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|   | DRAFT (Version 2) AGENDA –State Interoperability Executive CommitteeBuilding 91, Rooms 2 & 4, Camp Murray December 18, 2014 1:30 – 3:30 PMWEBEX and telephone conference bridge information on page 4*Separate documents or attachments are shown as links and* [*also found on this website*](https://ocio.wa.gov/about-ocio/siec-state-interoperability-executive-committee/siec-2014-meeting-materials)*.**refer to decisions required* |
| This is a draft version – direct comments, suggestions and correctionsto bill.schrier@ocio.wa.gov or Katrina.osborn@ocio.wa.gov |
| **1:30 – 1:40****(10 min)** | Call to order, welcome, announcements, and introductions* Members and guests introductions
* Acknowledge new and outgoing members
* Review and modify Agenda
* Approval of August 21, 2014 Meeting Minutes
* Results of vote on Dispatch Consolidation Study – page 3
 | Bill Schrier |
| **1:40 – 1:55****(15 min)** | Roles and Responsibilities of SIEC MembersSummary: What is the job of an SIEC member? How do members communicate with their constituencies and also represent those constituencies to the SIEC? This is a follow-up discussion from the August meeting. See pages 5-6 for draft roles, responsibilities and actions. | Led by Bill Schrier*Discussion* |
| **1:55 – 2:10****(15 min)** | Updates for ongoing projects * Washington State Patrol Narrowbanding Project
* Rebanding Projects Status
* SIEC Advisory Workgroup Report
 | Bob SchwentMichael Marusich |
| **2:10 – 2:25****(15 min)** | Washington State Patrol Dispatch Consolidation StudySummary: The Washington State Patrol (WSP) has completed the “Emergency Dispatch Center Consolidation Report” as required by Engrossed Substitute Senate Bill (ESSB) 5024 passed in 2013.The SIEC has, by electronic mail, endorsed this study as meeting the requirements of ESSB 5024.  This agenda item will allow the SIEC to discuss the results of the study. [Presentation materials here](https://ocio-website-files.s3-us-west-2.amazonaws.com/WSP-Dispatch-Consolidation-Study-Presentation-SIEC-12-18-14.pdf). [Full report here](https://ocio-website-files.s3-us-west-2.amazonaws.com/WSP-Dispatch-Consolidation-Study-Report-12-01-14.pdf). | Member John BatisteMark Layhew, WSP*Presentation, Discussion, Possible Additional Action* |
| **2:25 – 2:45****(20 min)** | Washington State Department of Transportation (WSDOT) Wireless Network Upgrade ProjectSummary: WSDOT is preparing a decision and funding package to support upgrades and improvements in their existing land-mobile radio (LMR) and other wireless networks. This proposed upgrade meets the policies and direction of the SIEC as expressed in our Technical Implementation Plan (TIP) and the P25 requirement of the Revised Code of Washington (RCW). WSDOT will ask for endorsement of this plan – see motion on page 3. [Presentation Materials here](https://ocio-website-files.s3-us-west-2.amazonaws.com/WSDOT_SIEC_Update_121014.pptx). | Member John NisbetTim McDowell*Presentation, Discussion, SIEC Action* |
| **2:45 – 3:00****(15 min)** | Washington State Department of Natural Resources (DNR) Wireless Network Upgrade ProjectSummary: DNR has prepared a budget request to the legislature to support a six year improvement and upgrade plan for their existing land-mobile radio (LMR) and other wireless networks. This proposed upgrade meets the policies and direction of the SIEC as expressed in our Technical Implementation Plan (TIP) and the P25 requirement of the Revised Code of Washington (RCW). DNR will ask for endorsement of this package – see motion, page 3. [Presentation Materials here](https://ocio-website-files.s3-us-west-2.amazonaws.com/2014_Capital_Request_Presentation_DNR_Template.pptx). | Member TBDAnton Damm*Presentation, Discussion, SIEC Action* |
| **3:00 – 3:05****(5 min)** | State Route 530 Landslide Commission and ReportSummary: The report of the SR530 Commission, appointed by the Governor and Snohomish County Executive, was published on December 15. This report ([link here](http://governor.wa.gov/issues/reform/landslide/default.aspx)) contained recommendations relating to interoperability and wireless networks. In addition, the SIEC’s own report ([link here)](https://ocio-website-files.s3-us-west-2.amazonaws.com/Communications-Lessons-from-the-SR530-Slide-DRAFT-V7.pdf) has a number of recommendations which may eventually require action. | Led by Bill Schrier*Report, Discussion* |
| **3:05 – 3:15****(10 min)** | Budget Subcommittee ReportSummary: The Budget Subcommittee meets on December 16th.  | TBD*Report, Discussion* |
| **3:15 – 3:25****(10 min)** | Washington OneNet (WON) Status* Initial Consultation – October 16 – [Report here](https://ocio-website-files.s3-us-west-2.amazonaws.com/Initial-Consult-Wash-AfterAction-V3a-11-06-14.pdf).
* Briefing Governor – October 29
* Contracting for support
* Other news and updates about FirstNet in Washington
* Next Steps
 | Bill SchrierShelley WestallMichael MarusichKatrina Osborn  |
| **3:25 – 3:27****(2 min)** | **SIEC Work plan and task list*** User Stories
* Upcoming meetings and agenda items (see below)
 | Bill Schrier |
| **3:27 – 3:30****(3 min)** | News and Information SharingSharing of relevant news and events by members regarding their industry or association. | Facilitated by Bill Schrier |
| **Date**TBDTBDFebruary 19February 19February 19Early 2016 | **Future Agenda Topics****Final Report on April 10th E-911 Outage.****Recommendations and Action Plan from the Statewide Comms Interoperability Planning (SCIP)** Workshop (Aug 13-14) with follow-up on February 12, 2015**Discuss revisions to the RCW creating the SIEC** (as a result of organizational changes to the OCIO, Department of Enterprise Services (DES) and Consolidated Technology Services)**Communications Order Model** practice for radio communications – [see page 31 here](https://ocio-website-files.s3-us-west-2.amazonaws.com/Interop-Policy-Procedure-SIEC-2011.pdf)Presentation of the **Plan for the Puget Sound Emergency Radio Network (PSERN),** an upgrade or replacement of the King County 800 MHz radio NetworkReview and recommendation to the Governor on the **State Plan for FirstNet** |  |

Motion passed by electronic mail on November 21, 2014, regarding the WSP Dispatch Consolidation Study:

“The SIEC endorses this study as meeting the requirements of ESSB 5024.”

Motion for Endorsement of Department of Transportation (WSDOT) Plan for Network Upgrades

The SIEC agrees with WSDOT’s conclusion that its wireless networks are aging, difficult to support, and pose significant risk of failure.  The SIEC endorses the WSDOT Wireless infrastructure upgrade plan as presented at the SIEC’s December 18 meeting as consistent with the SIEC’s 2005 Technical Implementation Plan and current policies.  The SIEC recognizes this plan also makes good use of the recent replacement of $13 million in new radios procured for WSDOT through the rebanding process.   The SIEC further recognizes that WSDOT and WSP have worked together to  share wireless network sites and facilities, thereby reducing overall costs of operations, maintenance and this upgrade to WSDOT and WSP funding sources.  The SIEC, exercising its authority for oversight of state government land-mobile-radio networks, requests WSDOT keep the SIEC informed as funding, RFP issuance, procurement and implementation proceed.

Motion for Endorsement of Department of Natural Resources (DNR) Network Capital Budget Request

The SIEC agrees with DNR’s conclusion that its wireless voice network is aging, difficult to support, and pose significant risk of failure.  The SIEC recognizes that such failure will place DFW, Parks and DNR operations, especially wildland firefighters, at significant risk of harm.  The SIEC further recognizes that the coverage areas of DNR’s network are significantly different than the state-highway coverage areas of the WSDOT and WSP networks.  The SIEC therefore endorses funding of the first biennium infrastructure upgrade plan presented by DNR at the SIEC’s December 18 meeting, and endorses that plan as consistent with the SIEC’s 2005 Technical Implementation Plan and current policies.  The SIEC further supports DNR’s plan to leverage existing contracts for this upgrade, if at all feasible.

WebEx and Dial-in Information for the Meeting

[Join WebEx meeting](https://wadismeetings.webex.com/wadismeetings/j.php?MTID=me0c7e740d0faba64e8c7d1298edd42ae)

Meeting number: 921 878 584

Meeting password: onenet1234

Join by phone
1-877-668-4493 Call-in toll-free number (US/Canada)
1-650-479-3208 Call-in toll number (US/Canada)
Access code: 921 878 584

[Global call-in numbers](https://wadismeetings.webex.com/wadismeetings/globalcallin.php?serviceType=MC&ED=318312447&tollFree=1)  |  [Toll-free calling restrictions](http://www.webex.com/pdf/tollfree_restrictions.pdf)

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| State Interoperability Executive Committee Member Roles and Responsibilities Draft Version 2 - 15 December 2014 |

1. Purpose of the SIEC (from RCW Title 43.41A.080)
	1. Develop policies and make recommendations to the office for technical standards for state wireless radio communications systems, including emergency communications systems. The standards must address, among other things, the interoperability of systems, taking into account both existing and future systems and technologies;
	2. Coordinate and manage on behalf of the office the licensing and use of state-designated and state-licensed radio frequencies, including the spectrum used for public safety and emergency communications, and serve as the point of contact with the federal communications commission on matters relating to allocation, use, and licensing of radio spectrum;
	3. Coordinate the purchasing of all state wireless radio communications system equipment to ensure that:
		1. After the transition from a radio over internet protocol network, any new trunked system shall be, at a minimum, project-25;
		2. Any new system that requires advanced digital features shall be, at a minimum, project-25; and
		3. Any new system or equipment purchases shall be, at a minimum, upgradable to project-25;
	4. Seek support, including possible federal or other funding, for state-sponsored wireless communications systems;
	5. Develop recommendations for legislation that may be required to promote interoperability of state wireless communications systems;
	6. Foster cooperation and coordination among public safety and emergency response organizations;
	7. Work with wireless communications groups and associations to ensure interoperability among all public safety and emergency response wireless communications systems; and
	8. Perform such other duties as may be assigned by the office to promote interoperability of wireless communications systems.
2. Draft Roles and Responsibilities of SIEC Members
	1. Understand the background and needs for public safety wireless communications in their communities and statewide, and, at a high level, how responders use those communications in their daily duties to keep the public safe.
	2. Provide updates to their associations and organizations on a regular and special basis about the work of the SIEC.
	3. Identify other members of their associations or disciplines interested in interoperability and enlist those members into an advocacy role.
	4. Interact with their associations’ leadership and members to help them stay aware of interoperability issues.
	5. Identify elected official and legislator support for interoperability initiatives.
	6. Other?
	7. Potential action: convene a subcommittee or group to work on a more formal statement of roles and responsibilities.
	8. Potential action: additional directives for SIEC Chair and Statewide Interoperability Coordinator (SWIC)
3. Discussion points at the August 21, 2014, meeting included:
	1. Local and county system owners are looking to the SIEC for guidance, not mandates, but sharing best practices
	2. The SIEC members should be active with the association they are representing. This includes personal contact with other association members and regular updates about interoperability issues.
	3. The challenge is ensuring the message is accurate – preparation of major points (actions and results) from each meeting would be very helpful in email form for forwarding. Member Stephanie Fritts apparently provides such updates to her association. SIEC staff will try to prepare such a list of major points after each meeting.
	4. It would be useful to develop a Legislative packet to discuss with members of the House and Senate.