



4040 W. Guard Street Boise ID 83705 P: 208 422-3040 www.bhs.idaho.gov

Draft Minutes

January 27, 2011

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Idaho Military Division, 4040 Guard St Boise ID 83705 Building 600 West Wing, Joint Conference Room, Basement. Chair Mark Lockwood called the meeting to order at 9:02 a.m. Attendees and guests introduced themselves. A quorum was present.

Members Present:

- Chair, R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice-Chair, Lorin Nielsen, Idaho Sheriffs Association & DIGB 5 Chair
- Michael Candelaria, United States Department of Interior
- Jay Christensen, Idaho Department of Corrections
- Dia Gainor, Idaho Department of Health and Welfare
- Jerry Goetz, Federal Law Enforcement
- Lieutenant Colonel Dean Hagerman, Idaho Military Division
- Mike Key (proxy for Jerry Russell), Idaho State Police
- Mark Wendelsdorf, Idaho Fire Chiefs Association
- Jon Heggen, Idaho Department of Fish and Game
- Greg Laragan, Idaho Transportation Department
- Brigadier General William Shawver, Idaho Bureau of Homeland Security

Members Not Present:

- James Hammond, Idaho Senate
- Marv Hagedorn, Idaho House of Representatives
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Others Present:

- Melissa Gayhart, SIEC Project Coordinator
- Bob Wells, Idaho Bureau of Homeland Security
- Todd Herrera, Canyon County Sheriff's Office
- Matt Howarth, Motorola
- Les Shaddock, Contractor
- Russ Bundy, Ada County SO
- Stacy Hyde, DIGB 6 Chair, Ammon Fire Chief (via Phone Bridge)
- Gene Ramsey, DIGB 4 Co-Chair, Blaine County SO
- Don Gardner DIGB 2 Chair, Clearwater County Emergency Manager (via Phone Bridge)
- Brad Coughenhour DIGB 1 Chair, Kootenai County 911 Director (via Phone Bridge)
- Lorraine Elfering, Canyon County Sheriff's Office
- Darby Weston DIGB 3 Chair

- Nicole Jansen, Ada County Sheriff's Office
- Kirby Ortiz, Gem State Communications
- James W. Brede, Public Safety Communications
- Steve Steiner, Idaho Bureau of Homeland Security (via Video Teleconference)
- Robert E. Hugi, Public Safety Communications
- Tammie Mischke, EF Johnson
- Jason Wood, Industrial Communications
- Reed Wasom, Industrial Communications
- Beth English, Blaine County Emergency Communications
- Mickey Flores, Gem State Communications

Welcome/Introductions

Mark Lockwood, SIEC Chair

Lockwood briefed that the SIEC meeting was being video teleconferenced to Washington and Gem Counties and stated that March meeting may have additional VTC sites available for use.

Review & Approve October Minutes

Chair Lockwood asked for a review of the November 18, 2010 minutes.

MOTION: To approve November 18, 2010 draft minutes, as written. Mr. Hagerman moved, Vice-Chair Nielsen seconded. The vote was unanimous.

SIEC Travel and Finance Update

Bob Wells

Wells presented the new travel policy for the SIEC. The policy follows that of the Idaho Bureau of Homeland Security and State of Idaho Military Division. All travel must be preapproved by SIEC staff. The Standard Operating Procedure was sent to the council by Dodie Collier.

Wells briefed that there will be an SIEC Communications Planning workshop held in each DIGB during the month of March. This workshop will collect information on mutual aid agreements that are already in place and further prepare the State of Idaho for a communications based tabletop exercise. Invites will be sent out to the workshops in February.

Wells briefed that each district has \$7,000 of 2008 IECGP money that needs to be spent and materials received no later than February 28, 2011. Each DIGB must get a purchasing plan into the SIEC staff as soon as possible. Each DIGB will receive a unique purchase order number from Dale Nalder from BHS. Starting in March each DIGB chair will receive an accounting statement for each grant that they receive money from. If a DIGB chooses to purchase another VTC unit we must know no later than close of business January 28, 2011.

Wells also reported that the Video Teleconferencing equipment had been received and will be shipped out within the next 30-days. The first 6 VTC's will be shipped to the DIGB chair locations and the remainder will be spread throughout the state based on population. Each DIGB will receive 2 VTC units. SIEC staff; in conjunction with BHS staff are working on Standard Operating Procedures for the equipment.

Brad Coughenour stated that DIGB 2 has opted out of receiving any VTC's. Wells confirmed this and stated that there will not be any units shipped to DIGB 2 at this time. Coughenour also stated that if there were additional monies available from the 2008 IECGP dollars that he would like to request DIGB 1 be allowed to spend additional funds on their analysis that they are completing. Wells stated that once the purchasing plans from each DIGB were received the SIEC would then determine if there were additional funds that need to be dispersed.

Idaho Bureau of Homeland Security (BHS) Project Management (PMO) Update

Steve Steiner, James Brede

Steiner briefed that PSC/BHS partnered with the Idaho State Police to purchase 32 cross band repeaters in addition to 8 other cross band repeaters that were available to set up a national calling channel. ISP equipment was leveraged against PSIC grant dollars and saved approximately \$400,000 in PSIC grant money. The cross band repeaters will integrate with the current UHF system to a 700 MHZ channel which will allow ISP to move forward to 700 MHZ over the next several years.

Steiner briefed that with the money saved they were able to purchase an additional trunk radio system which was installed at Schweitzer Peak this last summer. This installation brought 700 MHZ coverage to part of the Northern Panhandle.

Steiner also stated that BHS is seeking a change request to their PSIC investment number 9. This change would allow them to move the proposed trunk radio system from Ashton Hill, which already has a trunked radio system installed by Fremont and Clark Counties, to Lewiston Hill where the Port of Entry is located. This will move will provide major population centers statewide with 700 MHZ coverage. Idaho Juvenile Corrections is looking to come onto this system once it is installed. This system will provide them with statewide communications.

Steiner briefed that BHS partnered with EMS on a \$600,000 grant to enhance mountain top communications for EMS statewide. This partnership will bring in needed architecture for BHS at the mountain top locations. Steiner thanked Michelle Carreras, EMS staff, and PSC staff for the assistance with this grant. Over the past year BHS has gleaned over \$1 million of extra money by partnering with other agencies.

Brede briefed that the data for the NECP Goal 2 needs to be collected and submitted to the federal government by September 30, 2011. NECP Goal 2 states that 75% of Non-UASI, meaning counties, jurisdictions need to be able to provide response level communications. This includes multi-jurisdictional and multi-agency events. Two types of data will be collected, capability and performance data. The capability data will be measured using the SAFECOMM Interoperability Continuum. Performance data can be used from events occurring in July, 2008 to present. The collection of this information will provide a comprehensive look at Interoperability throughout the United States.

Brede briefed that there will be a kick-off meeting held in mid-February with each DIGB chair to discuss the collection tool and details of what information needs to be compiled. Data is due to BHS by May 30, 2011. Lockwood stated that it is important that if there is a gap identified in the collection of the data that it is reported. This information may help in the future for grant funding and our ability to effectively respond and correct to the gaps.

Strategic Planning Update

Les Shadduck

Shadduck briefed that he was asked at the November 18, 2010 SIEC meeting to include performance measures in each DIGB strategic plan. He has included these in the plans and new plans were emailed out November 24, 2010. Since November 24, 2010 corrections have been made and strategic plans adopted for DIGB's 1, 2, and 6. Shadduck is currently waiting on updates from DIGB's 3, 4, and 5.

Michael Candelaria asked if Dia Gainor's recommendation that there be consistency in the performance measures across the DIGB's had been addressed. Shadduck replied that the performance measures in all but one DIGB were identical.

Legislative Update

Mark Lockwood, SIEC Chair

Lockwood briefed that in July/August of 2010 the SIEC discussed some items that needed to be addressed in regards to Title 46, Chapter 12; which established the SIEC in statute. The major concern was the twilight clause for the SIEC. We were unable to get this on the Governors agenda due to time constraints during the Attorney Generals review process. Both of our legislative representatives have a copy of the proposed legislation and they are in the process of getting a bill written so it can be introduced. Lockwood noted that a key point in the proposed legislation is that there will be a voting member from each DIGB sitting at the SIEC meeting in March. Lockwood stated that the AG's office had confirmed that the SIEC had the ability to add members; it just needed to be firmed up in statute. Lockwood stated that a representative from each DIGB will be seated at the March, 2011 SIEC meeting.

Dia Gainor asked if this piece of legislation addressed public information requests in regards to critical infrastructure. General Shawver stated that it does not address this issue and that BHS is working on a separate piece of legislation to deal with public information requests for critical infrastructure.

Sheriff Nielsen asked if funds would be available for SIEC travel costs in the future. Lockwood stated that the SIEC does have budget authority and options are being explored but future travel costs should be funded. The SIEC is actively looking for other funding sources.

Release of CTA Assessment to DIGB Counties and Tribes

Mark Lockwood

The CTA Assessment was sent to each DIGB and will then be sent to individual counties. The cover letter contained in the CTA Assessment explains what information was extracted and why. If a county needs this information they can contact the SIEC.

Operation Plan Update

Sheriff Nielsen

Nielsen reported that the operational plan working group will hold a meeting in February. The working group will be asking each county to update the CTA Assessment since there have been many system upgrades since the assessment was completed in 2007. We hope to have the updates completed by March 1, 2011. This will provide us a better understanding of what are statewide system really looks like.

Business Plan Update

Mark Lockwood

Lockwood stated that there are key points in the business model that needed to be addressed and there should be an update on the business plan in the near future.

Governance Update- Progress & Upcoming Meetings / Events

DIGB Chairs/Mark Lockwood

Lockwood asked that the DIGB's continue to engage their local stakeholders and encouraged them to continue with their outreach. Lockwood stated that having local stakeholders at the table will only enhance the DIGB's.

Brad Coughenour stated that he has received requests for updates from the Idaho Association of Cities. There are new elected officials who need to be brought up to date. Lockwood stated that the SIEC would contact the IAC and provide an update.

Dia Gainor asked that the Council provide discipline specific information to the DIGB's to assist in their outreach programs.

DIGB 1 – Brad Coughenour reported that they held a meeting the week prior to review the strategic plan. Coughenour briefed that in conjunction with the strategic plan they have hired a contractor to do an

analysis on county border interoperability. The DIGB is looking for 3 courses of action or recommendations that will assist in the enhancement of interoperability between county borders.

DIGB 2 – Don Gardner reported that DIGB 2 met last week and finalized their strategic plan. Gardner reported that DIGB 2 is using their 08 IECGP money to have a Seattle based company provide them and SOP/MOU and frequency manual for shared resources. DIGB 2 has also started a public relations campaign to inform all agencies of the narrowbanding requirement. Gardner stated that DGB 2 is completing a survey of all 5 counties and tribes radio equipment, repeaters, capabilities, needs, and issues that need to be addressed.

DIGB 3 –Darby Weston reported that DIGB 3 needs to review the final version of the strategic plan for adoption. Weston also reported that DIGB 3 has requested information from the counties to expand on the TICP that was written 5 years ago.

DIGB 4 – Beth English reported that DIGB 4 met prior to the holiday to develop their strategic plan. DIGB 4 will meet the first week in February to review the plan. DIGB 4 prefers to use their 2008 IECGP money to hire a consultant to assist with interoperability engineering concerns. Negotiations are currently under way, if plans are not finalized by January 27, 2011 DIGB 4 will ask that the 2008 IECGP money be used to purchase an additional VTC to assist with the governance efforts.

DIGB 5 – Vice-Chair Nielsen reported that DIGB 5 met on Tuesday to review their strategic plan. They will finalize the strategic plan within the next few weeks. DIGB 5 will be using their 2008 IECGP money to purchase a computer and projector for outreach use. DIGB 5 will be providing training on P-25 standards, narrow banding and other issues. Most of the counties in the DIGB are connected to the master site and we are currently working on getting ISP onto the master site.

DIGB 6 – Stacy Hyde reported that DIGB 6 finalized their strategic plan on Wednesday. Hyde reported that DIGB 6 will make a decision on how to spend their 2008 IECGP money next week. DIGB 6 representatives are working on collecting data to update the CTA Assessment. DIGB 6 would like to request the SIEC assist with obtaining information from BHS and Ada County on the cost to connect DIGB 6's Raytheon system to Ada Counties Motorola system.

Greg Adams, Teton County Emergency Management Coordinator provided the following request to be added to the minutes; "I noticed a problem with the draft meeting minutes in the portion where Chief Hyde is addressing the committee it states "DIGB6's Raytheon system". DIGB6 doesn't own any equipment and the system in question is shared by about half of DIGB6 and not the entire district. It belongs to Bonneville, Madison, Fremont, Clark, and Jefferson Counties. The rest of the district is not participating in it, because it doesn't meet their needs."

Other Business

Dia Gainor briefed that the Division of Public Health in the Department of Health and Welfare has made Public Health Preparedness funds available to acquire and replace the uninterrupted power supply and generator at building 7 on the ISP campus in Meridian. Building 7 is occupied jointly by the ISP Regional Communications Center, EMS, and home to the master site. Installation will require interagency cooperation.

Nikki Jansen briefed the council on the process in which the uninterrupted power supply and generator would be installed.

Open Comment Period

There were no other comments.

Adjourn

MOTION: To adjourn. Dia Gainor moved, Lorin Nielsen seconded. The vote was unanimous. The meeting adjourned at 10:15 a.m.

Next Meeting – Thursday March 24, 2011 0900-1200 Hrs Location: Idaho Military Division Gowen Field 4040 Guard St Boise ID 83705 Building 600 West Wing - Joint Conference Room, Basement