

WELCOME AND MEETING OVERVIEW



Figure 1 OEC Director Ron Hewitt welcomes members. Photo Courtesy of Lloyd Mitchell

Bob Symons, NCSWIC Chair, and Chief Gerald Reardon, newly-elected SAFECOM Chair, opened the meeting by welcoming everyone to Oklahoma, stressing the importance of in-person meetings, and thanking the Office of Emergency Communications (OEC) for their dedication and support to the SAFECOM and NCSWIC programs. OEC Director Ron Hewitt welcomed participants, thanked Bob and Chief Reardon for their opening remarks, and thanked everyone for taking time out of their busy schedules to participate in the meetings. Ron congratulated the newly-elected SAFECOM leadership and communicated his excitement about working with them in the coming year. He also reviewed the day's agenda, introducing a number of important topics, including sessions on the 2016 Nationwide Communications Baseline Assessment (NCBA) update, the Communications Unit (COMU) governance structure initiative, and the use of federal and non-federal interoperability channels and encryption. He noted committees would be given the chance to meet separately to discuss current work products and strategic planning for 2017 at the end of the day.

Ron provided updates on the National Governor's Association (NGA) Policy Academy on Enhancing Emergency Communications Interoperability and OEC's Statewide Governance and Planning Integrated Project Team (IPT). The Policy Academy kicked off earlier this year with workshops in Alaska, Hawaii, Illinois, Utah, and West Virginia. The selected states were charged with developing specific strategies designed to strengthen current statewide interoperability plans, including assessing governance structures and standard operating procedures.

Each workshop was customized to the specific needs and challenges of each state, but shared a focus on the need to strengthen public safety communications through valuable discussions and to identify strategies to complete each goal. NGA held a close-out meeting on November 2-3, 2016, in Minnesota. The NGA is now in the process of taking outcomes from each state's workshop and developing recommendations, scheduled for release in March 2017. The recommendations aim to be broad with intended impacts for all 56 states and territories. OEC is in the process of incorporating recommendations from the Academy into OEC's technical assistance offerings and Statewide Communication Interoperability Plan (SCIP) workshops.

In August, OEC launched the Statewide Governance and Planning IPT comprised of stakeholders and staff to explore the most significant governance and planning challenges currently faced at the state and local levels. Other focus areas also examined revitalizing the SCIP workshop process and reestablishing dedicated interoperability grant funds. Nikki Cassingham, Oklahoma Statewide Interoperability Coordinator (SWIC); Victoria Garcia, Hawaii SWIC; Jackie Mines, Director of Minnesota Emergency Communication Networks; and, Penny Rubow, Arkansas SWIC, led the four IPT subcommittees and shared some of the challenges as they continue to support emergency communications interoperability in their states. The group provided suggestions to enhance OEC products and services to better support stakeholders with addressing interoperability challenges, including sustaining and promoting the importance of governance structures, messaging the importance of land mobile radio (LMR) sustainment and broadband integration, and strengthening the statewide strategic planning process and regional support.

NCBA OVERVIEW

Overview

The 2017 *Nationwide Communications Baseline Assessment (NCBA)* is a stakeholder-driven initiative set forth in OEC's governing statute. Eric Runnels, OEC's Acting Policy & Planning (P&P) Branch Chief, briefed the joint session on the *NCBA* project background and key updates. Mr. Runnels explained that OEC is mandated by law to conduct a communications operability, interoperability, and continuity assessment of Federal, state, local, tribal and territorial governments to identify what capabilities are needed, available, and where gaps exist. Accordingly, these requirements guided OEC in determining the *NCBA*'s scope, purpose, and stakeholder-focused goal of producing impactful findings for the emergency communications community nationwide.

The 2017 *NCBA* findings will help drive capability improvements for OEC stakeholders. Mr. Runnels shared specific ways in which OEC and the public safety community will benefit from the *NCBA* data and provided the examples in Table 1.

Table 1 – Benefits of Actionable *NCBA* Data

Examples:

- √ Informs range of OEC programs, products, and services
- √ Identifies capability gaps to focus OEC resources via technical assistance, statewide planning, and guidance
- √ Shapes national planning goals and recommendations
- √ Establishes assessment process and reportable metrics
- √ Drives agendas forward, and sets or confirms priorities

2006 SAFECOM National Interoperability Baseline Survey (“[SAFECOM Survey](#)”)

Mr. Runnels highlighted that the 2006 *SAFECOM Survey* provides a foundation for the 2017 *NCBA*. Key aspects of the 2006 *SAFECOM Survey* reflected in the 2017 *NCBA* include:

- OEC's SAFECOM Interoperability Continuum, plus a Security I element;
- Data and findings with key points of comparison over a 10-year period; and,
- Best practices and lessons learned from the same or similar questions.

Mr. Runnels sought assistance from participants by eliciting their expertise and insight on both 2006 *SAFECOM Survey* questions and draft 2017 *NCBA* questions.

Leadership Perspectives

Marilyn Ward, Executive Director of the National Public Safety Telecommunications Council (NPSTC) contributed to the 2006 *SAFECOM Survey*'s development and implementation. Ms. Ward briefed the participants on the project's impact, and noted that the 2006 survey provided a landmark approach at the time for measuring public safety's capacity to establish and sustain interoperable communications. She also discussed how the 2017 *NCBA* will not only provide comparison data against 2006 findings, but also sets forth a repeatable approach to measure progress in 2022 and beyond. As such, Ms. Ward expressed her support of OEC's 2017 *NCBA*, and strongly encouraged SAFECOM and NCSWIC members to participate in its ongoing development.

NCBA Survey Question Discussions

Charlee Hess, OEC P&P Program Analyst introduced a group exercise to garner stakeholder feedback on the *NCBA* questions, led the NCSWIC and SAFECOM members in a discussion on overall takeaways, and finished the session with a capability element ranking exercise to better understand the stakeholder priorities. For the interactive working session, OEC distributed hand-outs with 2006 *SAFECOM Survey* questions, as well as draft 2017 *NCBA* questions for review and feedback from table participants. OEC proposed questions regarding OEC's draft *NCBA* survey questions, such as whether or not they are sensibly written, contain terms or phrases that cause confusion, or require revisions.

¹ For *NCBA* purposes, Security is the identification and use of physical and cyber safeguards for emergency communications technologies and infrastructure.

Overall, OEC gathered substantial feedback and recommendations on the questions from over 60 SAFECOM and NCSWIC participants. For example, participants offered improved question phrasings, clarity on key terms, additional or revised answer options, and definitions based on varying perspectives. OEC will use this feedback to streamline, prioritize, and enhance draft *NCBA survey* questions to drive progress toward the final survey. The feedback received at the Norman meeting serves as a kick-off for NCBA stakeholder task groups that are aiding in the development and administration of the NCBA. Several NCSWIC and SAFECOM members volunteered to participate in the task groups.

UPDATE ON DEVELOPING A NATIONWIDE COMU GOVERNANCE STRUCTURE

Chris Lombard, SAFECOM-NCSWIC COMU Working Group Lead, provided an update on the Working Group’s white paper about developing a nationwide COMU governance structure to better identify current issues facing the COMU program and to recommend a governance model. While exploring this topic, Chris shared the Working Group’s acknowledgment that the problem cannot be solved through technology or white papers; however, developing relationships with all parties involved in the COMU field may present the opportunity to resolve the issue of the many, separate, and functioning COMU qualification systems with limited reciprocity.

In order to understand the problem’s origin, Brandon Smith, OEC, presented the history of how the COMU standards environment has evolved. Since the 1970’s, without a nationwide COMU governance structure, federal and non-federal emergency communications bodies developed their own governance structures to manage and maintain their COMU. Brandon explained governance bodies either function independently or co-exist with other governance bodies. Figure 2 shows how complicated and complex the communications field is and the number of parties that will be affected by any changes made as a result of the establishment of a nationwide COMU governance structure. The proposed white paper identifies the current environment, how the environment causes emergency communications concerns and disconnects, and possible solutions, as well as the working group’s governance structure recommendation.

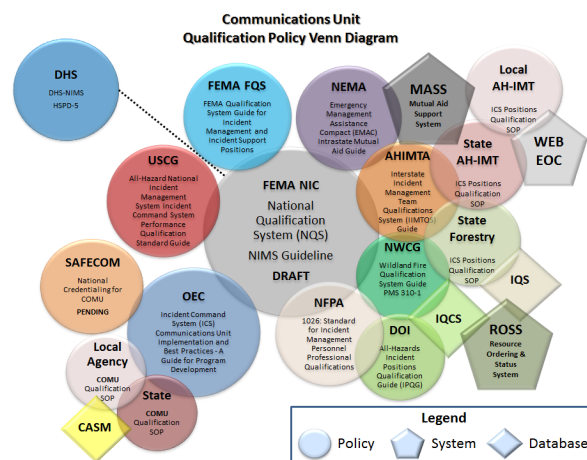


Figure 2 Communications Unit Qualification Policy Venn Diagram.

FEDERAL PARTNERSHIP FOR INTEROPERABLE COMMUNICATIONS (FPIC) DISCUSSION OF ENCRYPTION AND STANDARDS

Jim Downes, OEC, facilitated a panel discussion with Bob Symons, NCSWIC Chair, and Chief Gerry Reardon, SAFECOM Chair and Technology Policy Committee Co-Chair, on interoperability issues caused by the use of non-standards based encryption. The panel acknowledged that encryption has made it more difficult for public safety agencies to make informed procurement decisions. Each panelist spoke to the importance of purchasing and using [Project 25 \(P25\)](#) compliant radios with standards-based encryption. The panelists also noted that while encryption is critical to certain public safety disciplines and missions, not all public safety communications need to be encrypted.

Bob opened the discussion with an anecdote to demonstrate how the use of disparate radio systems and non-standards based encrypted radio systems result in similar outcomes—impeding interoperable communications for public safety missions. Bob noted that progress has been made, but more work is needed to overcome these issues. Chief Reardon and Jim Downes spoke to the negative impact on interoperability triggered by the proliferation of proprietary and non-standards-based encryption technologies. Often times, these technologies are included as free features on new radios,



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the

National Council of Statewide Interoperability Coordinators (NCSWIC)

October 26, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



making them affordable for agencies; however, they do not interoperate with P25-compliant radios and their encryption algorithms are easily compromised or hacked.

The panel provided brief updates of ongoing initiatives led by other public safety organizations to address these issues. For example, Jim reported on the Project 25 User Needs Subcommittee's (P25 UNS) proposed recommendations for manufacturers to program P25 radios with standards-based encryption as a customary feature, if the radio is pre-calibrated with the manufacturer's own proprietary or non-standards based encryption. The P25 UNS is administered under Association of Public Safety Communications Officials (APCO)'s P25 Steering Committee. The APCO P25 Steering Committee has approved the P25 UNS's recommendations, and is currently seeking approval and support from the [Project 25 Assessment Program \(P25 CAP\) Advisory Panel \(AP\)](#).

After the presentation, SAFECOM and NCSWIC members raised additional concerns regarding encryption, and the lack of available funding to purchase radios with standards-based encryption. The panelists agreed that more education and outreach is needed to provide the public safety community with a better understanding of encryption. Jim encouraged members to review the suite of encryption guidelines and best practices developed by the [Federal Partnership for Interoperable Communications \(FPIC\)](#) in coordination with SAFECOM, NCSWIC, and several DHS entities. Chief Reardon noted that the Joint Technology Policy Committee is considering plans to develop a required features list for P25-compliant radios that will supplement the [Project 25 Compliance Assessment Program \(P25 CAP\) Approved Equipment List](#). Additionally, members expressed interest in mandating grant funding to be used specifically for purchasing radios with standards-based encryption to increase their affordability for public safety agencies.

FEDERAL AND NON-FEDERAL INTEROPERABILITY UPDATE

The federal and non-federal interoperability update focused on federal actions to improve interoperability. Scott Jackson, National Telecommunications and Information Administration (NTIA), discussed changes to rules governing non-federal personnel access to federal channels, including making the Statewide Interoperability Coordinator (SWIC), or equivalent in each state, the point of contact for granting channel access. Robert Mussenden, Federal Communications Commission (FCC), added that each state can choose who administers the channels. Scott stressed the value of training and exercises in helping people learn how to use the available channels during actual events. Scott noted that NTIA will work with federal departments and agencies to ensure the Law Enforcement and Incident Response (LE/IR) channels are pre-programmed into every radio. Scott added NTIA is committed to working with SAFECOM and NCSWIC to improve interoperability between federal and non-federal users.

Roberto acknowledged the existence of pockets on non-interoperability, but assured stakeholders that the FCC and NTIA are working to remediate the issues. The FCC issued a Public Notice that may be used to educate vendors, authorizing states to add the federal interoperability channels. The FCC supports the ability for people to go onto the Universal Licensing System (ULS) to identify who is authorized to operate those channels. Lastly, Roberto discussed the FCC's new rule to ensure reliable back-up power for emergency services remain intact during the transition to internet-protocol based networks.

Jim Downes spoke to the draft Memorandum of Understanding (MOU) regarding the use of federal interoperability channels by non-federal entities between the Department of the Interior (DOI) and the State of Wyoming. Currently, federal agents are only allowed to use local channels if invited. In response to inquiries regarding authorized use, Roberto explained that Part 90 licensees are able to invite users. However, users on the federal side require invitation by a federal agency in writing before authorized use is granted. As a result, some states have more than 30 MOUs between federal and state or local entities. In these instances, the MOU provides a standardized template, which replaces individual invitations.

LE/IR interoperability channels are heavily used, but are shared without prioritization. Current language in the NTIA Manual allows agencies to use any of the channels during life or death situations. Members asked if there is any way to incorporate the MOU agreement(s) into 700/800 MHz plans. Jim stated the purpose of the MOU is to get agreements into place, helping inform interoperability plans. Members also asked about guidance for understanding who is operating on the channels. Deputy Director Chris Essid, OEC, shared that although the NTIA Manual has guidance on the matter and the *National Interoperability Field Operations Guide* (NIFOG) provides this information as well, more operational guidance is needed. Members also expressed concerns regarding rumors of private companies trying to get space on 900 MHz for broadband. Roberto stated this would need approval on several levels, requiring compliance with current public safety structures in place. Private entities would need to demonstrate channel use would not cause interference.



Figure 3 Signing of the Memorandum of Understanding. From left to right: Bob Symons, Wyoming SWIC; Ron Hewitt, Director, Office of Emergency Communications; Chris Lewis, Department of the Interior; and Jim Downes, Office of Emergency Communications

Jim discussed the DOI and State of Wyoming MOU. OEC, DOI, and the State of Wyoming have been working with federal spectrum managers, DHS agencies, and the Department of Justice to develop the MOU. While the MOU provides a good template, there is a need for state-specific language in the Addendum and supporting materials, such as a list of points of contact for the SWIC to reference for operational questions. States will also need to identify who has the authority to execute these agreements.

BACK TO THE BASICS: BRAINSTORMING NATIONWIDE INTEROPERABILITY GOALS FOR 2017

Stakeholders heard from SAFECOM and NCSWIC leadership as well as the OEC Director and Deputy Director on the importance of collaborative brainstorming for developing SAFECOM’s and NCSWIC’s 2017 priorities. The purpose of this session, they explained, was threefold: 1) collaborate across committees in an effort to avoid thinking in committee-specific silos, 2) identify broad areas of concern, allowing multiple committees to begin strategizing how to tackle various aspects of a single problem (e.g., funding, technology, and educational issues of LMR sustainment), and 3) determine how the programs may approach problems in similar or different ways and potential areas of collaboration.

SAFECOM and NCSWIC members had to answer each of six questions, which were presented on note cards and read aloud by table members. Questions focused on the following areas: broad emergency communication concerns, challenges within disciplines and across governments, proposed overarching program goals for 2017, previously-determined “big wins”, proposed tools or products, and areas of divergence between the two programs.

Overall, participants had a number of shared concerns, suggesting several areas of focus for 2017, which included: integrating LMR and LTE (e.g., need for cross training between LMR and LTE staff); funding systems (e.g., system maintenance and life cycle planning, methods for estimating the life cycle); sustaining active statewide governance (e.g., location of authorities in state government); tackling concerns about FirstNet (i.e., educating funders, government decision makers, the public); funding and mandating fulltime SWICs (e.g., sustaining SWIC role, growing SWIC office and support); understanding and implementing P25 requirements (i.e., vendor community issues, SWIC involvement in compliance review); and succession planning (e.g., concerns about aging workforce). OEC is

performing a deeper analysis of this feedback, which will be shared during future monthly committee meetings to further inform the development and finalization of 2017 proposed products and activities as well as appendices sections of the NCSWIC and SAFECOM Strategic Plans.

SAFECOM AND NCSWIC COMMITTEE MEETINGS

Following the Back to the Basics working session, SAFECOM and NCSWIC members broke into their committees to wrap up 2016 committee product development and approval, and brainstorm priority areas and product lists for 2017.

Joint Funding and Sustainment Committee

Tom Roche, Funding and Sustainment Committee Chair, welcomed and thanked the committee for their hard work. The committee discussed their 2017 strategic priorities. The committee discussed themes heard throughout the week, including funding, life cycle planning and requirements, with life cycle planning emerging as a top priority for 2017. The committee further aligned 2017 priorities by quarter: (1) Estimating the Life Cycle (case studies or examples); (2) Maintenance Models and Methods (case studies or examples); (3) Funding Methods (best practices, innovative ideas, Funding Methods 2017); and (4) Input into the SAFECOM Guidance (life cycle template, guide, methods of estimating as a best practice).

The committee discussed the SAFECOM Grant Guidance. OEC will compile input from the SAFECOM Guidance session, and will circulate feedback to the committee for review. Committee members will discuss comments and language that can be inserted into the SAFECOM Guidance to reflect SAFECOM input and priorities during their next conference call.

Lastly, the committee discussed the Life Cycle Planning Guide and Checklists for Planning and Acquisition. Committee members were asked to review the checklists and determine if the items reflect stakeholder needs, or need to be adjusted. OEC will continue to work on updating the various sections.

Joint Technology Policy Committee

Ted Lawson, OEC, welcomed members and provided an overview for the meeting. Todd Early, Texas SWIC and Identity, Credentials, and Access Management (ICAM) Working Group Chair, reported actions and key takeaways from the October 25th in-person ICAM Working Group meeting. Committee members then discussed proposed 2017 work products and in-person meeting dates, and identified the following strategic priorities for the next year:

- Broadband Technology Opportunity Program (BTOP) Early Builders Update: Include learning conditions and key takeaways.
- Guidance on LMR Encryption: Create products to inform user agencies of the potential downsides of adopting non-standard encryption.
- Information Overload Primer: Develop a suite of products from this topic. The ‘primer document’ that will frame the issues and associated information overload challenges.
- Public Safety Grade White Paper: Refine the scope and finalize the Public Safety Grade White Paper.
- Incident Management Information Sharing Capability Maturity Model (IMIS-CMM): Assist the Department of Homeland Security Science & Technology Directorate with the development of their Continuum Maturity Model. S&T will develop this product, and Technology Policy Committee will fill an advisory/editorial role.

ICAM Working Group



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the

National Council of Statewide Interoperability Coordinators (NCSWIC)

October 26, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



Todd Early, Texas SWIC and the ICAM Working Group Chair, opened the meeting and provided members with an opportunity to introduce themselves. Charlee Hess, OEC, outlined the meeting agenda and introduced John Wandelt, Georgia Technical Institute. John provided a high-level technical overview of the Trustmarks' framework and why Trustmarks should be used to implement a federated ICAM strategy. John discussed challenges and threats to information sharing, and how Trustmarks and federated ICAM strategies can be leveraged to overcome these challenges. The working group plans to conduct more research on the Trustmarks framework and will consider developing a Trustmark primer for public safety officials.

After the Trustmark presentation, Todd led members in a discussion on outreach and messaging strategies for the working group, focusing on outreach materials to provide public safety stakeholders with guidance and a better understanding of ICAM and information sharing solutions. Members identified and discussed the need to build confidence in information sharing throughout the public safety community. Members recognized the need for a national public safety information sharing framework to avoid storing information in application-specific silos, and to preclude the use of multiple disparate systems. Members also acknowledged the importance of support from SAFECOM and NCSWIC as well as from other public safety stakeholders. The working group's initial plan is to identify their audience, determine key messaging, and cultivate methods to keep public safety stakeholders engaged. Additionally, the working group plans to examine successful information sharing platforms used throughout the law enforcement community and will determine the information sharing features and attributes that can be leveraged to achieve cross-jurisdictional information sharing by other public safety disciplines.

NCSWIC Governance Committee

Bob Symons, Governance Committee Chair, welcomed members and provided an opportunity for each to introduce themselves. The committee then reviewed and confirmed the current committee description before brainstorming 2017 strategic initiatives. As stated in its description, the Governance Committee maintains the NCSWIC's internal governance. The committee approved a number of annual work products for 2017: maintaining membership roster, updating the Charter as needed, distributing new SWIC Orientation Packages, updating the NCSWIC Strategic Plan, and developing the 2016 Annual Report and Annual Summary Fact Sheet. In addition to these standing work products, the committee discussed new initiatives for 2017.

Similar to a survey conducted in 2016 by SAFECOM, the NCSWIC Governance Committee will conduct an "Intellectual Capital Assessment" of current NCSWIC membership on a variety of demographics, including job title, years of experience, educational background, and skill sets. Members noted that the survey and accompanying fact sheet will provide an overview of the collective knowledge that SWICs bring to the table and assist in SWIC succession planning. The Governance Committee will also begin to build a repository of statewide governance structure resources on the NCSWIC Homeland Security Information Network (HSIN). Members agreed that HSIN utilization is beneficial, but with OEC's assistance, the committee should provide more education and outreach on the updated platform. Committee members also held an in depth discussion on the implications of FirstNet, and agreed to perform an assessment and provide recommendations to states on managing the LMR and broadband integration. An additional suggestion was made to write a letter to FirstNet explaining SWIC concerns. Lastly, given the evolving nature of the SWIC position, members agreed to update the SWIC Job Description Template.

Committee members then briefly discussed the newly developed Outreach and Engagement Guide, and voted to move the document approval forward. Bob noted the NGA Policy Academy was a great outreach tool for the SWIC and members should continue to be active on other national panels.

NCSWIC Planning, Training, and Exercise (PTE) Committee



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the
National Council of Statewide Interoperability Coordinators (NCSWIC)
October 26, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



The PTE committee meeting was led by PTE Committee Chair Jessica Stolz, Vermont SWIC and PTE Committee Vice Chair John Stevens, New Hampshire SWIC. The committee discussed current work products and scoped 2017 strategic initiatives.

During the committee's review of current work products, committee members agreed it is no longer a priority to focus on developing a Checklist for Communications Interoperability Exercise Programs given existing resources. The current draft of the Checklist will be housed on the NCSWIC HSIN portal. In regards to the Online Resource Library, members felt there is a need for better marketing of the website to non-SWIC training and exercise personnel. Committee members discussed utilizing OEC's weekly emails and the SAFECOM-NCSWIC Blog to market materials.

The committee focused the second half of its meeting on scoping 2017 strategic initiatives. In 2017, the committee will continue to host bi-monthly webinars covering topics such as improvement planning and implementation, SWIC integration, and an overview of the Homeland Security Exercise and Evaluation Program (HSEEP). Members discussed developing a product to streamline online training and independent study certifications. The purpose of this product would be to provide a standardized process and best practices for signing off on Communications Unit Leader (COML) trainings and certifying the completion of a course. The committee also discussed creating a template for how to process signoffs. Members felt this would be a useful document, but stressed it should only be considered a starting point for stakeholders who are unfamiliar and are seeking guidance.

The committee concluded by discussing potential dates for an in-person meeting. Members would like to meet in the first quarter of 2017. During this meeting, the committee will identify best practices for developing Field Operation Guides (FOGs). In addition, this meeting will help the committee's overall goal for 2017—building relationships.

SAFECOM Governance Committee

Don Bowers, SAFECOM Governance Committee Chair, opened the meeting by thanking committee members for their confidence in him to lead the committee as the newly elected SAFECOM Governance Committee Chair. Don noted the committee's greatest achievements in 2016 were restructuring the SAFECOM Executive Committee (EC) and updating the SAFECOM Charter. The Governance Committee focused the majority of its meeting reviewing 2016 work products that are under development and scoping activities for 2017 and beyond.

Members expressed concern for committee products not being shared across committees during the development process, creating a situation in which documents are only reviewed by a small number of members and not the entire SAFECOM body. Members felt products should have the opportunity to be reviewed by all committees prior to requesting approval from the EC to ensure documents represent the entire SAFECOM body.

The Governance Committee reviewed the Governance Committee description, raising concerns regarding the relevance of referencing external bodies in the first sentence which states, "The Governance Committee will focus on emergency communications governance, both internal to SAFECOM as well as external governing bodies." Members noted the committee generally only focuses on internal activities, but questioned whether there is more they should be doing to facilitate external activities. From this discussion, there were no edits made to the description, however a "State Governance Review Working Group" was formed to focus on external governance priorities. This working group, chaired by Kevin McGinnis, National Association of State EMS Officials, is charged with reviewing the Governance Guide with the goal of obtaining consensus for advocating for the SWIC positions and to provide a recommendation on the optimal governance structure to enhance state interoperability.

The Governance Committee continued by reviewing the status of each working group. The SAFECOM EC Governance Restructure Working Group completed its mission and was stood down. The Membership Working Group



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the

National Council of Statewide Interoperability Coordinators (NCSWIC)

October 26, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



will be conducting a call for candidates. SAFECOM is typically made up of roughly 70 members, but has recently fallen below 65 members. Committee members felt it is important to keep the number of SAFECOM members at around 70 members to fulfill SAFECOM’s needs and to promote succession planning. The Membership Working Group will start its search by looking at gaps in membership based off the SAFECOM Education and Outreach Committee’s demographics survey. Additionally, the SAFECOM Governance Committee will be developing a *Membership Demographics Factsheet* based off the demographics survey and an *Intellectual Capital Assessment* of SAFECOM’s membership.

The SAFECOM Annual Report Working Group and the SAFECOM Strategic Plan Working Group are gearing up to start compiling the 2016 Annual Report and 2017 Strategic Plan. This year, the SAFECOM Annual Report and the SAFECOM Strategic Plan Working Groups will be asking committee leadership to assist with reviewing the 2016 Annual Report and the 2017 Strategic Plan to ensure all accomplishments and 2017 priorities are captured.

SAFECOM Education and Outreach Committee

Chris Lombard, the Education and Outreach Committee Chair, welcomed committee members, OEC, and NCSWIC guests to the Committee meeting. He explained the meeting would be shortened to allow more time for the SAFECOM-NCSWIC Communications Unit Working Group meeting.

Committee members brainstormed potential 2017 work products and discussed the importance of attracting a younger generation to the emergency communications field. Additionally, they discussed deterrents which keep those interested in emergency communications from exploring the field. The committee discussed developing a product addressing the underwhelming interest within the younger generation towards emergency communications career opportunities. Committee members discussed current SAFECOM products that may need to be revised. Marilyn Ward, National Public Safety Telecommunications Council (NPSTC), shared NPSTC is currently reviewing the *Public Safety Communications Evolution Brochure*. She volunteered to act on SAFECOM’s behalf to continue reviewing and revising the brochure. In collaboration with NCSWIC, Steven Mallory, Maine SWIC, volunteered to review and revise the *Communications Unit Leader (COML): A Valuable Resource for Incident Commander Brochure*. Ken Bradley, OEC, also mentioned there would be opportunities to work with the OEC Priority Services Branch to promote the Government Emergency Telecommunications Service (GETS) and Wireless Priority Service (WPS) programs. Ken also shared OEC continues to pursue approval for developing SAFECOM social media sites. Additionally, he mentioned upcoming conferences that would offer engagement opportunities and encouraged members to notify OEC Outreach of any association engagement partnership opportunities. Lastly, Ken emphasized OEC’s continued advocacy for SAFECOM panels and speakers from OEC attending conferences.

Education and Outreach Committee Highlight:
48 SAFECOM members completed the *SAFECOM Internal Membership Tracker Questionnaire*. The information provided was essential to the developmental success of the *SAFECOM Internal Membership Tracker*. This is a huge accomplishment for the Education and Outreach Committee.

COMU Working Group

The SAFECOM-NCSWIC COMU Working Group discussed administrative items and next steps for the working group’s white paper on a *Nationwide Communications Unit Governance Structure*. In June 2016, the working group submitted a feedback form to the Federal Emergency Management Agency (FEMA) with recommendations on how to improve the National Incident Management System (NIMS). Kristin Buda, OEC, noted OEC had informally heard back from FEMA that there were no substantial changes to NIMS. It was noted a representative from the FEMA



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the

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October 26, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



National Integration Center may attend the COMU working group's November conference call if the group is interested.

Chris Lombard, COMU Working Group Chair, discussed 2017 work products. Chris reminded the working group of its previous initiative to draft a letter to the Governor of each state introducing the recommendations put forth in the white paper. Members agreed to begin developing the letter once the white paper is finalized. The final stages for the white paper were discussed and next steps were determined. The paper addresses four components: identifying the problem, discussing the current environment, identifying possible recommendations based on what is already occurring in the environment, and putting forth the best recommendation identified by members for developing a nationwide COMU governance structure. The white paper and executive summary will highlight the COMU Working Group's recommendation to develop a COMU governance model after the National Wildfire Coordinating Group's model.

Once the paper is finalized, the working group will identify COMU leaders in the field to champion the initiative since SAFECOM alone might not carry enough weight. Chris suggested including FirstNet to promote the governance model since they are also looking into this problem. Additional parties will be included as well once the paper is complete.

Before adjourning, Dick Tenney, OEC, noted there are a few Incident Communications Center Manager (INCM) and Radio Operator (RADO) training courses coming up that everyone is invited to attend. Dick will follow up with more information about the course at a later date.



ATTENDEE ROSTER

NCSWIC

Name	State
Jeb Hargrove	Alabama
Jeremy Knoll	Arizona
Penny Rubow	Arkansas
Mark Grubb*	Delaware
Vic Thomas (Alternate)	Florida
Victoria Garcia*	Hawaii
Todd Herrera	Idaho
Joe Galvin*	Illinois
Steve Skinner	Indiana
Craig Allen	Iowa
Jason Bryant*	Kansas
Steven Mallory	Maine
John (Ken) Hasenei*	Maryland
Steve Staffier*	Massachusetts
Brad Stoddard*	Michigan
Jackie Mines (Alternate)	Minnesota
Roger Strope (Alternate)	Missouri
Sue Krogman (Alternate)	Nebraska
Andy Gagliardo	Nevada
John Stevens*	New Hampshire
John Miller*	New Jersey
Wynn Brannin	New Mexico
Joaquin Guerrero	Northern Mariana Islands
Richard Schmahl	Ohio
Nikki Cassingham*	Oklahoma
David Soloos*	Oregon
Mark Wrightstone	Pennsylvania
Felix Garcia*	Puerto Rico
Thomas Guthlein	Rhode Island
Jeffrey Pierce*	South Dakota
Gerald Risner, Mike Harris (Alternate)	Tennessee
Todd Early*, Karla Jurens (Alternate)	Texas
Gordy Coles	Utah
Jessica Stolz	Vermont
G.E. McCabe	West Virginia
Gene Oldenburg	Wisconsin
Bob Symons*	Wyoming

*Denotes NCSWIC Executive Committee (EC) Member; all members are SWICs, unless otherwise noted



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the
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October 26, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



SAFECOM

Name	Organization
SAFECOM Associations Members	
Philip Mann	American Public Works Association
Martha Carter, Brent Lee	Association of Public-Safety Communication Officials-International*
Lloyd Mitchell	Forestry Conservation Communications Association
Chris Lombard*	Interagency Board
Tom Roche	International Association of Chiefs of Police*
Gary McCarraher	International Association of Fire Chiefs*
Rick Comerford	International Association of Emergency Managers
Steve Smith, Eli Vera	Major Cities Chiefs Association*
Mel Maier	Major County Sheriffs' Association
Bill Bamattre	Metropolitan Fire Chiefs Association*
Kevin McGinnis, Paul Patrick	National Association of State EMS Officials*
Jackie Mines	National Association of State 9-1-1 Administrators
Charlie Sasser*	National Association of State Technology Directors
Andrew Afflerbach	National Association of Telecommunications Officers and Advisors
Mark Grubb, Bob Symons	National Council of Statewide Interoperability Coordinators*
John Sweeney	National Criminal Justice Association
Brad Richy	National Emergency Management Association
Trey Forgety	National Emergency Number Association
Tim Blute	National Governors Association*
Doug Aiken, Marilyn Ward	National Public Safety Telecommunications Council*
Paul Fitzgerald	National Sheriff's Association*
Tom Sorley	US Conference of Mayors
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)
Len Edling	Merrionette Park Fire Department (Illinois)
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)
John Vallarelli	Metropolitan Transportation Authority Police Department (New York)
Steve Verbil	Office of Statewide Emergency Telecommunications (Connecticut)
Dan Wills	Arizona State Forestry (Arizona)

*Denotes SAFECOM EC Member or Association



EXECUTIVE SUMMARY

Joint Meeting of SAFECOM and the
National Council of Statewide Interoperability Coordinators (NCSWIC)
October 27, 2016, National Center for Employee Development (NCED), Norman, Oklahoma



FEDERAL PARTNERS

Name	Organization
Roberto Mussenden	Federal Communications Commission
Scott Jackson	Department of Commerce, National Telecommunications and Information Administration
Brian Carney	Department of Homeland Security (DHS), Federal Emergency Management Agency
Ralph Barnett, III, Ken Bradley, Kristen Buda, Jim Downes, Chris Essid, Charlee Hess, Ron Hewitt, Jim Jarvis, Tom Lawless, Jim Lundsted, John MacLean, Pam Montanari, Dusty Rhoads, Bruce Richter, Adrienne Roughgarden, Eric Runnels, Brandon Smith, Dick Tenney, Chris Tuttle	DHS, Office of Emergency Communications
Chris Lewis	Department of the Interior
Keith Vetreno	Department of State
Mike Tuomenin	National Interagency Fire Center

GUESTS

Name	Organization
David Baker	Arkansas Wireless Information Network
James Joseph	Illinois Department of Emergency Management