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GOVERNOR

State of Louisiana
Statewide Interoperability Executive Committee
<http://gohsep.la.gov/siec>

CHRIS GUILBEAUX
CHAIRMAN
SONYA WILEY-GREMILLION
VICE CHAIRMAN

MINUTES
July 22, 2015

The Statewide Interoperability Executive Committee (SIEC) met on Wednesday, July 22, 2015 at the Department of Public Safety Services, Management and Finance Building, Third Floor South Central Training Room, located at 7979 Independence Boulevard, Baton Rouge, LA 70806.

I. Call to Order

Chairman Chris Guilbeaux called the meeting to order at 1:30 p.m.

II. Roll Call

The SIEC roll call was conducted by Travis Johnson, and a quorum was established.

The following SIEC members were present or absent as noted:

Committee Members Present	Representing Agency
Chris Guilbeaux	Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
Sammy Williams, designee for Neal Underwood	Division of Administration
SFC Stephen Cockerham, designee for Major Alan Dunn	Louisiana National Guard
Randall Dunaway, designee for Chief Mike Knaps	Louisiana Association of Chiefs of Police
Chief Robert Benoit	Louisiana Fire Chiefs Association
Dick Gremillion	Regional Parish Homeland Security & Emergency Preparedness Directors Committee
LTC Adam White	Dept. of Public Safety & Corrections, Public Safety Services (DPS)
Bill Vincent	Association of Public Safety Communications Officials (APCO)
John Taylor	Louisiana Rural Ambulance Alliance
Aaron Miller	Region 1
Ralph Ladnier, designee for Billie Giroir	Region 2
Stacey Blanchard	Region 4
Lloyd Miller	Region 5
Sonya Wiley-Gremillion	Region 6
Wes Edge	Region 7

Sean Christian	Region 8
Chief Merrick Tassin	Region 9

Committee Members Absent	Representing Agency
Ricky Edwards	Louisiana Sheriffs Association
Eric Deroche	Region 3
Vacant	Governor's Office of Indian Affairs

III. Approval of Minutes

Sonya Wiley-Gremillion made a motion to approve the April 22, 2015 meeting minutes. Randall Dunaway seconded. The SIEC voted unanimously to approve the minutes of the January 28, 2015 meeting.

IV. Chairman's Report

- A. Chairman Guilbeaux introduced Sammy Williams, the new IT Deputy Director from OTS who oversees the Radio Communications Section that is responsible for the LWIN maintenance. Mr. Williams then briefly described his communications background and informed the committee he looked forward to working with them.
- B. Oberlin site in Allen Parish is complete and on the air.
- C. Enterprise Site in Catahoula Parish is in progress, Tower on site, stacking should begin next week. Should be on-air in approximately 30 days.
- D. Rapides Parish Site, the vendor has a lease agreement and is waiting on environmental studies to start construction. Site should be up in 60-90 days.
- E. Recent LWIN Interoperability talk group requests: Multi-Jurisdictional law enforcement support for the "Tickfaw 200", Breaux Bridge Crawfish Festival, Bayou Country Superfest, I-10 closure near LaPlace, multi-agency request from Plaquemine Parish and the Department of Wildlife and Fisheries, and Governor Jindal Troop B escort coordination.

V. Statewide System Maintenance

Terry Waggenpack with OTS Radio Communications provided the LWIN System Maintenance Report. A copy can be found on the LWIN website.

VI. Subcommittee Reports

- A. Budget and Finance Subcommittee (BFSC)

Christina Dayries advised the committee on behalf of BFSC Chairman Ricky Edwards that representatives from the state met with Motorola who presented the state with a system update option covering system software, STR repeater hardware and an incentive for related VPIOM console equipment requiring upgrades. Motorola has requested that the state sign a contract agreement to guarantee pricing and incentives. The state advised Motorola that after meeting with procurement and legal staff it was determined that the state cannot sign a contract agreement to commit \$15.8 million dollars without going through the required state contract/budgetary process. The state staff and the SIEC Technical Subcommittee who reviewed the proposal support the upgrade as discussed in previous SIEC meetings and will include the upgrade within GOHSEP's next budget request cycle and if approved, would be funded for the fiscal year 2016/2017 which begins July 1, 2016.

B. Policy and Planning Subcommittee (PPSC)

1. Policy 001

- a. Proposed Changes: policy number format to remove year prefix; change "REVISED" to "REVISED DATE"; change "Act 797" to "Louisiana Revised Statute , Title 29, §725.6"; chairman contact information update; change "with some broadband hot spots" to "capable of providing voice and data"; add appendix to show the 9 major metropolitan areas; remove "The state will provide secure high speed broadband data and imaging using selected device(s) in selected areas of the State of Louisiana."; change references to "DPS Radio Communications" to "OTS Radio Communications"
- b. Chief Merick Tassin made a motion to accept changes and to additionally change the contact email address to "SIEC@la.gov" and the web address to <http://gohsep.la.gov/SIEC>. Bill Vincent seconded the motion. The motion carried unanimously.

2. Policy 002

- a. Proposed Changes: policy number format to remove year prefix; change "AMENDED" to "REVISED DATE"; Removed capitalization from "Public Utility Companies"; changed "Project 25" to "P25"; changed "submitting a letter of application to the Chairman" to "submitting a letter of application to the SIEC Chairman"; change references to "DPS Radio Communications" to "OTS Radio Communications"
- b. In reference to the section "The SIEC requires all agencies to submit their Request for System Access to the Regional Interoperability Committee (RIC) for a letter of endorsement. In the absence of a RIC, the letter may be sent directly to the SIEC Chairman." Dick Gremillion inquired if that was still the procedure that was actually used. After discussion it was determined that

many regions did not have an active RIC and this was no longer handled at the regional level.

- c. Bill Vincent made a motion to accept the changes as presented, with the following addition. Change “The SIEC requires all agencies to submit their Request for System Access to the Regional Interoperability Committee (RIC) for a letter of endorsement. In the absence of a RIC, the letter may be sent directly to the SIEC Chairman.” to “The SIEC encourages all agencies to submit their Request for System Access to the Regional Interoperability Committee (RIC) for a letter of endorsement. In the absence of a RIC, the letter may be sent directly to the SIEC Chairman, who will notify the SIEC Regional Representatives.” Chief Merrick Tassin seconded the motion. The motion carried unanimously.
3. Policy 003
 - a. Proposed Changes: policy number format to remove year prefix; change “AMENDED” to “REVISED DATE”; Change “the Statewide Interoperability Executive Committee (SIEC) requires that all 700 MHz radio subscriber units operating under the Louisiana state license or licensed under the Region 18 Plan will have the following 800 MHz conventional channels and Louisiana Wireless Information Network (LWIN) talkgroups programmed:” to “the Statewide Interoperability Executive Committee (SIEC) requires that all Louisiana Wireless Information Network (LWIN) subscriber units operating under the Louisiana state license or licensed under the Region 18 Plan will have the following 800 MHz conventional channels and LWIN talkgroups programmed.”; change “these assignments will take precedence over other assignments for non-emergency events” to “these assignments will take precedence over other assignments for non-emergency events” (added hyphen).
 - b. Chief Merrick Tassin made a motion to accept the changes as presented. Randal Dunaway seconded the motion. The motion carried unanimously
 4. Policy 004
 - a. Proposed Changes: change “AMENDED” to “REVISED DATE”; Change “in order to improve the coverage area and in-building penetration of the LWIN beyond the Statewide Interoperability Executive Committee’s” to “in order to improve coverage area and in-building penetration LWIN beyond the Statewide Interoperability Executive Committee’s”; Remove quoted section of policy 001 (reference remains without quote); change “integrate planned or existing infrastructure into the LWIN:” to “integrate planned or existing infrastructure into LWIN:” (remove “the”); change “The Statewide Interoperability Executive Committee (SIEC) requires” to

“The SIEC requires”; change outdated contact information referring former chairman Brant Mitchell to “Current contact Information for the SIEC is provided on the LWIN website: <http://gohsep.la.gov/siec>; change “the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) Office of Interoperability will coordinate the development of all Intergovernmental Agreements” to “the Office of Technology Services (OTS) Radio Communications section will coordinate the development of all Intergovernmental Agreements”; change “Mitchell” to “Guilbeaux”; change “DPS” to “OTS”

- b. Bill Vincent made a motion to accept the changes as presented and to additionally retain GOHSEP and add OTS rather than replacing GOHSEP with OTS in the section dealing with MOUs and IAs. Chief Merrick Tassin seconded the motion. The motion carried unanimously

5. Policy 005

- a. Proposed Changes: policy number format to remove year prefix; change capitalization on “talkgroups”
- b. Bill Vincent made a motion to accept the changes as presented. Sonya Wiley-Gremillion seconded the motion. The motion carried unanimously

6. Policy 006

- a. Proposed Changes: remove the word “the” preceding “LWIN”; change “is the responsibility of the requesting member.” to “is the responsibility of the requesting member agency.”; remove improper capitalizations on the word “State”; change “Examples of patches that may need to be made are: Cross patch to legacy trunk system” to “Examples of patches that may need to be made are: “Cross patch to legacy municipal , parish, or regional trunked systems”; change “PBX” to “private branch exchange (PBX)”; add “Note: permanent patches are designed to link LWIN with other communications resources, not to patch LWIN talkgroups. If there is a need for agencies to share a talkgroup indefinitely a single talkgroup will be created or assigned.”; change “Agencies will notify the GOHSEP Communications Desk of any temporary patch enabled that remains in place for more than twelve hours.” to “Agencies will notify the Office of Technology Services (OTS) Radio Communications section of any temporary patch enabled that remains in place for more than twelve hours.”; replace contact information with link to contact page of LWIN website; change “Maintenance of the temporary patch and facilities is the responsibility of the member agency” to “Maintenance of the temporary patch and facilities is the responsibility of the member agency initiating the patch”; change “Maintenance of a permanent

Patch is the responsibility of the member agency.” to “Maintenance of a permanent patch is the responsibility of the member agency initiating the patch.”; change “the event of an emergency, as determined by ESF-2 or the GOHSEP Office of Interoperability, the patch radio/s may be immediately disabled.” to “the event of an emergency, as determined by ESF-2 or the OTS Radio Communications, the patch radio/s may be immediately disabled.”; change “Attention: Brant Mitchell” to “Attention: Deputy Director of Interoperability”

- b. Wes Edge made a motion to accept the changes as presented. Aaron Miller seconded the motion. The motion carried unanimously.

7. Policy 007

- a. Proposed Changes: change “ESF-2 will work through the State Emergency Operations Center Communications Desk, serving as the LWIN Network Control Center (NCC)” to “ESF-2 will work through the Office of Technology Services (OTS) Radio Communications Section, serving as the LWIN Network Control Center (NCC)”
- b. Randall Dunaway made a motion to accept the changes as presented. Wes Edge seconded the motion. The motion carried unanimously

8. Policy 008

- a. Proposed Changes: replace references to “DPS Radio Communications” with “OTS Radio Communications”
- b. Bill Vincent made a motion to accept the changes as presented. Sonya Wiley-Gremillion seconded the motion. The motion carried unanimously

9. Policy 009

- a. Proposed Changes: replace references to “DPS Radio Communications” with “OTS Radio Communications”
- b. Aaron Miller made a motion to accept the changes as presented. Stacey Blanchard seconded the motion. The motion carried unanimously.

C. Technical Subcommittee (TSC)

Julio Peck reported on behalf of TSC Chairman Eric Deroche. Mr. Peck advised the committee that the TSC is in the process of securing a location and frequencies for the proposed Denham Springs site. Denham Springs is experiencing some critical in-building coverage issues.

D. Broadband Subcommittee (BSC)

BSC Chairman LTC Adam provided the following report.

A Broadband Sub Committee meeting was held July 1, 2015 and those who were present were updated on all these federal FirstNet and Louisiana FirstNet activities

Since the last meeting Louisiana FirstNet staff presented outreach presentations at 35 meetings to a total of 608 people, including the Initial Consultation meeting with federal FirstNet on May 13, 2015 in Baton Rouge with 93 people in attendance. A second round of consultation with federal FirstNet will occur next year. Whether regionally, jointly, or individually, they have presented or have scheduled Outreach Presentations in all but 11 parishes in the state.

The staff continues to provide updates through a variety of sources including the Louisiana FirstNet website with a dynamic news feed, a monthly newsletter sent on the 1st of the month, and a twitter account, "@LAFirstNet".

Data Collection activities were kicked off and are due to federal FirstNet by September 30 initially. After that date all states will continue to collect and inform the process through planning (into 2017-18). LA FirstNet is using an online survey tool developed by the Dept. of Homeland Security, Office of Emergency Communications to collect data. 41 agencies have completed the survey as of July 13, 2015

Two Broadband Working Group meetings have been held: June 23 and July 14, focusing on technical data collection efforts. Next meeting is scheduled for August 11, 2015.

SLIGP Program Manager Allison McLeary also updated the committee on the federal Request For Proposal (RFP) FirstNet will be issuing by the end of the year and provided the committee with a copy of a proposed comment that will be submitted to the RFP on behalf of the state.

VII. Old Business

Lloyd Miller updated the committee on the status of the issues at the Sulphur tower location brought up at the previous meeting. Julio peck and several other members of the OTS Radio Communications staff went to Sulphur and met with the fire and police departments where they conducted coverage tests. The LWIN site was found to be functioning correctly but several subscriber unit programming and antenna issues were uncovered. These issues are now being addressed. Sgt. AJ Powell

with the Sulphur Police Department indicated they were satisfied with the progress.

VIII. New Business

Lloyd Miller informed the committee that the FCC Region 18 700MHz planning committee met last week. There will be some changes to the Region 18 plan submitted to the FCC. There were also elections held, Michael Mussleman will be the new Chairman, Anthony Summers will be the new Vice-Chairman. An updated copy of the Region 18 Plan will be placed on the GOHSEP website as soon as it is approved.

IX. Public Comments

There were no public comments.

X. Adjournment

Chairman Chris Guilbeaux recommended that next regular meeting date be held on Wednesday, October 28, 2015. All members concurred.

Ralph Ladnier made a motion to adjourn. Wes Edge seconded the motion. The SIEC voted unanimously to adjourn.