



State Interoperability Executive Council Agenda

Meeting:

August 13, 2013 1:30 PM
Dept. of Public Safety Standards & Training
Hall of Heroes Conference Room
4190 Aumsville Hwy SE
Salem, Oregon 97317

Executive Committee Briefing:

August 13, 2013 12:30 PM
Dept. of Public Safety Standards &
Training Staff Dining Room
[http://www.oregon.gov/SIEC/
RadioProjectInfo@odot.state.or.us](http://www.oregon.gov/SIEC/RadioProjectInfo@odot.state.or.us)

INTRODUCTIONS & QUORUM VERIFICATION (Quorum = 9)**COUNCIL MINUTES**

- Review May 14, 2013 council minutes
Action: Approval

CHAIR'S REPORT**STATE RADIO PROJECT REPORT – Tom Lauer****COUNCIL CHARTER REVIEW – Bob Cozzie****COMMITTEE REPORTS**

- Strategic Planning Committee – Bob Cozzie
 - *Action: Committee charter review and approval*
- Partnership Committee – Kathy George
- Technical Committee – Rick Iverson
- Broadband Committee – Rock Rakosi *for Mike Duyck*
- State Radio User Group – Luci Moore
- 700 MHz Regional Planning Committee – Joe Kuran

STATEWIDE INTEROPERABILITY COORDINATOR'S REPORT – Steve Noel

- FirstNet update

OPEN DISCUSSION, QUESTIONS & PUBLIC TESTIMONY**ADJOURN**

NEXT MEETING: Tuesday, November 12, 2013

UPCOMING ACTIVITIES:

- COMLEX Event for COML and COMT trainees | November 5-6. If interested, contact Kourtney Largent.

PLEASE NOTE

REMINDER! – DPSST is now a smoke-free property. Smoking is allowed on the sidewalk outside the main gate.

Agenda – The meeting will begin at 1:30 PM and proceed chronologically through the agenda. If you wish to receive written materials prepared for any of the agenda items, please contact Kourtney Largent at the State Radio Project office in Salem, 503-934-2113 or kourtney.largent@odot.state.or.us, to request a packet for those items which interest you or see the council website at <http://www.oregon.gov/SIEC/>.

Parking – Parking is available to anyone who attends the meeting.

Reasonable Accommodation of Disabilities – Reasonable accommodations, such as assistive hearing devices, sign language interpreters and materials in large print or audiotape, will be provided as needed. In order to ensure availability, please contact the State Radio Project office at 503-934-6946 at least 72 hours prior to the meeting with your request. TTY users can reach the State Radio Project by using the Oregon Telecommunications Relay Service. Please dial 711 and ask to be connected to 503-934-6946.



Oregon State Interoperability Executive Council Charter Document

Adopted July 1, 2003 | Updated MM DD, 2013

Mission Statement

The mission of the Oregon State Interoperability Executive Council (SIEC) is to develop recommendations for policy and guidelines, identify technology and standards, and coordinate intergovernmental resources to facilitate statewide public safety communications interoperability.¹

Goals

- Create a common understanding of communications interoperability throughout Oregon.
- Adopt common language, coordinated protocols and standards statewide.
- Integrate existing and future interoperable communications systems.
- Specify standards for interoperable communications systems.

Objectives

- Provide leadership through the SIEC-member structure that supports interoperability and obtain the consensus of the public safety community.
- Recommend strategies to improve public safety communications interoperability among state, local, tribal and federal public safety agencies.
- Provide comment to the Governor, for inclusion in the Governor's recommended budget, investments by the State of Oregon in public safety communications systems.
- Develop standards to promote compatible design and development of public safety communications infrastructures and recommend changes in existing public safety infrastructures that are necessary or appropriate for implementation of the interoperability plan.
- Coordinate state, local and as appropriate, tribal and federal activities related to obtaining federal grants for support of interoperability and request technical assistance related to interoperability.
- Serve as the Governor's Public Safety Broadband Advisory Group.
- Align strategic and operational public safety communications planning to include state agencies as part of regional planning, not as a separate entity.
- Focus on best business practices used by all public safety entities to enhance Oregon's interoperability capabilities.
- Enable the use of state or regional systems to improve interoperability.
- Treat public safety communications systems as a shared resource utilizing a system of systems approach. Identify, develop and promote model agreements (e.g. Intergovernmental Agreements) to be made available to participating agencies.
- Adopt a Statewide Communications Interoperability Plan (SCIP) that defines the path to maximize interoperability and public safety broadband network deployment across Oregon.

¹ The Oregon SIEC adopts the following definition of interoperability from SAFECOM: "Wireless communications interoperability specifically refers to the ability of emergency response officials to share information via voice and data signals on demand, in real time, when needed, and as authorized."

- Advise the Governor and the Legislative Assembly on implementation of the interoperability plan.
- Develop recommendations for legislation and for the development of regional, state and local policies that promote public safety communications interoperability in Oregon.
- Set the scope and define policy for development of the Oregon State Radio Network.
- May act as a mediator in interoperability disputes.
- Develop an inventory of statewide interoperability requirements through a statewide Tactical Interoperable Communications Plan (TICP).
- Work with existing public safety radio system operators and user groups (e.g. amateur radio emergency services) within the state to promote collaboration on standards, spectrum planning, and technology pilots.
- Support the development and implementation of the 700 MHz Plan for Oregon.
- Pursue coordination with adjacent states and agencies at all levels of government.
- Monitor and identify funding opportunities at the local, state, federal, and tribal levels (e.g. Department of Homeland Security first responder grant initiatives).
- Research and promote potential public-private partnerships.

Stakeholder, Customers and Beneficiaries

- Governor and Legislative Assembly
- Citizens of Oregon
- SIEC Membership and Committees
- Public Safety and Public Health communities at federal, tribal, state and local levels of Government entities that provide support to the public safety community
- Private entities and vendors that provide support to the public safety community

Success Indicators

- Stakeholders and beneficiaries are aware of the SIEC's purpose and strategic plan;
- Consensus on issues of interoperability is achieved;
- Oregon meets or exceeds requirements from the National Emergency Communications Plan (NECP);
- SIEC becomes a leader, standard setter and statewide resource;
- There is measurable improvement in interoperability and sustainability of critical communications infrastructure, **as measured by _____**;
- Oregon receives funding for a statewide wireless public safety communications system;
- Oregon establishes a statewide public safety communications network for mission critical voice and data and mission support services;
- Oregon completes planning, outreach, and data collection activities required for the successful implementation of the Nation Public Safety Broadband Network throughout Oregon;
- Oregon demonstrates successful operation of the statewide public safety wireless radio backbone;
- The Oregon Legislature adopts a governance structure for the State Radio Network; and
- Implementation of Oregon's part of the Nationwide Public Safety Broadband Network.

Feedback Plan

- Public meetings
- Regular reports to stakeholders on progress
- Periodic solicitation of stakeholder input
- Reports to Governor and the Oregon Legislature
- Email for communications within the SIEC
- Website updates

Issues Statement

- Oregon lacks capability, capacity and infrastructure for public safety officials to communicate with one another seamlessly throughout the state.
- Oregon public safety and first responder community must prepare itself for the Nationwide Public Safety Broadband Network.

Scope and Priority

- Planning, deployment and use of the Nationwide Public Safety Broadband Network
- State of Oregon interoperability
- Coordination with adjacent states and entities as appropriate

Duties of the Council

The State Interoperability Executive Council created under [ORS 403.450 \(State Interoperability Executive Council\)](#) shall:

- (1) Work with public safety agencies in the state to develop a Public Safety Wireless Infrastructure Replacement Plan.
- (2) Develop and Oregon Interoperable Communication Plan. In developing the plan, the council shall:
 - (a) Recommend strategies to improve wireless interoperability among state and local public safety agencies;
 - (b) Develop standards to promote consistent development of existing and future wireless communications infrastructures;
 - (c) Identify immediate short-term technical and policy solutions to tie existing wireless communications infrastructures together into an interoperable communications system;
 - (d) Develop long-term technological and policy recommendations to establish a statewide public safety radio system to improve emergency response and day-to-day public safety operations; and
 - (e) Develop recommendations for legislation and for the development of state and local policies to promote wireless interoperability in Oregon.
- (3) Approve, subject to approval by the Director of Transportation, investments by the State of Oregon in public safety communications systems.
- (4) Coordinate state and local activities related to obtaining federal grants for support of interoperability.

- (5) Develop and provide technical assistance, training and, if requested, appropriate dispute resolution services to state and local agencies responsible for implementation of the Oregon Interoperable Communication Plan.
- (6) Report, in the manner required by [ORS 192.245 \(Form of report to legislature\)](#), to the Legislative Assembly on or before Feb. 1 of each odd-numbered year on the development of the Oregon Interoperable Communication Plan and the council's other activities.
- (7) Adopt rules necessary to carry out its duties and powers.

Procedures and Meeting Frequency

- Meet in accordance with Oregon Public Meeting Laws (ORS 192.610).
- Meet quarterly in a central location or at the Chair's discretion.
- Meeting notices will be sent to Council members and posted on the SIEC website.
- Agendas and minutes will be forwarded in advance.
- Meetings will be conducted using Roberts Rules of Order as a guideline.
- Attendance will be logged.
- SIEC members will provide staff services to the Council.
- Upon request, teleconference capabilities will be established for regular meetings.
- The Governor will appoint the Chair.
- The Council may elect a Vice Chair from among the Council members to carry out the Chair's duties in his/her absence.
- Council members are appointed by the Governor in accordance with Oregon Revised Statutes.
- When appropriate, the SIEC will go into executive session per ORS 192.660.

Decision Making Process

- Votes can be cast only by appointed members.
- SIEC quorum will consist of fifty percent plus one of the total appointed members.
- Motions will be carried by majority vote of those present.
- The Executive Committee, consisting of the SIEC Chair, Vice Chair and SIEC committee chairs, is authorized to perform all functions and do all acts, between meetings, which the SIEC might do during regular meetings, except for amendment of this Charter or the SIEC Strategic Plan. This committee has the power to convene or poll itself by majority vote in order to deal with time sensitive issues. During such interim period, its decision shall be final in matters determined "reasonable and proper."
- Any decision made by the Executive committee must be consistent with the formally adopted mission and be ratified at the next full SIEC meeting.

Decision Ratifying Body

- The Statewide Interoperability Executive Council

Limitations

- Refer to State Interoperability Executive Council ORS 403.450.

How Decisions are Communicated

- Meeting minutes; SIEC listserv; SIEC website
- SIEC meetings
- Formal resolutions and recommendations

Council Membership

In accordance with ORS 403.450, membership shall include:

- (1) The State Interoperability Executive Council is created within the Department of Transportation. The membership of the council shall consist of:
 - (a) Two members of the Legislative Assembly, as follows:
 - (A) The President of the Senate shall appoint one member from the Senate with an interest in public safety communications infrastructure; and
 - (B) The Speaker of House of Representatives shall appoint one member from the House of Representatives with an interest in public safety and wireless communications infrastructure.
 - (b) The following members appointed by the Governor:
 - (A) One member from the Department of State Police;
 - (B) One member from the Office of Emergency Management;
 - (C) One member from the State Forestry Department;
 - (D) One member from the Department of Corrections;
 - (E) One member from the Department of Transportation;
 - (F) One member from the Oregon Department of Administrative Services;
 - (G) One member from the Department of Human Services;
 - (H) One member from the Oregon Health Authority;
 - (I) One member from the Oregon Military Department;
 - (J) One member from the Department of Public Safety Standards and Training;
 - (K) One member of an Indian tribe as defined in ORS 97.740 ([Definitions for ORS 97.740 to 97.760](#)) or a designee of an Indian tribe;
 - (L) One member from a nonprofit professional organization devoted to the enhancement of public safety communications systems; and
 - (M) One member from the public.
 - (c) The following members appointed by the Governor with the concurrence of the President of the Senate and the Speaker of the House of Representatives:
 - (A) One member from the Oregon Fire Chiefs Association;
 - (B) One member from the Oregon Association of Chiefs of Police;
 - (C) One member from the Oregon State Sheriffs' Association
 - (D) One member from the Association of Oregon Counties;
 - (E) One member from the League of Oregon Cities; and
 - (F) One member from the Special Districts Association of Oregon.

Appointments and/or re-appointments of members will be for staggered terms, per ORS 401.871.

As an operational strategy, Oregon will soon be fully engaged in planning, outreach, coordination, data collection and reporting related to FirstNet and the National Public Safety Broadband Network, the Oregon SIEC will formally invite non-voting representatives of the following organizations to attend SIEC meetings from this point forward:

- Oregon Broadband Advisory Council
- An information technology officer of an Oregon city
- An information technology officer of an Oregon county

Annual Review Schedule/Sustaining Plan

- The Strategic Planning Committee will review both the Charter and Strategic Plan annually to identify progress and make necessary updates. That review will be presented as a report to the SIEC at its last quarterly meeting.



Oregon State Interoperability Executive Council Charter Document

Adopted July 1, 2003 | Updated MM DD, 2013

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Mission Statement

The mission of the Oregon State Interoperability Executive Council (SIEC) is to develop recommendations for policy and guidelines, identify technology and standards, and coordinate intergovernmental resources to facilitate statewide public safety communications interoperability.¹

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Goals

- Create a common understanding of communications interoperability throughout Oregon.
- Adopt common language, coordinated protocols and standards statewide.
- Integrate existing and future interoperable communications systems.
- Specify standards for interoperable communications systems.

Objectives

- Provide leadership through the SIEC-member structure that supports interoperability and obtain the consensus of the public safety community.
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- Serve as the Governor's Public Safety Broadband Advisory Group.
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- Focus on best business practices used by all public safety entities to enhance Oregon's interoperability capabilities.
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- Adopt a Statewide Communications Interoperability Plan (SCIP) that defines the path to maximize interoperability and public safety broadband network deployment across Oregon.

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¹ The Oregon SIEC adopts the following definition of interoperability from SAFECOM: "Wireless communications interoperability specifically refers to the ability of emergency response officials to share information via voice and data signals on demand, in real time, when needed, and as authorized."

- Advise the Governor and the Legislative Assembly on implementation of the interoperability plan.
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- Research and promote potential public-private partnerships.

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Stakeholder, Customers and Beneficiaries

- Governor and Legislative Assembly
- Citizens of Oregon
- SIEC Membership and Committees
- Public Safety and Public Health communities at federal, tribal, state and local levels of Government entities that provide support to the public safety community.
- Private entities and vendors that provide support to the public safety community.

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Success Indicators

- Stakeholders and beneficiaries are aware of the SIEC's purpose and strategic plan;
- Consensus on issues of interoperability is achieved;
- Oregon meets or exceeds requirements from the National Emergency Communications Plan (NECP);
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Feedback Plan

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Issues Statement

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- Oregon public safety and first responder community must prepare itself for the Nationwide Public Safety Broadband Network.

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¶
<#>State of Oregon interoperability issues¶
<#>Coordination with adjacent states and entities as appropriate ¶

Scope and Priority

- Planning, deployment and use of the Nationwide Public Safety Broadband Network
- State of Oregon interoperability
- Coordination with adjacent states and entities as appropriate

Duties of the Council

The State Interoperability Executive Council created under ORS 403.450 (State Interoperability Executive Council) shall:

- (1) Work with public safety agencies in the state to develop a Public Safety Wireless Infrastructure Replacement Plan.
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- The Council may elect a Vice Chair from among the Council members to carry out the Chair's duties in his/her absence.
- Council members are appointed by the Governor in accordance with Oregon Revised Statutes.
- When appropriate, the SIEC will go into executive session per ORS 192.660.

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Decision Making Process

- Votes can be cast only by appointed members.
- SIEC quorum will consist of fifty percent plus one of the total appointed members.
- Motions will be carried by majority vote of those present.
- The Executive Committee, consisting of the SIEC Chair, Vice Chair and SIEC committee chairs, is authorized to perform all functions and do all acts, between meetings, which the SIEC might do during regular meetings, except for amendment of this Charter or the SIEC Strategic Plan. This committee has the power to convene or poll itself by majority vote in order to deal with time sensitive issues. During such interim period, its decision shall be final in matters determined "reasonable and proper."
- Any decision made by the Executive committee must be consistent with the formally adopted mission and be ratified at the next full SIEC meeting.

Decision Ratifying Body

- The Statewide Interoperability Executive Council

Limitations

- Refer to State Interoperability Executive Council ORS 403.450.

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How Decisions are Communicated

- Meeting minutes; SIEC listserv; [SIEC website](#)
- SIEC meetings
- Formal resolutions and recommendations

Council Membership

In accordance with ORS 403.450, membership shall include:

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(1) The State Interoperability Executive Council is created within the Department of Transportation. The membership of the council shall consist of:

(a) Two members of the Legislative Assembly, as follows:

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(A) The President of the Senate shall appoint one member from the Senate with an interest in public safety communications infrastructure; and

(B) The Speaker of House of Representatives shall appoint one member from the House of Representatives with an interest in public safety and wireless communications infrastructure.

(b) The following members appointed by the Governor:

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(A) One member from the Department of State Police;

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(B) One member from the Office of Emergency Management;

(C) One member from the State Forestry Department;

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(D) One member from the Department of Corrections;

(E) One member from the Department of Transportation;

(F) One member from the Oregon Department of Administrative Services;

(G) One member from the Department of Human Services;

Deleted: (for emergency medical services)

(H) One member from the Oregon Health Authority;

(I) One member from the Oregon Military Department;

(J) One member from the Department of Public Safety Standards and Training;

(K) One member of an Indian tribe as defined in ORS 97.740 (Definitions for ORS 97.740 to 97.760) or a designee of an Indian tribe;

(L) One member from a nonprofit professional organization devoted to the enhancement of public safety communications systems; and

(M) One member from the public.

(c) The following members appointed by the Governor with the concurrence of the President of the Senate and the Speaker of the House of Representatives:

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(A) One member from the Oregon Fire Chiefs Association;

Deleted: Oregon Association of Public Safety Communications Officials/National Emergency Number Association¶
Tribal Representative¶

(B) One member from the Oregon Association of Chiefs of Police;

(C) One member from the Oregon State Sheriffs' Association

(D) One member from the Association of Oregon Counties;

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(E) One member from the League of Oregon Cities; and

(F) One member from the Special Districts Association of Oregon.

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Public Citizen

Appointments and/or re-appointments of members will be for staggered terms, per ORS 401.871.

As an operational strategy, Oregon will soon be fully engaged in planning, outreach, coordination, data collection and reporting related to FirstNet and the National Public Safety Broadband Network, the Oregon SIEC will formally invite non-voting representatives of the following organizations to attend SIEC meetings from this point forward:

- Oregon Broadband Advisory Council
- An information technology officer of an Oregon city
- An information technology officer of an Oregon county

Annual Review Schedule/Sustaining Plan

- The Strategic Planning Committee will review both the Charter and Strategic Plan annually to identify progress and make necessary updates. That review will be presented as a report to the SIEC at its last quarterly meeting.

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Oregon State Interoperability Executive Council Strategic Planning Committee Charter Document

Adopted: Oct. 14, 2003 | Revised: Jun. 21, 2013

Mission Statement

The mission of the strategic Planning Committee is to develop the framework of the State Interoperability Executive Council's (SIEC) strategic plan, referred hereafter as the Statewide Communications Interoperability Plan (SCIP), and to monitor and report the implementation of the Council's goals and objectives. Included will be assisting committees in developing charters, goals and objectives in support of SIEC's SCIP.

Goals & Objectives

- Review SIEC operating structure, planning benchmarks, and policy guidelines
- Recommend legislative actions
- Review and update the SIEC Charter
- Review and facilitate update of the SIEC website

Customers

- Governor and Oregon Legislative Assembly
- SIEC membership and committees
- Public Safety entities at federal, tribal, state, county and municipal levels
- Private entities and vendors that provide support to the public safety community

Success Indicators

- Successful review of the SCIP and effective charters
- Goals and objectives in place within each SIEC committee
- Annual progress report on SCIP implementation

Feedback Plan

- Regular reports to SIEC Executive Committee
- Regular reports to full Council
- Meet as necessary with Council committees, and other customers including the Legislative and Executive branches of State Government

Scope and Priority

Make recommendations to SIEC in line with stated committee mission, goals and objectives.



Oregon State Interoperability Executive Council Strategic Planning Committee Charter Document

Procedures & Meeting Frequency

The committee will meet monthly as necessary, or at the call of the Chair.

Decision Making Process

Decisions will be by consensus. If consensus cannot be reached, the chair will decide and will forward the decision along with dissenting opinions to the SIEC Executive Council.

Decision Ratifying Body

The Oregon State Interoperability Executive Council

Boundary Conditions to Decisions Made

- Full communication with all committee members.
- Meaningful input from other committees, as necessary.

How Decisions are Communicated

- Oral and written reports to Council
- Emails or other methods of communication to stakeholders when necessary
- Inclusion of materials on the SIEC website

Committee Membership

Bob Cozzie (Oregon APCO/NENA); Steve Noel (SWIC); Karl Larson (City of Portland); Sean McSpaden (DAS); Phil Roland (Harris Corp.); Larsen Grabenkort (Motorola Solutions); John Hartsock (Clackamas 800 Radio Group); Steve Marks (DAS)

Team Expectations Clause

- Participate, listen and collaborate on meeting the team's responsibilities
- Be present at scheduled meetings, conference calls or other committee forums
- Relay input in a timely manner

Action Plan

Prepare Statement of Work, including benchmarks and target dates of goals and objectives as set by the committee.