available. This will be a senior level event; he offered the SIEC a segment on the agenda.

He also announced the formation of a BHS "newsletter" delivered quarterly to Idaho's elected officials; a segment of the newsletter will be dedicated to the SIEC. The newsletter will include annual reports.

### **Open Comment Period**

No comments.

**Next Meeting – Thursday June 25 2009, 0900-1200 Hrs**