



## MEETING MINUTES – TxRC Steering Committee

February 11, 2008, 9:30 a.m. – 3:00 p.m.

Waller Creek Center, 625 E. 10<sup>th</sup> Street, Room 104, Austin, TX

<b>Members Present:</b>		
Robert Adelman, Bexar Co.	Mike Hare, City of College Station	Carol Sutherland, Sheriff's Association of Texas
Forrest Anderson, MRGDC	Jim Harrison, Gov's Office	R.J. Thomas, CBCOG
Joe Brewer, TXDOT	Ted Heydinger, City of Austin	T.J. Tymrak, San Antonio FD
Chuck Brotherton, Travis Co.	Fred Keithley, NCTCOG	John Vasquez, Wichita Falls PD
John Chaney, Harris Co.	Don McFarland, AACOG	Barney Welch, PBRPC
Spade Condry, MRGDC	David Park, Montgomery Co.	Jeffrey Wendling, Kerrville PD
Manuel Cruz, LRGVDC	Tony Pena, Hidalgo Co.	Gary Wilks, Austin FD
William Davenport, San Antonio FD	Robert Pletcher, DPS	<b>Guests:</b>
David Dodson, Harris Co.	Marisa Quintanilla, RGCOG	Stephen Burnett, CBCOG
Gerard Eads, City of Arlington	Ed Schaefer, CAPCOG	D. Flores, City of Midland
Paul Gilbert, TXDOT	Saul Silva, LCRA	Louis Berry, CTCOG
Arletha Guerrero, City of Austin	Mike Simpson, City of Austin	Robin Wiatrek, CAPCOG
Bonnie Guinn, City of El Paso	Aaron Slaughter, City of Lockhart	Ginny Lewis, TARC
Jeff Haislet, E. Texas Med. Ctr.	Dennis Spangler, City of Austin	Mark Pemberton, HGAC

- Welcome:** Mike Simpson called the meeting to order at 9:35 and provided the following updates:
  - The SCIP along with the 10 Investment Justifications was submitted to the Feds in November and is under review. (Bob Pletcher commented he had heard the Texas SCIP was well received.)
  - Peter Collins will address a border communications subcommittee of the U.S. House Homeland Security Committee next week in Laredo, regarding the TxRC, the SCIP, and the border plan. Mike will be there to assist and support.
  - IJ peer reviews are expected to be finished and approved in April, at which time regions can begin drawing down their award amounts. (Reminder: The PSIC grant timeline calls for full drawdown by June 1, 2010.)
  - Robert Adelman asked what happens if regions have to modify their investment proposals. Mike responded that a) the SAA's approved equipment list will regulate what's purchased with PSIC funds, and b) grant oversight built into the IJ's (regional program manager, auditor, others appointed to oversee the PSIC grants) will help control the process.
- Grants Update:** Carol Sutherland provided an update on PSIC and other grants as well as IJ preparation. She also discussed the State Preparedness Report, required by DHS, which will determine how much future DHS grant funding comes to Texas. Carol noted that the state report, as well as COG IJ's for FY08 (and beyond) DHS funding must align with [federal preparedness guidelines](#). The report will be submitted by the SAA; Edwin Staples has tasked the TxRC with drafting the section on interoperable communication and delivering it to him by March 1st.

Carol asked if the Technology Working Group could assist by providing draft copy on our target initiatives as defined in the SCIP: Operability, interoperability, and expanding shared systems. Carol will polish their draft, with assistance from Mike Simpson and Chuck Brotherton, for submission to Edwin.

3. **TSICP:** Bob Pletcher, chair of the Texas Statewide Interoperability Executive Committee ([TSIEC](#)) and member of the APCO P25 Steering Committee, discussed the revised Texas Statewide Interoperable Channel Plan ([TSICP](#)) and recommended that everyone take time to carefully review it. Bob said that any jurisdiction that's already signed the DPS MOU does not need to sign it again under the revised plan.

Bob noted that ISSI (for inter-RF subsystem interface), the P25 Phase 2 set of standards for connecting disparate systems for interoperability, has not been fully approved by the P25 committee. Ultimately, P25 compliance will require availability of ISSI.

**Mike Simpson called for a motion to approve the revised TSICP. Motion was made by John Chaney, seconded by Fred Keithley, approved unanimously.**

4. **CASM:** Carol Sutherland noted that the CASM (Communication Assets Survey and Mapping -- information [here](#), log-in page [here](#)) database entries are supposed to be completed by December 2008 under the current SCIP schedule, and suggested we might want to push that deadline out a few months. Don McFarland suggested **December 2009** (1 additional year). There was unanimous agreement that this was acceptable.

Paul Gilbert noted that recent changes to the database make data entry somewhat difficult, particularly when frequencies are licensed at multiple sites.

T.J. Tymrak requested that John Chaney, the Texas CASM administrator, push out user-name and log-in information to all TxRC members. Mike Simpson volunteered T.J. for the group tasked with coming up with the plan.

Mike Simpson stated that we need a plan completed within 30 days for how the COG's will be educated on the CASM process, to include a) online tutorials and assistance, b) TARC training, and c) help pages on the TxRC web site. It was noted that the COG's will attend a Texas Preparedness workshop on March 27th in Round Rock, and that the CASM topic could be added to that agenda.

5. **SOP's:** Don McFarland, chair of the SOP's, Training, and Exercises working group, stated that they have a draft document based on the [SAFECOM writing guide for SOP's](#). The goal is to provide a template for each region to complete based on its capabilities. Don noted the success of this effort depends on regions accepting the template and the requirement, which may require signing an MOU. Ed Schaefer suggested the template might be included with each COG's Catastrophic Response Plan. It was also noted that compliance with SOP's should be implicit with acceptance of DHS grant funding, since this also requires compliance with the SCIP, of which the SOP requirement is a part.

Don stated he would send the final draft of his template to Mike Simpson within the week for distribution to the TxRC.

6. **SCIP Task List:** The revised spreadsheet is appended to these minutes.

The TxRC meeting schedule was discussed without resolution, though we did settle on a date for the **next meeting: Monday, April 14, 2008.**

7. **Charter and Governance:** Chuck Brotherton presented a revised draft of the charter, which has been scaled back from the previous draft to reflect the TxRC's advisory role. Chuck stated that, in light of the SCIP's Governance language in Section 4.1, which describes the TxRC as "a member of the Governor's First Responder Advisory Council," the TxRC does not require by-laws to conduct its business. Membership should likewise be somewhat informal though limited to the disciplines listed in the SCIP's Introduction at the top of page 2. While meetings should be open, we want to retain the ability to limit discussion to the agenda.

Fred Keithley offered that, while it is better to keep things simple, we may want to get legal advice to ensure we do not run afoul of open meetings law. Mike Simpson said he would seek counsel on this subject and report back at the April meeting.

Mike Simpson called for a motion to approve the Charter as drafted pending further revisions. Motion was made by Jeff Haislet, seconded by Fred Keithley, approved unanimously.

Chuck said he would post the [approved Charter](#) on the TxRC web site as soon as possible.

8. **Modifying the SCIP:** It was decided that, while simple copy edits will be listed on the SCIP's Record of Change sheet at the front of the document, substantive revisions to the plan would be made only once a year, following the annual strategic planning session. The funding plan would likewise be reviewed and revised annually.
9. **Meeting schedule:** This was discussed under Item 6 (above).
10. After closing comments from Mike Simpson, the meeting adjourned at 3:05 p.m.

**Texas SCIP Tasks List 2/11/08**

Person(s) Assigned To:	Due By	Task Description	SCIP Ver 1.1 Reference Pages
Insert in SOP - Don McFarland	N/A	Assist with the development of Regional Governance Agreements	43
Chuck - Link to SATx site; talk to Michael Ada about linking from TARC site.	N/A	Place funding sources on TxRC web site.	110
Edwin Staples - GDEM	3/1/08	Hire Texas Interoperability Coordinator.	33
Everyone	3/1/08	Goal 1 / Short-term Initiative #4: Schedule monthly meetings to educate key stakeholders on the critical need for interoperable communications and funding for same.	77, 104
Working Group	3/1/08	Finalize SCIP Governance Charter and Agreement	50
Don McFarland: Part of SOP's development. Certification testing not available yet. Need info from planning div. of GDEM.	6/1/08	Discuss plans for Communications Unit training, including Communications Coordinator, Communications Unit Leader, Communication Technician, Incident Communication Center Manager, Tactical/Incident dispatcher and Communications Specialist, with GDEM (by Mar. 2008 or when released by DHS.)	69, 105
Joe Peters	6/1/08	Short-term Initiatives #1 & #5: Draft state legislation that enforces timely and cost efficient execution of strategic plan initiatives which support state-wide communications interoperability.	103-104, 108
Carol Sutherland	4/1/08	Goal 5 / Short-term Initiative #1: Develop a Funding Plan.	78, 103, 108
Jeff Haislet, Jim Harrison, Joe Peters	6/1/08	Meet with State Legislature monthly to promote state legislation that enforces execution of SCIP strategic initiatives.	104, 108
Don McFarland: Included with regional SOP's (Section 10 in template).	5/1/08	Develop a plan (template) for regular and routine usage of local and regional public safety communications assets.	69, 71, 119
Mike Simpson	5/1/08	Facilitate 2nd Annual Focus Group Sessions.	109
Jeff Haislet, Jim Harrison, Joe Peters	6/1/08	Milestone: Identify and enlist the support of a legislative champion.	34
Incorporated in regional SOP's (Don McFarland, Mike Simpson)	6/1/08	Milestone / Short-term Initiative #6: Provide recommendations for training and exercise programs to GDEM.	31, 35, 38-39, 43, 67-69, 71, 78, 90, 104-105, 109
Don McFarland	6/1/08	Milestone / Short-term Initiative #8: Develop an integrated (state and local) Regional SOP template (following the SAFECOM Writing Guide for SOPs), and place on the TxRC website.	31,35, 38-39, 65, 71, 78, 105, 109
Bob Pletcher, Paul Gilbert	8/1/08	Milestone: Fully develop the border and coastline regional interoperability plans	35

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<b>Person(s) Assigned To:</b>	<b>Due By</b>	<b>Task Description</b>	<b>SCIP Ver 1.1 Reference Pages</b>
Mike Simpson	6/1/08	Facilitate (finalize date and agenda for) Annual Strategic Planning Session	109
Don McFarland, Michael Ada?	12/1/08	Date for all local, regional and state agencies to be participating in a regional SOP or other applicable document.	65, 67-69
John Chaney, Michael Ada	12/1/08	Short-term Initiative #9: Identify a CASM Liaison Agent; 12/1/08 target completion date for data entry of communications assets into CASM by Agencies. Grant Eligibility: 6. Applicants must have started entering current information on communications assets into CASM prior to acquisition of new equipment, and complete within six months.	58-59, 69, 103, 106
John Chaney	3/1/09	Milestone // Short-term Initiatives #3 & #7: Develop regional migration/design templates and make available on TxRC website; update quarterly.	34, 43, 59, 71, 73, 79, 104, 105, 109, 120
Carol Sutherland, Jeff Haislet	6/1/09	Milestone: Seek special funding to deploy 700 MHz channels in the urban areas.	35
Michael Ada	6/1/09	Milestone: Identify and prioritize funding for areas where mutual aid infrastructure is needed.	34
Jeff Haislet, Jim Harrison, Joe Peters	Jan. 2010	Short-term Initiatives #4 & #5: Target date to have State Legislation adopted which funds and ensures execution of SCIP strategic initiatives.	103-104, 108
John Chaney	Jan. 2010	Target date to complete Strategic Plan for Data Interoperability.	94
John Chaney, Jeff Haislet (CASM dependent)	Sept. 2010	Short-term Initiative #2: Identify communications operability gaps by Sept. 2010, and implement solutions by Jan. 2013.	103
Michael Ada, CASM	Dec. 2013	Short-term Initiative #8: Identify where new mutual aid channels are needed, fund and install infrastructure by Dec. 2013.	105-106
Technology WG	Sept. 2011	Long-term Initiative #1: Develop an implementation plan for statewide migration to ensure standards-based, shared systems operating with or within 700 MHz by Sept. 2011.	106
Technology WG	Jan. 2012	Long-term Initiative #3: Implement an IP Interface between regional systems and the statewide IP based system by Jan. 2012.	107
Training & Exercise WG	Jan. 2012	Long-term Initiative #4: Provide on-line training programs with testing and certifications by Jan. 2012.	107
Tie to regional SOP's in SCIP	Sept. 2014	Long-term Initiative #2: Provide monitoring and patching capabilities at all call centers by Sept. 2014.	106-107
	TBD	Further development of TxRC website regarding Educating Policy Makers & Practitioners.	49, 77, 101
	TBD	Schedule "inter-active discussions of Texas SCIP" at various conferences.	119-120
	TBD	Develop Outreach Program - Circulate the SCIP. (Next Steps - Taking the Plan to the Street)	119-120
	TBD	Develop a long-term strategy to matintain the Texas Interoperability effort. (Next Steps - Taking the Plan to the Street)	119-120
		<b>SCIP web-site reference document locations</b>	
		Texas Radio Communications Interoperability Plan	<a href="http://tsiec.region49.org">http://tsiec.region49.org</a>
		Texas Interoperable Channel Plan & MOU	<a href="http://tsiec.region49.org">http://tsiec.region49.org</a>
		Texas Regional Interoperability Plans	<a href="http://tsiec.region49.org">http://tsiec.region49.org</a>

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Person(s) Assigned To:	Due By	Task Description	SCIP Ver 1.1 Reference Pages
		CASM Help document developed by El Paso	<a href="http://txrc.region49.org">http://txrc.region49.org</a>
		Draft Governance Charter	<a href="http://txrc.region49.org">http://txrc.region49.org</a>