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**Draft Minutes**

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**November 18, 2010**

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 9:03 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
- LeRoy Peneku (proxy for Jay Christensen), Idaho Department of Corrections
- Dia Gainor, Idaho Department of Health and Welfare
- Jerry Goetz, Federal Law Enforcement
- Marv Hagedorn, Idaho House of Representatives
- Dean Hagerman, Idaho Military Division
- Mike Key (proxy for Jerry Russell), Idaho State Police
- William Shawver, Idaho Bureau of Homeland Security
- Martin Knoelk (proxy for Mark Wendelsdorf), Idaho Fire Chiefs Association
- Joe Young, Idaho Association of Counties

**Members Not Present:**

- James Hammond, Idaho Senate
- Jon Heggen, Idaho Department of Fish and Game
- Greg Laragan, Idaho Transportation Department

**Others Present:**

- Dodie Collier, Program Manager
- Nathan Reed, Administrative Assistant
- Todd Herrera, for Darby Weston DIGB 3 Chair, Canyon County Sheriff's Office
- Matt Howarth, Motorola
- Jim Harpole, White Cloud Communications
- Les Shaddock, Contractor
- Tom Bowman, Blaine County Commissioner
- Russ Bundy, Ada County SO
- Stacy Hyde, DIGB 6 Chair, Ammon Fire Chief
- Char Nelson, Blaine County Operations
- Carl Rader, Ada County SO
- Gene Ramsey, Blaine County SO

- Don Gardner DIGB 2 Chair (via Phone Bridge)
- Brad Coughenhour DIGB 1 Chair(via Phone Bridge)

### **Welcome/Introductions**

Mark Lockwood, SIEC Chair

### **Review & Approve October Minutes**

Chair Lockwood asked for a review of the October 28, 2010 minutes.

Ms. Gainor had a correction. Under "Others Present," Darby "Weson" should be "Weston."

**MOTION: To approve October 28, 2010 draft minutes, as amended. Mr. Hagerman moved, Vice-Chair Nielsen seconded. The vote was unanimous.**

### **Idaho Bureau of Homeland Security (IBHS) Update**

Gen. Shawver reported that there is no update on grants and funding.

There are no objections from the Attorney General's Office on adding DIGB members to the Council, and no foreseeable objections from the Executive Office of the Governor.

### **I-C-A-WIN/Strategic Planning Update**

Les Shadduck reported that the first draft of the I-C-A-WIN is done, and was emailed to Ms. Collier on October 25. Changes have been received, and edits have been made. Mr. Shadduck presented the third revision to the Council.

Council members suggested minor grammatical changes and edits.

Chair Lockwood reported that the document will go to the DIGB Chairs for review. All changes and suggestions need to be given to Ms. Collier by December 1. The document will be ready for Council approval at the January meeting.

Mr. Shadduck gave an update on Strategic Planning. A template has been developed to help the DIGBs in their Strategic Planning.

Rep. Hagedorn had a concern with the "Goals" section of the Strategic Plan. There needs to be a way to measure listed goals.

Chair Lockwood agreed that there needs to be a form of goal measurement included.

Ms. Gainor commented that if a goal measurement is included, it needs to be the same kind of measurement across all DIGBs. There needs to be a common definition of how to measure goals.

Mr. Shadduck commented that he will work on it, but it might be very difficult because all the DIGBs are very different.

### **Legislative Update**

Chair Lockwood reported that the SIEC's two legislative representatives will be sponsoring the amended legislation.

Gen. Shawver commented that he can't speak for the Governor's Office, but he doesn't perceive any pushback as long as the amended legislation is revenue neutral.

Gen. Shawver reported that the Joint Legislative Oversight Committee (JLOC) is scheduled to meet November 30.

Ms. Gainor asked if there will be SIEC representation at the JLOC meeting.

Chair Lockwood said he will attend the JLOC meeting as representation for the SIEC.

### **Business Plan Update**

Mr. Keys reported for Mr. Russell. Many documents were looked at in creating the business plan. The SIEC bylaws need to be updated to reflect statutory authority.

In the statute, there are thirteen items of responsibility. The business plan outlines those items of responsibility.

Mr. Keys introduced the document to the Council. Goals and objectives were used to map out the items of responsibility.

Chair Lockwood commented that the Business Plan was developed to coincide with the Operational Plan. The document is currently in draft form. It has been reviewed by Chair Lockwood, Col. Russell, and Gen. Shawver. Chair Lockwood would like the Council to review and comment on the draft, to have a final draft ready by January's meeting.

Mr. Keys reviewed the document. It is broken into four major goal areas: Governance, Partnerships, Financial Stability, and Operations Stability.

Chair Lockwood commented that he wants to document sent out to Council members and DIGBs, to have comments received by December 10.

Chair Lockwood commented that sustainable funding is a big issue for the SIEC.

Mr. Hagerman asked how the SIEC would like to go about discussing the issue.

Chair Lockwood answered that the SIEC has a Funding Subcommittee. That Subcommittee should get together and develop a plan in 2011 to give to the legislature by 2012. The issue of sustainable funding needs to be discussed, even with the current economic problems. Idaho has a microwave system in place that will need to be sustained and maintained.

Gen. Shawver agreed with Chair Lockwood, but thinks there needs to be a proactive approach. There will most likely be an increase in paying for IDL mountain tops that will be spread across agencies. Alternatives will need to be looked at for long term sustainability.

Mr. Young commented that there will also be cost increases at the county level. The concept that the ECC uses is good. The difficulty in using a system like the ECC, is that the SIEC deals with radio, not phones. The ECC collects \$1.00 per line, and that money is being used very effectively. The SIEC could look into something similar for sustainability.

Vice-Chair Nielsen agreed that the Financial Subcommittee needs to meet and start working. It all comes down to the public, and a user fee is more palatable because they can see where the money is going, but there are a lot of non-residents who use the state's services and that cost is passed to local governments.

Mr. Hagerman commented, that at the local level, a lot of equipment was installed using BHS and Federal grants. The local counties can't afford to sustain this equipment on their own. In trying to work out a funding plan, the SIEC needs to figure out how to get money to counties to maintain the equipment. The Funding Subcommittee needs to keep in mind that it just isn't the state microwave that needs to be thought about.

Chair Lockwood commented that the importance of collaborative partnerships has never been greater.

Gen. Shawver commented that BHS partners with local jurisdictions, but in no way provides the largest share of funding at the local level. There are multiple layers to this problem. Public-private partnerships are important. There are certain things a state agency can't do in terms of public-private partnerships. Some of these restraints need to be removed, but not in a way that would be favoring one vendor over another.

Mr. Young agreed that the commercial partnership is critical if the phone side and radio side is going to be brought together for public safety. Mr. Young suggested that the SIEC work with the ECC on this issue.

Rep. Hagedorn commented that one of the questions the SIEC will be asked from the Legislature is "what is the budget?" The budget will need to be justified to the public. Determining what the budget is needs to be the first step. Once the budget is accepted, the funding mechanisms will be found. Something needs to be put in the BHS's JFAC reporting on what the SIEC is looking at in 2012 and 2013.

Ms. Gainor commented that this issue goes beyond BHS because it will affect other state organizations' budgets.

Chair Lockwood agreed that a holistic approach needs to be looked at because this issue affects everybody.

Gen. Shawver agreed with Rep. Hagedorn. Education needs to come first. The Legislature, JFAC in particular, have to put money in an agency's budget. There is a limited budget, and a lot of people who want a portion of that money.

Mr. Keys commented that it is important to define what the SIEC is trying to cover. This hasn't been defined yet, so there isn't a number that can be reported to support the system. The system needs to be defined.

Chair Lockwood commented that he has been meeting with Steve Steiner and have made some definitions. What public safety at the state level would cost has been discussed. There are local entities that have funding opportunities and never leverage them. They don't apply for grants, but still ask for money. They need to take some responsibility. They need to think about what their most needed critical assets are.

### **Operational Plan Update**

Vice-Chair Nielsen made a PowerPoint presentation to the Council.

The SIEC/DIGB Operations Plan Workgroup has met through phone conference and Go-To-Meeting. The purpose of an operational plan is to set a system based on standards and best practices.

The PowerPoint slideshow outlined how an operational plan for the SIEC would work by expanding radio channels as an incident grows, and contracting as an incident recovers.

**MOTION: That the Council support a standards based operational plan as Vice-Chair Nielsen presented, and recommend continued development for DIGB use. Ms. Gainor moved, Mr. Young seconded. The vote was unanimous.**

### **Governance Update**

DIGB 1 – Brad Coughenhour reported that Chief Scott Haug presented a legislative issue to the ECC, to increase the line charge to \$2.00. Nothing has been presented to the advisory board. Chief Tyler has

been working with Vice-Chair Nielsen on the operational plan. DIGB 1 is working on developing an analysis for all five counties within the district.

DIGB 2 – Don Gardner reported that DIGB 2 is still working on the Strategic Plan. There was a recent weather incident that was a good test of DIGB 2's abilities. There was a power failure in Clearwater County, but the system never went down.

DIGB 3 – Todd Herrera reported for Darby Weston. DIGB 3 has been working with Mr. Shadduck on the Strategic Plan. The district is talking about doing an engineering study to be prepared for the future when funding or grants become available.

DIGB 4 – Char Nelson reported that DIGB 4 will be working with Mr. Shadduck on the Strategic Plan. They are working on identifying gaps. Ms. Nelson had a question about when the video conferencing equipment will be distributed. DIGB 4 has been participating in the table top exercising training planning that will occur in January.

Chair Lockwood answered that the video conferencing equipment has been ordered, but had no further information.

DIGB 5 – Vice-Chair Nielsen reported that DIGB 5 has been working on the Operational Plan for Bannock County. They will be doing some training, and are trying to get participation from the counties that aren't participating. DIGB 5's Strategic Plan has been passed.

DIGB 6 – Stacy Hyde reported that DIGB 6's goal has been to get total participation from within the district. All nine counties are active at DIGB meetings. Another goal of DIGB 6 is to improve the relationship with the SIEC. Chief Hyde expressed a concern that when DIGB 6 forwards a request of participation in a face-to-face meeting, that it not just be idly thought of as a waste of money or time. It is important to DIGB 6, on the east side of the state, to foster relationships face-to-face. In the future, if the Council is presented with a request from a DIGB to have a face-to-face with Council members, subcommittee members, or contractors, that the Council consider some of the long ranging effects of denying that request. It was disappointing that DIGB 6 was not able to meet with Mr. Shadduck. Video conferencing was not available, and the meeting was relegated to a conference call. There is also frustration with not getting the cost of things for consideration in the budget. DIGB 6 can't move forward without getting those figures. Chief Hyde asked the Council to help in getting those figures to the DIGBs.

#### **Other Business**

There was no other business discussed.

#### **Open Comment Period**

There were no other comments.

#### **Adjourn**

**MOTION: To adjourn. Vice-Chair Nielsen moved, Mr. Hagerman seconded. The vote was unanimous. The meeting adjourned at 12:41 p.m.**

**Next Meeting – Thursday January 27, 2011 0900-1200 Hrs Location: Idaho Military Division Gowen Field 4040 Guard St Boise ID 83705 Building 600 West Wing - Joint Conference Room, Basement**