



SAFECOM Meeting Summary
April 27-28, 2016
Crowne Plaza, Jacksonville, Florida

Meeting Highlights

- ▶ SAFECOM members heard from the Department of Homeland Security’s (DHS) Office of Emergency Communications (OEC) Director and the DHS National Protection and Programs Directorate (NPPD) Under Secretary on the NPPD transition and ways to strengthen collaborative efforts between SAFECOM and DHS
- ▶ Presented retired member, Harlin McEwen, with the *Marilyn J. Praisner SAFECOM Leadership Award*, on behalf of the SAFECOM membership
- ▶ SAFECOM members provided feedback on a variety of programs and tools, including the Incident Management Information Sharing Capability Maturity Model (IMIS-CMM) and OEC’s Urban Area Initiative assessment
- ▶ SAFECOM members agreed that the Joint Technology Policy Committee will explore how SAFECOM can best contribute to the Identity, Credentialing, and Access Management (ICAM) effort
- ▶ SAFECOM members met with their committees and working groups to review and validate 2016 work products and continue product development

Welcome and New Member Introductions

Mark Grubb and Doug Aiken, SAFECOM Vice Chairs, welcomed participants and introduced new SAFECOM members (Table 1) who have joined SAFECOM since the November 2015 in-person meeting in Norman, Oklahoma.

Table 1. New SAFECOM Members

Name	Affiliation
Dennis Dyer	National Council of American Indians
Sherrill Roberts	National Governors Association
Steve Smith	Major Cities Chiefs Association

Introductory Remarks

Ron Hewitt, OEC Director, welcomed members and thanked them for their attendance. Ron acknowledged former SAFECOM Chair, Steve Proctor, and wished him the very best. He also remarked that the *Governance Guide for State, Local, Tribal, and Territorial Emergency Communications Officials* ([Governance Guide](#)) is likely to be the most monumental product to come from SAFECOM last year. Ron stated that the Land Mobile Radio (LMR) [Trio](#) was completed this past year and acknowledged the importance of continuing to invest in LMR until Next Generation technology is available. Despite improvements to interoperability, much work remains, especially as the emergency communications landscape continues to integrate new technologies.

Ron introduced Suzanne Spaulding, Under Secretary for the DHS National Protection and Programs Directorate (NPPD), to provide introductory remarks. She thanked the members of SAFECOM for the opportunity to speak, and acknowledged SAFECOM’s contributions to the public safety community over the years. Changes regarding the NPPD reorganization, she noted, are meant to bring unity to the organization; however, there are no plans to change the name of OEC. NPPD is seeking to leverage the private sector along with state and local governments to make the best use of resources, and to identify how NPPD can leverage conferences like that of the SAFECOM program. She emphasized that OEC’s relocation under the National Preparedness sector was meant to strengthen the office, but understands SAFECOM’s concerns. She commented that she did not think OEC should fall under cybersecurity, and acknowledged that some feel OEC should be its own component.

Following her remarks, multiple SAFECOM members asked questions regarding the need for open communications and sustained funding. Terry Hall, National Association of Counties (NACo), thanked the Under Secretary for addressing the letter, and emphasized the benefit of open communications between SAFECOM and NPPD. He also raised the issue of funding for OEC and asked what SAFECOM could do to help sustain funding and regain lost funding. Jim Goldstein, International Association of Fire Chiefs (IAFC), expressed concern about the lack of a transparent budget line item for OEC. The Under Secretary noted that OEC's budget will still be transparent, with a line item for OEC; however, Congress is ultimately in charge. She pledged to have staff distribute budget information to SAFECOM when it is available. The Under Secretary acknowledged that if there is more to be done to ensure there is open communications, and she encouraged SAFECOM members to call her directly with any questions.

Marilyn J. Praisner SAFECOM Leadership Award: Presentation to Chief Harlin McEwen

Marilyn Praisner served as SAFECOM's first chair until her sudden death in 2008. She was respected for her business-like approach to the conduct of projects and product development for the benefit of the national public safety communications community. Known for her outstanding leadership on local as well as state issues, the SAFECOM Governance Committee developed the *Marilyn J. Praisner SAFECOM Leadership Award* to recognize SAFECOM members who have significantly and consistently contributed to the effectiveness of SAFECOM in its mission to guide DHS in the improvement of public safety communications, and to provide the national public safety community with high quality products to guide its members in the development, coordination, and improvement of their own public safety communications systems.



Presentation of the Marilyn J. Praisner SAFECOM Leadership Award to Chief Harlin McEwen; Shown with SAFECOM Vice Chairs Doug Aiken (left) and Mark Grubb (right).

Together, SAFECOM's Vice Chairs, Doug Aiken and Mark Grubb, along with Chris Essid, OEC Deputy Director, congratulated Chief Harlin McEwen as the inaugural recipient of the *Marilyn J. Praisner SAFECOM Leadership Award*. Chris acknowledged that Chief McEwen continues to be one of the driving forces in the public safety community, as well an integral part of OEC's partnership with the law enforcement community and SAFECOM SAFECOM. He also an essential part of the First Responder Network Authority's (FirstNet) Public Safety Advisory Committee (PSAC), advises FirstNet on how best to deploy and operate the Nationwide Public Safety Broadband Network (NPSBN). On behalf of DHS, Chris thanked Chief McEwen for his active leadership and contributions that have made a significant impact to improve emergency communications nationwide.

Chief McEwen stated he was proud to say he knew Ms. Praisner, and remembered her fondly. In establishing SAFECOM, the Chief acknowledged that for SAFECOM to be recognized properly, the membership had to adequately represent the public safety community, and those serving on this body needed to represent the millions of people in the community. Secondly, he acknowledged that the choice of Marilyn Praisner as the first chair of SAFECOM was a conscious decision. SAFECOM was intended to represent not only the public safety disciplines – fire, police, emergency medical services (EMS), etc. – but also state and local elected officials – governors, mayors, the League of Cities, the National Association of Counties, for example. Chief McEwen stated the program would not be successful unless the public safety community and state and local elected officials came together in partnership to

support and fund SAFECOM. Chief McEwen thanked SAFECOM and stated he was proud to be the recipient of this award and acknowledged that it was given on behalf of the entire SAFECOM membership.

OEC Urban Area Security Initiative and Technical Assistance Update

Chris Essid and Dick Tenney, OEC, provided an update to both programs on OEC's UASI assessment, which is meant to observe and assess response-level communications in major urban areas. This initiative will be similar to DHS' assessment of UASIs in 2010 for NECP Goal 1^[1]. In 2010, OEC focused primarily on LMR, and the 2016 effort will look at the entire emergency communications ecosystem. OEC hopes to launch several pilots in summer of 2016 and will work with NCSWIC and SAFECOM members as well as the OEC Coordinators to identify potential focus areas. After the pilots, OEC expects to provide support to urban areas nationwide, where requested.

In 2010, OEC worked with the nation's 60 UASIs to conduct assessments of their capabilities as they aligned to the lanes of the SAFECOM Interoperability Continuum (Governance, Standard Operating Procedures (SOP), Technology, Training & Exercises, and Usage). For the 2016 update, Goal 1 will include various aspects of the emergency communications ecosystem, such as LMR, broadband, Priority Services (Government Emergency Telecommunications Service [GETS], Wireless Priority Service [WPS]), and social media.

Dick facilitated a breakout session to obtain feedback and input on the approach used to assess capabilities and performance factors. Members were given a list of proposed 2016 UASI Assessment Elements and were asked to review each element for its level of importance.

SAFECOM members responded that the initiative should:

- Analyze regional events in addition to large cities;
- Conduct early outreach to obtain volunteer support, and clarify what the value is for volunteers participating;
- Utilize the evaluations to support grant applications; and
- Utilize After Action Reports (AAR) to identify equipment that worked successfully and identify shortfalls to prove grants are used effectively.

NCSWIC, also receiving the same update, recommended the assessment should identify how urban areas are engaging with commercial industry as well as the difference between population-based urban areas and threat-based urban areas. Help is also needed to educate decision-makers on what should drive the assessment elements. Some regions commented that there is no incentive to collaborate with urban areas that are no longer funded. Other regions commented that assessment elements should be added including to:

- Identify if a comprehensive After Action Report (AAR) was used/published;
- Identify if a COML was embedded with the incident management team;
- Identify if a communications plan was mapped to the SCIP and is in alignment with the catastrophic plan for the area;
- Address social media elements and the importance of public alerts and warning to pre-empt social media inaccuracies;
- Address non-urban area/former UASIs and their ability to participate as peers;
- Identify how OEC will use the data and how the data will benefit states; and
- Include SWICs and OEC Coordinators in the urban area evaluation.

Moving forward, this effort will be known as the Interoperable Communications Capabilities Analysis Program (ICCAP).

^[1] From the [2010 NECP](#): By 2010, 90 percent of all high-risk urban areas designated within the UASI are able to demonstrate response-level emergency communications within one hour for routine events involving multiple jurisdictions and agencies.

IMIS-CMM Discussion

The DHS Science and Technology (S&T) Directorate, First Responders Group (FRG), facilitated a panel discussion with Kevin McGinnis, Chris Lombard, Charlie Sasser, and Eddie Reyes to discuss the uses and benefits of the IMIS-CMM tool for the public safety community. The purpose of information sharing is to provide the ability to collaborate and have secure access to accurate information in a standard format. The methodology includes speaking with targeted practitioners, stakeholder groups, and going out into pilot communities to see if the tool is useful.

DHS S&T is currently working with several SAFECOM members to test the tool. Kevin McGinnis, the National Association of State EMS Officials (NASEMSO), spoke to the importance of information sharing, especially pertaining to coordination across governments and disciplines. The IMIS-CMM tool provides an opportunity for self-assessment, shows an agency how well they share information, and provides suggestions for improvement. Kevin spent time using the tool within his association. The internal review process prompted conversations surrounding information sharing, which Kevin and his association found extremely useful.

Both Chris Lombard, Interagency Board, and Charlie Sasser, National Association of State Technology Directors (NASTD), agreed the tool is beneficial. Chris noted the tool allows agencies to establish an information sharing baseline, identify gaps, and establish goals and the means to achieve them. His agency likes the tool, and is in the process of determining how to translate the information it learned from using the tool into actionable items. Charlie discussed how he is consistently required to request data from colleagues and other agencies, stating that the tool allows agencies to create an action plan for what it needs and can afford.

Eddie Reyes, International Association of Chiefs of Police (IACP), noted that the current tool has not been successful in the law enforcement environment. The types of incidents law enforcement personnel deal with on a daily basis are sensitive and cannot be shared with the community; however, social media has made it almost impossible to keep information confidential. He added that law enforcement should not learn of incidents through social media. Eddie's vision for the project is to develop a tool that improves information sharing across different disciplines and with all first responders and the community.

Following the panel presentation, members were split into four groups by committee—Governance, Education and Outreach, Funding and Sustainment, and Technology Policy—to provide feedback on the IMIS-CMM. Each group was given a set of questions to answer based on their category.

Governance:

- Questioned how far the tool should go and how the word “entity” should be defined
- Discussed privacy and ownership of data since, at the local level, information cannot be classified, and questioned how and when localities should share information
- Supported the idea of the tool for planning purposes and requesting grant funding

Education and Outreach:

- Felt smaller communities may not have the resources to accurately answer many of the questions asked on the tool
- Viewed the tool as creating a false sense of security for smaller jurisdictions that cannot accurately report data

Funding and Sustainment:

- Raised logistical concerns related to personnel and resources required to utilize the tool

Technology Policy:

- Felt the questions need to be asked at a high level in regards to the technology piece
- Was concerned about who would populate the report within different agencies

- Noted the number of tools that already exist to populate similar information and felt the tool is redundant
- Felt personnel are already overwhelmed, and that another reporting system would hinder operations
- Felt that the agencies who respond likely have stability with personnel and resources, and therefore, available data is not generalizable because it lacks perspectives from less stable agencies.

All four groups agreed that to receive responses from agencies, the tool needs to be tied to grant funding.

ICAM Discussion

Panelists Gabriel Martinez, Steven McKinnon, and Harlin McEwen spoke to SAFECOM about the importance of ICAM and provided updates about the ICAM leadership working group and the ICAM Summit. President Obama started the information sharing initiative so that communities have data sharing capabilities for their public safety personnel.

Gabriel Martinez, OEC, provided an overview of the Public Safety Communications ICAM Working Group. The Working Group supports the Information Sharing Council in fulfilling its duties pertaining to the interchange of terrorism information between agencies and appropriate authorities of state, local, and tribal governments, with a focus on the public safety community. They also address policy, governance, standards, technology, and acquisition guidance on ICAM capabilities. Lastly, they promote and advance the responsible sharing of timely, accurate, and comprehensive ICAM information for the Office of the Director of National Intelligence (ODNI) Information Sharing Environment's (ISE) partner agencies and stakeholders across the full spectrum and scope of their respective missions, under their own authorities, to achieve mission effectiveness.

Along with several other departments involved in this initiative, the Working Group is looking to engage with SAFECOM on the ICAM ecosystem. Gabriel stressed the importance of looking at ICAM with a business measurement to ensure the technology is funded and maintained. Harlin McEwen, PSAC Chair, shared that in October 2014, the project manager for the ISE decided to fund a national strategy summit on ICAM. His goal was to bring together the different federal ICAM projects to learn about other initiatives and to discuss identity management at the state and local level. One of the outcomes of the summit was the development of processes and suggestions for ICAM and the formation of the federal working group. Harlin shared the state and local perspective with the Working Group. Following the ICAM National Strategy Summit, the DHS S&T Directorate suggested SAFECOM and the NCSWIC's participation on the Working Group would be beneficial to provide a state and local perspective, specifically referring to participation from the Joint Technology Policy Committee. The Working Group is reviewing FirstNet efforts to develop a nationwide consensus on identity management sharing, but they need to incorporate SAFECOM's perspective and knowledge. At the next Working Group meeting, members will review studies to develop recommendations for ICAM implementation and how to structure an ICAM strategy and plan. Steve emphasized it is of great importance that SAFECOM and NCSWIC be involved to share the state and local perspective.

Steve McKinnon, Federal Communications Commission (FCC), shared that the FCC is intently focusing on cyber security and user reliability. ICAM is important to the public safety community and their reliability and availability is at the core of the Working Group's mission. The FCC is focused on the security of 9-1-1 calls and data streaming from both ends of the communications lines, making sure technology does not clash with the user. The FCC Task Force on Optimal Public Safety Answering Point (PSAP) Architecture (Task Force or TFOPA) has also been directed to study and develop a report on structure and architecture to understand if additional consolidation of PSAP infrastructure and architecture improvements would promote greater efficiency of operations, safety of life, and cost containment, while retaining needed integration with local first responder dispatch and support. The FCC is currently developing a report that will mainly feature the ICAM initiative.

Doug Aiken, SAFECOM Vice Chair, supported the Joint Technology Policy Committee's involvement in the Working Group. Jay Kopstein, Public Safety At-Large, asked how the Joint Technology Policy Committee will be funded and staffed to take on the extra responsibilities. Ron Hewitt explained that although additional funding would not be available to assist the Committee with taking on the effort, OEC would be able to offer existing assets to

explore beginning stages of the ICAM initiative, leveraging federal partners and the Emergency Communications Preparedness Center to gather information and best practices.

SAFECOM members discussed supporting the Committee's involvement with the ICAM working group, agreeing that the Committee can contribute expertise on how to use, access, and manage ICAM, but that they should shy away from conversations involving ICAM structure and the technology aspects, since they do not have the necessary expertise. There were some hesitations about staffing, funding, and the scope of the project, and the group decided that the SAFECOM Executive Committee (EC) should formally vote to ultimately decide the Committee's involvement.

Differentiating Between SAFECOM and the FirstNet PSAC

Kevin McGinnis, SAFECOM and FirstNet Board member, served as moderator for a panel discussion on the importance of SAFECOM and the PSAC, and their roles within emergency communications. Panelists included Harlin McEwen, PSAC Chair; Jim Goldstein, SAFECOM member; and Darryl Ackley, SAFECOM and PSAC member.

Jim noted that SAFECOM was established following the events of September 11, 2001, as part of the Presidential E-Government Initiative to improve public safety interoperability following break downs in communications during past catastrophes. He also commented that SAFECOM, FirstNet, and PSAC have all been given Congressional and administrative mandates to operate. Harlin added that based on the statutory requirement for FirstNet to establish and maintain an advisory committee, they looked at the SAFECOM EC as a model to establish the PSAC. PSAC formed a five-member EC to represent each of the five major public safety disciplines: law enforcement, EMS, fire, the state perspective through the National Governors Association, and the local perspective through the National Conference of Mayors. Darryl noted that he participates on PSAC from the perspective of the state Chief Information Officers (CIO), through his membership on the National Association of State Chief Information Officers. In this role, he helps to ensure a coherent dialogue between the Governors' Offices and the public safety community. Many of SAFECOM associations are also represented on the PSAC. With a total of 42 members, the PSAC's sole focus is on the NPSBN and broadband; whereas SAFECOM's mission is much broader and addresses issues from all aspects of the public safety community.

The PSAC established two working groups: the Tribal Working Group (Dennis Dyer, Chair), and the Early Builders Working Group (Todd Early, Chair; Darryl Ackley, Vice Chair). Additional focus areas for the PSAC, based on recommendations from the public safety community, include:

- User equipment evolving under FirstNet, including "bring your own device" and buying and leasing FirstNet-approved device scenarios
- Developing a Public Safety Grade (PSG) standard focused on tower sites (transmitter/receiver sites) for guidelines with PSG or higher level of redundancy/reliability that the community can put into Requests for Proposals (RFP) for LMR or broadband when installing tower sites
- Quality of Service and pre-emption

Kevin asked the panelists if SAFECOM should relegate the broadband topic solely to FirstNet and the PSAC. Harlin responded that SAFECOM should continue to look at all forms of communications, noting that SAFECOM is the only body looking at the entire ecosystem, to include the overlap between broadband and LMR. Darryl agreed that the community will continue to see convergence on the issues and noted that the governance and best practices promoted by SAFECOM will be useful to PSAC's initiatives. Jim added that it is critical to identify what can be funded and sustained.

Chris Essid brought up the issue of state leadership eliminating the funding for LMR sustainment in favor of FirstNet. He acknowledged that they think they are eliminating duplication and emphasized the need to explain why LMR needs to continue to be sustained. In the same vein of needing to eliminate duplication, SAFECOM and the PSAC need to clearly explain why both organizations are needed, and the importance of having both programs.

Bill Bamattre, Metropolitan Fire Chiefs Association (Metro Chiefs), noted the need to develop strategies for differentiating between the membership (i.e., why the same person serves on both organizations yet has to go to two different meetings). Harlin emphasized that these are two different organizations with two different missions, and both are established by law.

NGA Emergency Communications Policy Academy

The NGA Policy Academy on Enhancing Emergency Communications Interoperability session provided updates on current coordination efforts between NGA and OEC to develop best practices and tools on governance for the new emergency communications landscape. Michael Obrock, OEC, began the session by speaking to the importance of elevating the role of the SWIC within the Governor's Office, noting significant changes within the public safety communications interoperability environment since the last NGA Policy Academy took place in 2007.

Timothy Blute, NGA, stated that NGA typically receives applications from eight or nine states; however, this year, the NGA received 12 applications for this particular Policy Academy. The increase in applications speaks to the importance of this topic. Timothy noted each of five states that were selected – Alaska, Hawaii, Illinois, Utah, and West Virginia.

The Policy Academy will remind Governors of the critical role SWICs plays in day-to-day operations and emergency response as technology progresses. The Policy Academy aims to reinvigorate state governance structures, advance the role of the SWIC, strengthen strategic planning, and encourage personnel to coordinate on these topics. The Policy Academy aims to benefit all states, highlighting public safety issues and recommendations for the Governor's Office.

In a kick-off, the five selected states will convene in Idaho on May 16-17, 2016, to discuss desired outcomes and possible challenges. Additional follow-up meetings, designed based on the initial meeting in May, will be held in each state to provide an opportunity to get all essential personnel in one room at the same time. This will result in quite a few agencies making up each of the state teams. Networking within and amongst states will make up a large part of the Policy Academy. States will be presented with best practices and success stories to help each choose best practices for their state. Each state will have one final meeting to discuss challenges, successes, and best practices. At the conclusion of the policy academies, states will have developed a series of recommendations on governance for implementation in their state.

SAFECOM Implementation of the Governance Guide

Kenzie Capece, OEC, moderated a panel discussion on SAFECOM's use of the *Governance Guide* at the state and local level in conjunction with the *SAFECOM Engagement Guide*, currently under development by the SAFECOM Education and Outreach Committee. Mark Grubb, SAFECOM Vice Chair and Delaware SWIC, and Michael Murphy, Public Safety At-Large (Baker, Louisiana Police Department), provided perspectives from their respective states as to what SAFECOM members could do at the statewide governance level (e.g., Statewide Interoperability Executive Council [SIEC]/Statewide Interoperability Governing Body [SIGB]) in terms of implementation.

Mark briefed members on Delaware's SIEC, established by Executive Order (EO). He noted the work that took place to foster inclusion on the SIEC. Mark acknowledged that Delaware's type of governance works well in small states where the geography is small and it is easier to know everyone, but recognized that this structure does not work in all states, especially larger ones. The EO grants member agencies the autonomy to appoint a representative that best represents public safety interoperability issues for that agency. There are two working groups under the SIEC to address technical and operations issues as well as training and exercises. Delaware's SWIC serves on the SIEC, in addition to being the State Point of Contact (SPOC) to FirstNet, and serving on the 9-1-1 Board. Mark emphasized the need to keep lines of communication open to foster collaboration. The approach Delaware takes is one of a "customer service" attitude when it comes to needing to keep first responders and public safety operational. He also commented that the tools provided to customers include radio (LMR) and data (broadband) and will converge at some point, but until then, government needs to support both.

Michael stated that Louisiana utilized the original *Governance Guide*, adding that the updated version is very effective. The Louisiana SIEC was also established through EO, but is state-heavy with very little local representation. The SIEC structure was overhauled in 2008 to adjust the membership and committee structure, and include more local representation through parish and regional interoperability committees. The state has since built out a statewide radio system with about 90 percent participation. The SIEC has also created a governance memorandum of understanding (MOU) between neighboring states, which worked well during the Deep Horizon Oil Spill, as well as when leveraging federal assets on the statewide system. Louisiana also leveraged the SCIP planning process to engage SAFECOM members and distribute SAFECOM products.

SAFECOM Member Roles and Responsibilities

The Education and Outreach Committee spent the last year developing the SAFECOM Roles & Responsibilities document, with the intent to educate new members and remind veteran members of their role and responsibilities as a SAFECOM member. The document covers general member roles and responsibilities. The subsections for each section delve further into the expectations, accountability, and efforts. As suggested, the Committee plans to develop a subsection for the SAFECOM EC. Paul Patrick, NASEMSO and the champion of this effort, suggested including the document in the SAFECOM welcome packet for new members to review and ask any questions they may have for SAFECOM's leadership.

Ken Bradley, OEC, introduced new components of the SAFECOM website and shared a series of statistics that shows the presence the website has in the online emergency communications community and in social media (see text box).

One component to the website is the SAFECOM–NCSWIC blog, designed to share information with the emergency communications community and to create a professional reputation for SAFECOM's online presence. Ken explained that blog posts will be used to notify the public about finalized product, once they become available. Chris Lombard, Education and Outreach Chair, tasked members with reaching out to their associations to request that they add a link to the SAFECOM website on their association site to increase traffic and awareness for [SAFECOM's website](#).

SAFECOM Committee Breakouts and Updates

On Wednesday, April 27, SAFECOM members met with their committees and working groups to validate 2016 work products and develop a variety of work products.

SAFECOM Website Statistics

- ▶ 23,000 visitors and over 45,000 pages viewed since 2015
- ▶ Highest website traffic is from Washington DC, New York, and California
- ▶ Most viewed pages:
 - SAFECOM Homepage
 - SAFECOM–NCSWIC Blog
 - Fiscal Year (FY) 2016 SAFECOM Guidance
 - “About SAFECOM”
- ▶ The SAFECOM website has been referenced in social media conversations over 3,000 times in 2016
- ▶ Visitors from other countries included: China, India, Spain, Sweden, and the United Kingdom

Governance

The Governance Committee reviewed ongoing SAFECOM membership updates; reviewed the status of ongoing products and initiatives; reviewed and discussed the outcomes of the SAFECOM EC governance restructure effort; and conducted a working session to update the SAFECOM Membership Eligibility Form. Based on recommendations made by the Governance Committee, the EC voted to approve the two new SAFECOM Public Safety At-Large members. The Committee will continue to identify new associations/at-large members for SAFECOM membership. The EC approved the *Strategic Priorities Summary of Accomplishments* factsheet in March 2016 and the document is now available on the [SAFECOM website](#). The Committee continues to develop the *2015 SAFECOM Annual Report*, *2016 SAFECOM Strategic Plan*, present nominations for the *Marilyn J. Praisner SAFECOM Leadership Award*, and conduct the Sample MOU/SOP effort. New products on the horizon for the Committee's consideration include an update to the SAFECOM Membership Eligibility Form, and development of a Membership Demographics Factsheet, as well as an Intellectual Capital Assessment for SAFECOM's Membership.

The SAFECOM EC Governance Restructure effort continues. Paul Patrick, NASEMSO, will remain working group lead with the help of several EC members. The working group is charged with completing revisions and delivering to the EC for consideration by September 2016. Members discussed updates to the SAFECOM Membership Eligibility Form. Ralph Barnett, III, OEC, noted that this language was previously approved by DHS attorneys for Federal Advisory Committee Act (FACA) exemption purposes, but members expressed concern that they do not have the authority to commit to these options. After some discussion, members requested changing the language "I hereby certify..." to "The following category most closely aligns to..." Ralph agreed to take this consideration back to DHS attorneys for approval. Members also discussed what would encompass a Membership Demographics Factsheet and how it differs from the Intellectual Capital Assessment for SAFECOM's Membership. The Factsheet would consist of a matrix of the SAFECOM memberships' geographic and demographic information. The Intellectual Capital Assessment would contain a snapshot of SAFECOM's cumulative years of experience and background of its membership. Members discussed having an annual survey to identify members' primary disciplines and their years of service in that discipline, as well as any national / state / regional / local organizations members may be participating on in addition to SAFECOM. Don Bowers will work to determine the scope of this effort and consult with the Education and Outreach Committee to eliminate any potential duplication of efforts.

Education and Outreach

Chris Lombard, Education and Outreach Committee Chair, led the meeting in which the Committee reviewed completed products and discussed product development. He commended the Committee for its efforts completing the *SAFECOM Fact Sheet* and the *SAFECOM Roles and Responsibilities* document. The Committee also brainstormed how to implement the *SAFECOM Roles and Responsibilities* document, suggesting it be included in the SAFECOM welcome packet for new members. Members felt this provided an opportunity for all SAFECOM members to review and understand what is expected of them. The Committee also thought SAFECOM members should be held accountable for their roles, responsibilities, and involvement, and will begin exploring alternative tracking methods

Michael Murphy, Public Safety At-Large and champion of the *SAFECOM Outreach Plan*, introduced the Plan to the Committee. The purpose of the product is to define how SAFECOM should plan for outreach engagements. A major component of the Plan addresses conference attendance and different strategies for engagement based on the conference and conference location. The Committee decided the *SAFECOM Outreach Plan* was ready for review by SAFECOM's membership and a copy of the draft will be made available for review and feedback. The Committee discussed how members can influence outreach individually. The SAFECOM website currently provides website links to all SAFECOM association members and requested that associations provide the SAFECOM website link on their websites.

Committee members also received an update on the SAFECOM website. Members learned about some of the different components of the website including the importance of the blog. Concerns and recommendations for the website were

also voiced and recorded and the Committee will begin exploring different facets and layouts for the SAFECOM website.

Joint Funding and Sustainment

Ken Bradley, OEC, SAFECOM Committee Chair Tom Roche, and NCSWIC Committee Co-Chair Victoria Garcia led discussions with members during the Joint Funding and Sustainment Committee meeting.

Matt Leveque, Alaska SWIC, kicked off the meeting with an overview of the reasons behind the production of Alaska's LMR video. Earlier in the year, Committee members viewed Alaska's LMR video and requested a presentation on the video's development. Matt noted that an outside organization had been pushing Alaska to drop its LMR system, creating confusion amongst Alaska's leadership and elected officials. The vendor responsible for maintaining Alaska's LMR system funded and developed the informational video to help inform Alaskan officials on the importance of sustaining LMR. Ultimately, the video had little impact on decision making. Matt believes part of the problem is clearly conveying the difference between LMR and Long-Term Evolution to elected officials. Matt said his team is still trying to find a better way to message the importance of LMR. Robert Schwent, Washington SWIC, added that his state also produced a similar video with the help of a nearby university. Victoria noted the key to addressing leaders and elected officials is to remember your audience. Even if you have the best speech, it will mean nothing if you do not reach your audience.

Committee members also reviewed of a variety of products, including the LMR Brochure, LMR Presentation, LMR Action Memo, and the Project 25 Waiver Letter. Committee members provided updates to the documents, which will be incorporated following the meeting. Once the Committee approves final versions, each document will be sent to the SAFECOM and NCSWIC Executive Committees for approval and publication.

Joint Technology Policy

The Joint Technology Policy Committee received updates on the T-Band topic, discussed ICAM, received an overview of the TFOPA Report, heard an update on the LMR encryption fact sheets, received an update on the IMIS-CMM effort, and discussed the PSG white paper.

The T-Band effort, to date, produced a SAFECOM-NCSWIC Fact Sheet and Executive Briefing Talking Points for members to use as resources for sharing information on T-Band issues with decision-makers. Jim Goldstein, IAFC, and Gerald Reardon, SAFECOM Public Safety At-Large and Committee Co-Chair, also updated attendees on the latest T-Band news. Harlin McEwen and Gabriel Martinez presented on efforts from PSAC and DHS to find a nationwide solution for ICAM. They engaged the Committee in a discussion about the complexity of ICAM and the challenges of developing and managing any potential ICAM solution. The Committee expressed interest in helping to learn more about and inform this effort. Moving forward, the Committee will consider where and how it can best contribute. Trey Forgety, National Emergency Number Association, explained the FCC's TFOPA report and some of its primary concepts. The Task Force met over the past year and proposed cybersecurity and PSAP organization concepts for the public safety community as they migrate to NG-911. At the Committee's request, Jim Downes, OEC, and his team drafted a series of LMR fact sheets to provide an overview of the Federal Partnership for Interoperable Communications' (FPIC) LMR encryption documents. The fact sheets are under internal review and will be distributed to the entire Committee shortly. Ron Langhelm, DHS S&T, briefly explained their efforts to develop a tool to help public safety communities improve their information sharing and data interoperability capabilities. They thanked Committee members who supported the effort and encouraged the group to continue providing feedback. Craig Allen, Iowa SWIC and Committee Co-Chair, led a conversation with Committee members to scope the PSG White Paper. NCSWIC agreed to take on this white paper, highlighting the need to define public safety grade at a high-level. Some members cautioned against getting too specific or creating new standards for public safety grade as there are already organizations and guidance documents focused on those areas.

Communications Unit Working Group

The COMU Working Group met with other SAFECOM and NCSWIC members to discuss the current COMU environment. Chris Lombard, COMU Working Group Chair, explained the establishment of the COMU Working Group and their efforts to explore the COMU environment. Participants received an update from Dick Tenney, OEC, on the TA findings from the COML survey that SAFECOM and NCSWIC developed and distributed to the SWICs. OEC received 42 responses and concluded that more than half of the states and territories did not have a COML advisory board or working group, 83 percent were interested in COML recertification / refresher training, and 61 percent agreed on developing a “career ladder” training process. Dick also reviewed which states and territories have a governance structure or a working group body and how many COMLs are trained throughout the country.

Participants also received presentations from a panel of SWICs on their successful COMU programs. Throughout the session, the SWICs shared their successes, challenges, and discussed their state’s governance bodies. An ongoing challenge that each SWIC mentioned was the issue of funding and attracting personnel with a unique skillset. The information was important to the COMU Working Group as they develop a nationwide COMU structure. Karla Jurrens, Texas Deputy SWIC, spoke about Texas’ COMU program which qualifies / certifies only 10 percent of the candidates once the course and requirements are met. She mentioned that many of the people who take the course take it for the learning experience rather than for certification. Texas is the first state to sponsor a Communications Exercise (COMMEX) and has developed a state certification process for COMLs, COMT, and trainers.

Cathy Dawson, alternate Alabama SWIC, spoke about Alabama’s COMU successes during the 50th anniversary of the Selma-Montgomery March. The COMU team was able to successfully provide the required equipment and technicians, even when faced with a lack of inclusion in the state’s planning discussions. The team was forced to develop their own interoperability logistics for the operation, comprised of 65 people stretched over the 100-mile course from Selma to Montgomery. Using a strike team for the first time, their abilities were unmatched, and local officials took notice. This experience emphasized the importance of having technically skilled people on COMU teams. As such, she is involved in the development of different training scenarios and is striving to build a stronger team.

John Miller, New Jersey SWIC, spoke about the origins of the state’s robust COMU program. Before the establishment of a COMU program, the state utilized a governance structure of 16 people invested in the exploration of communications, including public safety personnel. The body determined that personnel who have completed the COMU training and requirements would be “credentialed” versus “qualified” based on legal stipulations within the state. New Jersey boasts a strong COMU program due to the rigorous requirements for refresher training and certifications. John also spoke to the communications success of the recent Papal visit, requiring coordination across New York, New Jersey, and Pennsylvania state borders.

Brad Stoddard, Michigan SWIC, shared parallels between New Jersey’s and Michigan’s programs. He noted that a lot of Michigan’s COMU program was modelled after New Jersey’s program. One of the biggest challenges Brad faced with Michigan’s COMU program was a large number of candidates requesting sign off on task books without his knowledge of the candidate’s qualifications. To resolve this issue, he worked with the COMLs to determine how they structured and ran their own programs and developed a COMU program with a governance body vetted by their peers. In addition, Michigan established a member of the Statewide Interoperability Governing Board (SIGB) as a co-chair of the working group in order to share information with the SIGB. The working group convenes about three times a year to discuss interoperability and different communications aspects.

Chris Lombard and Brandon Smith, OEC, spoke to the Working Group about the FEMA proposal for a communications “refresh.” FEMA welcomed comments on the *National Incident Management System (NIMS) Refresh* proposal until May 9, 2016. Brandon distributed copies of the proposal and commented on the limited amount of attention paid to the COMU. Many members found this troubling and decided to include the following feedback:

- Elevate the COMU to the branch director’s level as an effective means of addressing concerns involving logistics and operations;

- Focus on integrating the COMU into all planning, operations, and incident action plans; and
- Develop training and structure for organizing the elements of the COMU.

OEC will include the feedback into the FEMA feedback form for their consideration.

The COMU Working Group also discussed the *White Paper on a Nationwide Communications Unit Governance Structure* product in development. Members discussed the problem with the current lack of structure and the entities that should be involved in the governance body. The Working Group noted the challenge of different COMU programs throughout the country and within public safety associations. This is a problem as some states and associations will not acknowledge externally certified / qualified personnel responding to an emergency. Other problems included strategic-level and tactical-level problems, and attracting people with the capabilities and skillsets needed for evolving technology.

Working Group Members held a discussion on the different entities to include and suggested mirroring the governance structure of well-established COMU programs, such as the National Wildfire Coordinating Group, FEMA, and New Jersey. The Working Group emphasized the importance of refresher training and re-certification in the proposed nationwide governance body. They also discussed the need to include technology specialists in the governance body. Strengths and weaknesses for the entities' governance structures were also discussed. The COMU Working Group will continue to develop the *White Paper on A Nationwide Communications Unit Governance Structure* over conference calls and possibly at an in-person meeting this summer.

SAFECOM-NCSWIC Town Hall

Chris Essid facilitated an open forum on Wednesday, April 27, for SAFECOM and NCSWIC members to raise questions for OEC, SAFECOM, and NCSWIC leadership. Topics included:

- Concern regarding the DHS National Protection and Programs Directorate (NPPD) transition; *Promoting Resilience and Efficiency in Preparing for Attacks and Responding to Emergencies Act* (PREPARE Act– HR 3583)
- Eliminating duplicate efforts between OEC and the DHS Office for Interoperability and Compatibility (OIC), and coordinating with FEMA regarding the roles of the Regional Emergency Communications Coordination Working Groups (RECCWG) and SWICs
- Leveraging OEC Technical Assistance offerings to help offset the austere fiscal climate in states and to ensure SWIC issues are on the forefront of governors' agendas
- Leveraging Esri and Intermedix (i.e., WebEOC) software to more effectively integrate the Communications Asset Survey and Mapping (CASM) tool
- Seeking and obtaining OEC commitment to fund and support in-person committee and working group meetings
- Suggesting the NCSWIC Governance Committee review the current governing structure of the NCSWIC
- Promoting increased tribal participation and helping to develop an enhanced tribal marketing strategy to ensure proper recognition with states
- The SAFECOM-NCSWIC meeting format:
 - Overall preference for April 2016 format
 - Need to incorporate more voices (i.e., interest in learning more about federal and tribal issues setting up communications systems; unique challenges faced by stakeholders in the non-contiguous U.S.)



SAFECOM members and Office of Emergency Communications Leadership and Personnel

SAFECOM Action Items

Table 4. SAFECOM Action Item List (as of 04/28/2016)

#	Description	Status	Owner
1	Explore desire/ability to take on ICAM efforts	In Progress	SAFECOM EC / NCSWIC EC / Technology Policy Committee
2	Continue to provide input to the EC Governance Structure recommendations	In Progress	SAFECOM EC / Governance Committee
3	Coordinate with OEC attorneys to update the SAFECOM Membership Eligibility Form	In Progress	OEC
4	Continue to scope efforts for the Membership Demographics Factsheet/Intellectual Capital Assessment	In Progress	Governance Committee
5	Respond to the Public Safety Communications Research (PCSR) User Interface R&D Roadmap Working Group invitation	In Progress	SAFECOM Members
6	Submit SAFECOM shirt orders and payments by Friday, May 20, 2016	In Progress	SAFECOM Members

Upcoming Meetings

SAFECOM or SAFECOM EC will convene on the remaining dates in 2016:

- July 14, 2016; EC Conference Call
- September 8, 2016; EC Conference Call
- **October 24-28, 2016; Joint In-Person Meeting; Norman, Oklahoma (*pending approval*)**
- December 8, 2016; EC Conference Call

The Joint Committees and Working Groups will convene on the remaining dates in 2016:

- June 8, 2016; Joint Technology Policy Committee Meeting, San Diego, California
- August 2016; COMU Working Group, Location TBD (*pending approval*)
- August 2016; SAFECOM Governance Committee, Location TBD (*pending approval*)

ATTENDEE ROSTER

SAFECOM

Name	Organization
Association Members	
Ferdinand Milanese	American Association of State Highway and Transportation Officials
Philip Mann	American Public Works Association
Cheryl Greathouse*, Brent Lee*	Association of Public-Safety Communication Officials- International
Lloyd Mitchell	Forestry Conservation Communications Association
Chris Lombard	Interagency Board
Eddie Reyes*, Tom Roche*	International Association of Chiefs of Police
Jim Goldstein*	International Association of Fire Chiefs
Rick Comerford	International Association of Emergency Managers
Steve Smith*	Major Cities Chiefs Association
Mel Maier	Major County Sheriffs' Association
Bill Bamattre*	Metropolitan Fire Chiefs Association
Terry Hall*	National Association of Counties
Darryl Ackley	National Association of State Chief Information Officers
Kevin McGinnis*, Paul Patrick*	National Association of State EMS Officials
Charlie Sasser	National Association of State Technology Directors
Andrew Afflerbach	National Association of Telecommunications Officers and Advisors
Dennis Dyer*	National Congress of American Indians
Mark Grubb*, Bob Symons*	National Council of Statewide Interoperability Coordinators
John Sweeney	National Criminal Justice Association
Trey Forgety	National Emergency Number Association
Jon Olson*	National EMS Management Association
Tim Blute*, Shirrell Roberts*	National Governors Association
Douglas Aiken*	National Public Safety Telecommunications Council
Paul Fitzgerald*, Larry Amerson*	National Sheriff's Association
Mike Jacobson	SEARCH, National Consortium for Justice Information and Statistics
Public Safety At-Large Members	
Don Bowers	Fairfax County Fire and Rescue (Virginia)
Mark Buchholz	Willamette Valley 9-1-1 (Oregon)
Anthony Catalanotto	Fire Department City of New York (New York)
Michael Davis	Ulster County 9-1-1 (New York)
Jay Kopstein	New York State Division of Homeland Security and Emergency Services (New York)
Michael Murphy	Baker, Louisiana Police Department (Louisiana)
George Perera	Miami Dade Police Department (Florida)
Gerald Reardon*	City of Cambridge Fire Department (Massachusetts)
Colin Rizzo	Port of Houston Authority (Texas)
Penny Rubow	Arkansas Wireless Information Network (Arkansas)
Steve Verbil	Office of Statewide Emergency Telecommunications (Connecticut)
Dan Wills	Arizona State Forestry (Arizona)

*Denotes SAFECOM EC Member

FEDERAL PARTNERS

Name	Organization
Ellen Ryan, Lisa Soucey	DOC, Public Safety Communications Research Program (PSCR)
Suzanne E. Spaulding	DHS, National Protection and Programs Directorate (NPPD)
Melvin Carraway	DHS, Office of State and Local Law Enforcement
Ron Langhelm	DHS, Science and Technology Directorate
Ralph Barnett, III, Ken Bradley, Kenzie Capece, Chris Essid, Ron Hewitt, Jessica Kaputa, Gabriel Martinez, Michael Obrock, Dusty Rhoads, Brandon Smith, Dick Tenney	DHS, Office of Emergency Communications (OEC)
Steve McKinnon	Federal Communications Commission (FCC)
Jeff Farnsworth	Office of the Director of National Intelligence (ODNI)

GUESTS

Name	Organization
Harlin McEwen	FirstNet, Public Safety Advisory Committee (PSAC)