



Oregon State Interoperability Executive Council Minutes of Meeting – December 7, 2004

PRESENT: Jeff Johnson, Chair; Kristin Chaffee, John Hartsock, Maj. Lance Englet, Sally Jones, Kristi Wilde, Ken Murphy, Steve Wheeler, Adam Haas, Darren Rice, Joe Kuran, Theresa Masse, Beverlee Stilwell, Sean McSpaden, Nancy Jesuale, Don Pfohl, John Koreski, Marc Adams, Pete Spirup, Fred Ziari, Marla Rae, Steve Marks, Jane Leonhardt

Chair Jeff Johnson called the meeting to order at 1:10 p.m. The meeting was held at the Major General Donald E. Anderson Readiness Center/C-4 Communications Center, Room 114, 3225 State Street, Salem, Oregon.

ACTION: A motion to approve the minutes from the meeting of November 2, 2004 was made by Sally Jones. Seconded by Steve Wheeler. The minutes were approved.

CHAIR'S REPORT

A. Inventory and Gap Analysis: Scope of Contractor Work

Chief Johnson reported that the SIEC received notice from W&H Pacific regarding the recent sale of their telecommunications division to Sparling, Inc. This includes all employees involved on behalf of the SIEC to perform the inventory and gap analysis. Continuity has been promised during the transition. TVF&R will approve Sparling as a subcontractor to the W&H Pacific agreement. TVF&R has also negotiated proposed modifications to the team's Scope of Work. Changes include extension of the final contract termination date from 12/31/04 to 1/10/05, as well as modification of a few of the deliverables. The Sparling team has proposed a shift in the scope of their work to focus their analysis more on the interoperability issues and needs, and less on the inventory metrics in line with direction from the SIEC.

B. Letter to Governor Finalized

The letter from the SIEC to the Governor has been finalized and sent. A copy of the letter was discussed during the last Executive Committee phone conference and Chief Johnson summarized those issues. One was a dedication of efforts and funds to maintenance and updating of the data base which has been created about the systems in Oregon. A second issue was prioritization of the non-responders to the surveys who will be individually contacted in an effort to get them to respond. Consideration will be given to the funding of getting people into the field to extract data regarding the keystone systems.

Chief Johnson also reported that a webinar will be hosted by APCO regarding 800 MHz rebanding on December 14, 2004. It was decided that Kristin Chaffee will participate in the webinar on behalf of the SIEC and report back to the Executive Committee.

CONSULTANTS' REPORTS

A. Project Coordinators

§ *Web Site Update.* Steve Marks reported that the web site continues to be updated. All SIEC meeting minutes from 2002 on have been posted. The SIEC's brochure is also available for download.

§ *Update on State Wireless Infrastructure Investment Group.* Marla Rae reported that the group has been meeting weekly and provided an update on the group's progress.

§ *Status of federal grant process for 2005.* Beverlee Stilwell, on behalf of Carmen Merlo, reported that there will be a slight decrease in the grant funds available because of a change in the programs being funded. The federal emphasis will be on urban areas. Bev summarized the timelines of the grant process and indicated workshops will be offered to assist in the application process. It is recommended that a minimum of one application per county be submitted. Grants may be awarded to those with an emphasis on planning, exercises, training and equipment. There will be a 30 month window for performance once the money is awarded.

§ *Report on public presentations.* Marla Rae provided a brief summary of the presentations that have been given to date. She encourages everyone to continue spreading the word of the SIEC and indicated she and Steve Marks will be happy to provide information to anyone interested.

B. Report from Gap/Survey Contractor W&H Pacific

Nancy Jesuale reported that a rough draft of the Inventory and Gap Analysis has been completed. An extensive summary was given regarding the content of the draft document and discussion was held regarding additional information needed. The final report will be ready for presentation to the full committee at the January meeting. Chief Johnson requested anyone interested in reviewing the draft document to contact him.

COMMITTEE REPORTS

A. Technical Committee

Guide for Short Term Interoperability. Don Pfohl reported that the Technical Committee met November 17, 2004 to work on its Short Term Guide for Interoperability, a copy of

which was distributed to meeting attendees. Don provided a summary of the document and discussion was held regarding purchase of new radios and the importance of all radios to be compatible for interoperability. Discussion also followed regarding a potential mandate for digital technologies in the future. Chief Johnson questioned whether there should be a frequency shared by Oregon and Washington for interoperability. Discussion of policy design ensued. **ACTION:** A motion to approve and adopt the Technology Committee's Guide for Short Term Interoperability was made by Kristi Wilde and seconded by Chief Marc Adams. The Guide was adopted with the only change being the "adopted" date at the top of the document. Sean McSpaden noted that the document has already been posted on the SIEC's web site.

Don Pfohl also noted that a second item for discussion was the notification to all existing licensees that interoperability uses will be primary and other radio uses will be secondary. The Technical Committee will draft a letter of notification which will be brought back to full council for approval. Anyone with comments is encouraged to contact Don.

B. Partnership Committee

Sally Jones indicated that the Partnership Committee met on November 30th to discuss what a local interoperability communications plan should look like. They decided there should be one plan per county with elements of how to interoperate with their neighboring county. Steve and Marla are to pull a focus group of PSAP users together with Gaylen Howard with the goal of having a plan drafted by the time grant applications are out. The plan will be in the form of a template to be used as a resource and tool. It will also be used to gather data in a format that can be used for statewide planning with an eye toward planning with other states, although that is not yet a requirement.

C. Strategic Planning Committee

Kristi Wilde first welcomed new member Steve Wheeler and extended appreciation to Don Pfohl for his assistance. She reported that the Strategic Planning Committee's immediate assignment was to come up with recommendations regarding data communications and the role of the SIEC. It is recommended that the SIEC maintain its involvement in the development of a state data system at the 700 MHz level. The primary priority for interoperability will be for voice communications. The goal will be to build out to data communication. Discussion then followed regarding why 700 MHz was chosen over other spectrums, i.e., cost, coverage, accessibility.

ADJOURNMENT

A motion to adjourn was made by Maj. Lance Englet. Seconded by Ken Murphy. The meeting was adjourned at 2:46 p.m.

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The next meeting will be held Tuesday, January 4, 2005, at 1 p.m. at the Major General Donald E. Anderson Readiness Center/C-4 Communications Center, Room 114, 3225 State Street, Salem, Oregon.

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