



State Interoperability Executive Council Meeting Minutes

August 12, 2014 – 1:30pm

Department of Public Safety Standards & Training | Hall of Heroes Conference Room
4190 Aumsville Hwy SE | Salem, Oregon 97317

<http://www.oregon.gov/SIEC/> | RadioProjectInfo@odot.state.or.us

On Tuesday, August 12, 2014, at 1:36 p.m. Council Chair Rock Rakosi called the State Interoperability Executive Council to order.

ATTENDEES INCLUDE (Quorum)

Rock Rakosi, Chair
Brian Henson
Mike Smith
Steve Noel for Alex Pettit

Bob Cozzie
Luci Moore
Tom Johnston
Tom Lauer, *non-voting member*

Joel Lujan
Paul Bell
Mark Tennyson for Dave Stuckey
Rick Iverson, *non-voting member*

COUNCIL MINUTES

Staff: Chief Rock Rakosi, Chair

Since the draft minutes were circulated for review, edits were made to the attendees list of the May 13, 2014 meeting minutes. Lonny Macy, Mary Ann Jenson for Brian Henson, and Scott Riordan for Alex Pettit were all in attendance and have been added to the meeting record.

Chair Rakosi inquired whether there were any additional changes to the draft minutes for the May 13, 2014 meeting. Hearing none, Chair Rakosi requested a motion. Councilmember Tom Johnston motioned to approve minutes from the May session. Mark Tennyson seconded the motion; all were in favor. The minutes will stand.

CHAIRS REPORT

Staff: Chief Rock Rakosi, Chair

Chair Rakosi announced that Tami Dohrman has retired from the Department of Corrections. Troy Bowser has taken her place as DOC representative on the SIEC.

Chair Rakosi attended the National APCO conference held in New Orleans earlier this month. One of the highlights of the conference for Rakosi was that FirstNet was well represented. Multiple breakout sessions were held by FirstNet staff to allow for more focused discussion on the FirstNet plan. The topic of Next Generation 9-1-1 (NG911) was also discussed, including how best to utilize those resources.

FIRSTNET DISCUSSION

Staff: TJ Kennedy, FirstNet General Manager

Chair Rakosi introduced the General Manager of FirstNet, TJ Kennedy, who distributed his contact information to the council representatives.

Kennedy noted that he also attended the National APCO conference and found it to be beneficial, allowing the FirstNet team to interact with public safety officials from the various disciplines across the country. The FirstNet team returned with good content and feedback from those with whom they met during the conference.

FirstNet has a 15-member board and began to hire staff members during the summer of 2013. Currently there are approximately 60 full time employees, approximately 20 employees from other agencies, as well as additional contracted support. Two team members are residents of Oregon, Kristi Wilde and Vicki Lee, and as

such have greater understanding of the concerns and needs of Oregon and of the northwest. Additional regional hiring will take place as the effort progresses.

FirstNet is operating under the strategic plan approved during its March board meeting. This plan includes the state consultation process. The consultation process includes five phases; FirstNet is working through phase one, now. The first beta consultation was held with Maryland, which is discussed in depth later. The state consultation process is driven by the need for two-way conversation with representatives in each state; both about Oregon's specific plan and to gain Oregon's thoughts on the nationwide plan. Phase two of the process is the procurement and contracting process. As a new agency, FirstNet needs to establish contracts so that it may manage its costs.

Agency staff is also working to develop a public comment process. Approval of the process will allow any agency, vendor or individual to log comment on agency materials.

The outreach process continues – as of the week of August 4, 2014, FirstNet staff has contacted over 25,000 public safety individuals during this fiscal year. As more information is determined, staff will continue to conduct outreach to discuss the RFPs and other elements.

Oregon's consultation, scheduled for October 8, will be one of the first four consultations FirstNet will conduct; Kennedy expressed his appreciation for the state's readiness and willingness to hold the consultation early on.

Lessons learned from the Maryland consultation will be applied, however, the agency is still refining the process. Two main lessons learned were 1) you can't invite everyone – there is a point at which traction is lost; and 2) there needs to be a proper cross section of agencies in attendance – state and local. One beneficial exercise done in Maryland was to focus on a few large planned events to discuss how FirstNet could support the efforts already in place. In Maryland, the Preakness horse race was used for discussion. Having a scenario to discuss allowed for practical conversations to take place – What is the current state of affairs? What would be different if FirstNet were involved? How would you add FirstNet deployables to increase capacity at an event like the Preakness? Would you build out that local infrastructure so that you have built-in capacity for 100,000 people for a one-day event, or would you bring in deployables from adjacent FirstNet agencies to support the event, scheduling use of the equipment ahead of time and continue to do so annually?

As a facilitated conversation, the more content that can be state-specific the better. It is recommended the attendees think about actual events that occur in the state that will help guide the discussion, as well as thinking about all the ways the existing communication works well and how it falls short.

Governance will also be discussed some too; including who will have priority over whom and how will that be determined, coordinated and enforced.

Data sources are also important to note. When discussing a specific event, it's helpful to know how the different data sources are accessed, i.e. CAD or GIS data.

Mary Beth Henry, from the City of Portland and League of Oregon Counties representative on the Broadband Advisory Council, inquired whether there are any plans to utilize any publicly owned assets, such as fiber or conduit, in the region. Kennedy responded that the legislation encouraged FirstNet to specifically investigate two options: 1) government-owned infrastructure (city, county, state, federal); and 2) carrier-owned infrastructure. Seeking fiscal responsibility, along with acting in a timely fashion, is a key charge for the agency. Inventories recently completed by the respective agencies will be used as resources, when possible, to decrease efforts and maintain costs.

Sean McSpaden, from the Legislative Fiscal Office, noted the SIEC is designated as the Governor's advisory board on the topic of FirstNet. As such, has a timeframe been established to determine when the nation's Governors will be expected to deliver their respective "opt-in or opt-out" decisions? Kennedy responded that an exact date has not been established at this time. The state consultation process included five phases – the first of which will be conducted in October for Oregon – all of which must be completed prior to the decision. Also, FirstNet must go out to procurement to solidify its costs. As this can be a time consuming endeavor, Kennedy believes one to two years would be a reasonable estimate.

McSpaden further inquired about the NG911. Given the delays and that not all states have initiated their respective NG911 projects, has there been any conversation about shared funding or shared implementation, or alignment of the implementation approaches, particularly on the network, to reduce duplicated efforts or differing goals. Kennedy responded that some of this was discussed at the recent APCO conference. The funding for FirstNet is set in by law, as is how it can be spent. As a management team, FirstNet wants to promote as much synergy between NG911 and FirstNet efforts as possible. However, Kennedy feels that there is still more work to be done to advance the NG911 to a place that it can be coordinated with FirstNet work, but FirstNet will do what it can to make the most of the available resources and coordinated efforts.

Steve Noel asked whether it would be beneficial for delegates from the council to visit the Harris County system. Kennedy responded that it may be, but waiting an additional six to nine months would be beneficial as additional components will be brought online during that time.

STATE RADIO PROJECT MANAGEMENT REPORT

Staff: Tom Lauer – Major Project Branch, State Radio Project

Tom Lauer reported the State Radio Project remains on budget and is progressing.

Of 164 sites, construction notices to proceed have been issued for 82. NTPs are expected on 12 additional sites this year, with an additional 12 expected in 2015. Of the 120 microwave sites, 22 have been completed this year. Equipment installation and connectivity at the remaining sites is expected to be complete in 2015. Both trunked radio switches have been installed and are operational. Eight additional sites have been installed, three of which are operational, while the remaining five are undergoing testing.

The greatest challenge at the moment is the fire restrictions that have been issued in every district in the state. These restrictions have limited some of the radio project's operations, causing small delays, but nothing significant.

STRATEGIC PLANNING COMMITTEE REPORT

Staff: Bob Cozzie, Committee Chair

Bob Cozzie reported that as the Strategic Planning Committee recently updated its charter and the SIEC charter, it is investigating other activities that it should take, as well as how it can support the efforts of the other committees.

Strategic Planning Committee charter is being used as the template for new updates. Both the Technical and Partnership committees have older charters that may need updates; while the Executive and Broadband committee do not have charters developed. The Strategic Planning Committee is willing to provide assistance to all the committees in the update or development of their committee materials, if desired.

The committee is also looking at the council website for any updates that may be needed. Cozzie will work with Kourtney Largent to identify and complete those updates. The committee will also conduct a review to ensure the website captures all the content that it should.

The committee will also be assisting Steve Noel with the State Communications Interoperability Plan update and workshop, the focus of which will be on broadband and NG911. The date of the workshop is still to be determined. The committee identified a few questions to be answered including, what are the concrete goals the council has for this update? What are we looking for?

Noel asked the committee to develop a “bucket list” of items that it believes should be included in the update. Bruce Richter shared the list of topics reviewed by Washington State, to help the group get started. If there is anything that anyone feels should be included in the next update, please contact Steve Noel so that it may be documented.

Members of the committee will also begin to attend other committee meetings to help maintain visibility on the activities and issues being discussed by the others.

PARTNERSHIP COMMITTEE REPORT

Staff: Commissioner Mike Smith, Committee Chair

Commissioner Mike Smith reported the Partnership Committee held its first meeting, prior to the full council meeting, since his becoming committee chair. The primary topic of discussion included the recent Region 35 meeting.

The state recently submitted an application to the FCC Region 35 Committee for frequency allocation. While notification was sent by the state in accordance with the law, informing local 911 points of contacts, it was not sent to county commissioners or sheriffs, and to others who felt they should be “in the know.” The group felt the proposal was unnecessary, and the SIEC had never seen the plan and did not have a chance to talk about it and understand the associated details. Commissioner Smith was provided with a map indicating that four towers were being installed in his county of which he was unaware and did not feel were necessary. Of the approximately 28 frequencies requested, 19 of which did not need to be used for that area. Despite the concerns expressed by this group of interested parties, Region 35 approved the plan. Commissioner Smith expressed concern that there will be several appeals filed and delays will occur. It is Commissioner Smith’s hope that Region 35 would pull back some and engage in further discussion with the group, working through the issues so that the conflict is resolved.

Commissioner Smith reported that he felt disrespected by some who attended the Region 35 meeting, noting that discussion should take place prior to action to ensure cooperative steps are taken.

Commissioner Smith requested two steps be taken: first to talk about how the counties are notified when similar requests are made in the future; and second, for the state to rescind its frequency request and further discuss plans of action with the counties.

The Partnership Committee would also like to note that it is interested in supporting the proposal developed by Rick Iverson and the Technical Committee, which will be discussed in more detail later. Once materials are established from the technical proposals received, the group could reconvene to discuss the revised plan; the Association of Oregon Counties would be willing to host the meeting at its office, if needed.

TECHNICAL COMMITTEE REPORT

Staff: Rick Iverson, Committee Chair

Rick Iverson reported the Technical Committee held its third quarter meeting prior to the full SIEC meeting. The group discussed a request submitted by Joe Kuran to update the trunking numbering plan, last approved by the council in 2005. With respect to adjustments made in adjacent states and taking a more regional approach, the committee concurred with Kuran’s assessment that reevaluating the numbering scheme may be appropriate. The committee entertained a motion form a workgroup to discuss those details further. The group also reviewed standards previously developed by the committee and approved by the council. The

committee will begin review those in detail to identify any necessary changes to bring them current. The group also agreed that there is a need to develop an understanding related to encryption, including how encryption lots are identified for use and how encryption is adopted and employed by different agencies.

Included in the agenda packet is a proposal developed to identify how best to utilize the \$2.3 million interoperability funding included in the radio project budget. Initially, the plan was to use these funds on interoperability channels that would have been connectable to the state system, but upon further review this is likely not the best use of the funds. While the SIEC collectively represents a great brain trust on the subject of public safety, none individually have the resources to develop the plan needed to address the issues at hand.

Iverson also noted, there are some time constraints on the funding. While technology is one primary component, it depends on three others to be successful: policies, procedures and partnerships. The committee has determined that although it can assemble presentations illustrating the available options, it does not feel that there is a clear understanding of what the collective group hopes to gain from the effort.

Iverson highlighted the loose, but aggressive, timeline included in the committee's proposal, which is due to the time constraints the radio project has to expend the funds. The committee is looking to the council to approve some of the reviews and to assist in the decision making process. The proposal includes engagement of a consultant to support the development of an RFP; the committee believes there are several consultants around the county that are equipped to deliver the requirements of the procurement. AECOM, as an existing consultant to the radio project, is prepared to support the development and scoring of the RFP, should the committee's request be approved. As such, AECOM would not be able to bid on the project it helped develop.

Noel requested that this proposal be tabled and that he and Iverson further discuss the options available to utilize already allocated grant funds to this effort. Noel has a similar effort already underway that may be duplicative of some of the proposed elements. Iverson concurred that Noel has tremendous resources related to asset documentation, but asked whether that content includes the software versions used in Lane County, or for any switch in the state. From a manufacturer standpoint, when the state transitions to ISSI what does that mean? Do we have best practices and examples established? Given the tight timeline, Iverson expressed concern about delaying the discussion any further.

Council member Tom Johnson asked that Iverson walk through the budget allocation included in the request. The estimate to prepare the RFP is approximately \$25,000, with an additional \$250-300 to complete the actual review and write the plan. Iverson also drew the attention of the council to the list of deliverables expected from the consultant.

Cozzie confirmed the funds requested in the proposal would come from the designated \$2.3 million included in the radio project budget. Lauer added that the radio project has the entire \$2.3 million in reserve pending direction from the SIEC and has not established any other plans for use of those funds. This effort would acknowledge the limited resources the respective agencies have to allocate to this work and would help position the council to better assess how the remaining funds should be used.

Councilmember Johnson asked Noel if he felt this effort could be done for less. Noel responded that he would like more information to align the goals of each effort. Wherever possible, it should be the goal to leverage grant funds. Lauer added that his recommendation would be to modify the request, but to move this effort forward. Cozzie requested that additional information be included about the cost estimates.

Council member Johnson moved for additional research be completed and to have a report delivered to the council by Sept. 8, 2014. Cozzie seconded; all were in favor.

BROADBAND COMMITTEE REPORT

Staff: Steve Noel for Chief Mike Duyck, Committee Chair

Steve Noel reported the Broadband Committee held its first meeting with its 11 members. The primary focus item is continued development of the committee charter. The document has been drafted to be as flexible as possible, so that it can address FirstNet, NG911, and so on, as needs change and new information is shared.

The group discussed FirstNet and how it is envisioned to be the “big ticket” item, but also the use of the state’s fiber infrastructure. Specifically, how can the state leverage its existing contracts to get better service at lower costs?

STATE RADIO USERS GROUP REPORT

Staff: Luci Moore, Committee Representative

Luci Moore reported the SRUG continues to meet monthly to discuss the progress of the State Radio System. During its last meeting, the group discussed progress on the radio project, and the transition plan from project mode to operations and maintenance mode. The State Radio System management team was in attendance, allowing the SRUG members to be introduced. The group is discussing oversight concepts, developing reports on daily progress to help manage system performance, budget status, and so on. Eleven new partnership agreements for mutual aid were established during the last quarter.

700 MHz REGIONAL PLANNING COMMITTEE REPORT

Staff: Chair Rock Rakosi for Joe Kuran, Committee Representative

As Joe Kuran was not in attendance, no report was provided; however Chair Rakosi noted that the recent Region 35 Committee meeting appears to have been well-attended, and there was some significant discussion, as Commissioner Smith noted during his committee report.

STATEWIDE INTEROPERABILITY COORDINATOR’S REPORT

Staff: Steve Noel

Noel reported on the recent technical assistance funding received from the Office of Emergency Communications. The state received funds to complete an update on the Field Operations Guide. Hard copies are expected to be issued by the end of August and an updated e-version will be released to the iPhone and Android marketplaces. Noel is also working with representatives from FEMA on the FEMA Region X mobility application that will contain similar information to the Field Operations Guide, but for assets found in the entire region.

Efforts are also underway to update the federal Communication Assets and Mapping (CASM) tool using technical assistance funds. There may be avenues to marry this effort with those described by Iverson during his committee report. Additional offline discussion on the subject would be helpful to ensure the respective efforts are not duplicative.

Funds have also been acquired to support Josephine County as it develops a plan for a new radio system; support provided is similar to what was done in Jackson County a few years ago. If anyone has interest in similar support, please contact Noel, who can help submit a funding request.

The SCIP workshop, tentatively scheduled for spring 2015, will also be funded with technical assistance dollars. The focus of this update will be on broadband and NG911; if anyone has anything else they would like to include in the discussion, please contact Noel so that it may be included in the agenda.

The state’s initial consultation with FirstNet will be held in early October. The primary audience for the consultation will be the SIEC, along with key folks from the Governor’s Office and local and regional parties.

There is a plan to hold a pre-consultation meeting to discuss the state's concerns related to LTE and broadband. Anyone is welcome to join; as details are confirmed, notice will be sent.

Pam Larson, Dept. of Administrative Services, will provide support as the SIEC transitions from ODOT to DAS. Mark Bucholtz, City of Salem, has been appointed to the SAFECOM Executive Committee as an at-large member from the public safety community.

In follow up to the SCIP discussion, Iverson added that it was his hope that LMR would remain a primary component of the SCIP, not just broadband and Next-Gen 911. Noel replied that LMR will remain the primary component, but that during the workshop, OEC staff will focus the discussion on how to integrate the other topics into the existing documentation.

OPEN DISCUSSION

Commissioner Smith reiterated his concerns related to the Region 35 meeting, identifying two concerns for the SIEC to consider. First, look into changing the manner in which notifications are distributed. Second, request that the state rescind its application, as there are multiple groups that will submit appeals and delays will be incurred, rather than having to take the issue to the FCC which may result in total loss of the frequencies.

Chair Rakosi delegated the development of a resolution to the notification concern to the Partnership Committee. Speaking from a historical position, Chair Rakosi noted the reason the PSAP managers are included in the notification process and not elected officials was because, in theory, the PSAP managers would know the frequencies that they use and would be better positioned to speak to any future frequency planning that may be taking place in a given region. Through those PSAP managers, additional information dissemination to elected officials, budget committees, and so on would occur. When established, it made the most sense to keep the notices with those whom deal with the topic on a day-to-day basis. From a personal standpoint, Chair Rakosi expressed continued support for the existing format, and added that if a disconnect [in the process] exists, it is likely between the PSAP managers and their respective parties.

Mark Bucholtz, speaking as a PSAP manager, expressed concern about the notification process as well. Although he received the notice, reviewed and came prepared to discuss the request at the meeting, he did not realize that he was the only recipient for his district and that it was his responsibility to further share the information. Even an explicit statement included in each notice indicating to whom the notice was sent may be helpful to those who receive the information.

Councilmember Johnson suggested that adding a "CC" to the elected officials, as it may be helpful in preventing a similar incident from occurring again. Chair Rakosi responded that the secondary concern with this is that most elected officials receive large volumes of email and "CC" notifications are often deleted or ignored. As a representative for the Police Chiefs Association, Chair Rakosi knows that it is his responsibility to share information from the SIEC to his colleagues; the same principle applies to this arrangement. As noted earlier, if the process needs to be revised, it would be appropriate for the Partnership Committee to develop a recommendation on how it feels this should be updated. While Chair Rakosi is happy to help mediate the discussion between the counties and the state, the proper place to hold the discussion is with the Region 35 Committee, not with the SIEC.

John McCaslin, ODOT, noted that the PSAP notification is a small part of the overall process, and is really more of a courtesy to those involved. The formal notification is published on the FCC website from which each registered committee member receives notice of the request along with a copy of the proposal and has an option to comment. McCaslin noted that to say that the PSAP notice is the only information distributed is a misstatement.

Chair Rakosi thanked McCaslin for his clarification and reiterated that elected officials are not in this [frequency use and coordination] day-in and day-out, and in reality, those officials are not likely to want to receive all the notifications that come with it. Commissioner Smith concurred with Chair Rakosi that as an elected official, messages are received in abundance and as such would be glad to work on an alternative notification proposal. As for the commissioner's second request, he reiterated that appeals will be submitted and it would be good to get ahead of that now and hold discusses so as not to slow the effort.

Iverson added that there are specific requirements related to timeliness of usage and it may help for all involved parties to review those requirements prior to taking action to ensure each obligation has been met.

David Kemp of Lane County noted that during the Region 35 meeting it was suggested this issue, and other similar issues, should be brought to the SIEC for resolution. Chair Rakosi responded that the SIEC has no jurisdiction in these matters. The FCC has its process established and has established the regional format to deal with these matters. Chair Rakosi is happy to help the group resolve the issue, but is not an authority in the matter and has no influence with the FCC.

Darren Rice, City of Salem, added that in the [regional frequency allocation] plan was submitted to the Region 35 committee members, to the neighboring states and to the FCC, all of which approved it. The application that was submitted was supported by voting members as it met the criteria detailed in the plan. If the plan needs to be changed, there is an established path to do so, which includes a review by the FCC. While the SIEC can make a recommendation, the FCC has the approving authority. Rice added that the Region 35 Committee is open to all, and allows one vote per agency.

Lauer added to the discussion that in his view, the State Radio System has been overtly transparent in all its actions. The actions requested were not unanticipated. The system plan, including use of the frequencies, has been previously reviewed by the SIEC. The action taken by the state is the same as those taken by other agencies, i.e. Tri-Comm area, which were met without issue. The state has requested general use frequencies, and has not taken exclusive use of frequencies in any zones, nor has it deprived anyone of expansion opportunities nor is there a lack of frequencies for other agencies to use. Acting as good stewards of the state's time and budget on a committed project that is eight years old, the state has been acting in good faith and open partnership with many of the local governments.

Lauer acknowledged that some have expressed concern that the state has overrun county governments; however, Lauer does not believe that is the case. Looking at the meeting vote, both ODOT and OSP members abstained from voting and the request was deemed acceptable by the majority of the committee's members.

The state is very interested in ensuring open lines of communication are available, but request that it be afforded a similar level of respect given to other agencies making similar requests. At this late date, the expenditures already made by the state in support of its plan to be denied use of available frequencies needed to complete its charge would be a major misuse of state funds and resources. Regarding existing facilities or systems, the state has made multiple outreach attempts and has completed the necessary research finding many of those options to be inadequate. The state has developed a legitimate design, completed quality control, reputable engineering firms have reviewed system and facility designs. All along this has been a very targeted and effective use of state funds, and Lauer stands behind the record and ethics of the team.

Commissioner Smith disagreed with Lauer's assessment, noting that the state system overlooks and overbuilds other established P25 systems, dedicating 19 channels to an area that does not need them. Lauer in turn responded that those were found to be inadequate for the needs of the state system.

Hearing no other comments on the matter, Chair Rakosi requested that those who are available to do so, attend the October 8 FirstNet consultation.

Chair Rakosi announced that he is selling raffle tickets supporting the Special Olympics. Anyone interested in purchasing a ticket for the upcoming Seahawks vs. Giants game for \$10 each, please see Chair Rakosi.

ADJOURN

Chair Rakosi queried the group and the audience for additional discussion topics. Hearing none, Chair Rakosi adjourned the August session of the SIEC at 3:16 pm.