



Meeting Minutes Nevada Public Safety Communications Committee

Attendance	DATE	Wednesday, July 30, 2014	
	TIME	9:00 A.M.	
	LOCATION	Nevada Division of Emergency Management Training Rooms 2478 Fairview Drive Carson City, Nevada 89701	
	METHOD	Single location	
	RECORDER	Janell Woodward	
Committee Members	Present	Ex-Officio Members, Staff and Others	Present
James Wright	X	Christopher Smith	X
Michael Barnbeck	X	George Molnar	X
Dave Gustafson	X	Thomas Lawless	X
Rudy Malfabon	X		
Mitchell Sperling	X	Samantha Ladich (AG Rep)	X
Chris Ipsen	X	Janell Woodward (NDEM Staff)	X
Scott Taylor	X	Rick Martin (NDEM Staff)	X
Matthew Morris	X	Kelli Anderson (NDEM Staff)	X
Dave Hunkup	X	Selby Marks (NDEM Staff)	X
Louis Amell	X	Karen Hall (NDEM Staff)	X
Michael Brown	X		
Sandra Barfield	X		
Kevin Judice	X		
Bill Welch	X		
Gary Hames	X		

1. CALL TO ORDER AND ROLL CALL

Co-Chair, Director Jim Wright called the meeting to order and Janell Woodward called roll. A quorum was established with 100% membership in attendance.

2. PUBLIC COMMENT

Co-Chair, Director Jim Wright thanked everyone for taking the time to attend the kickoff meeting of the Nevada Public Safety Communications Committee (NPSCC).

Director Wright then opened the meeting for public comment. There was no public comment.

3. INTRODUCTION OF NPSCC MEMBERSHIP AND NEVADA DIVISION OF EMERGENCY MANAGEMENT (NDEM) STAFF

Co-Chair, Director Jim Wright introduced himself as did Co-Chair, Director Michael Barnbeck. The NPSCC membership then provided introduction as well as the Deputy Attorney General (DAG), Samantha Ladich, currently assigned to the NPSCC. Chief Christopher Smith introduced the NDEM staff working with the NPSCC including Janell Woodward, Rick Martin, and Kelli Anderson, as well as Selby Marks and Karen Hall.

Director Jim Wright also suggested that each member keep the entities which they represent apprised of the activities of the NPSCC. The committee will also be charged to give reports to the Governor's office twice a year. There is a lot of interest in the committee and any information the committee can keep out there in the public will be good.

4. STATEWIDE INTEROPERABILITY COORDINATOR (SWIC) REPORT.

George Molnar, the Nevada SWIC, stated he is the full-time employee responsible for communications projects, interoperability, and all areas that touch the NPSCC. These include the Nationwide Public Safety Broadband Network (NPSBN), interoperable radio communications, two-way radio, land mobile radio trunking systems, repeaters, dispatch systems, the Nevada Dispatch Interconnect Project, and also future growth into next generation 911 and the services around that.

He will provide the NPSCC with a report and provide information about what has been going on as he acts as the agent throughout the State of Nevada at each meeting.

George stated that the most important item for today's NPSCC meeting is First Responder Network Authority (FirstNet). Over the last two months, he has been providing an outreach briefing to first responder stakeholders throughout the state meeting a total of 410 people at 14 different meeting to date.

Additionally, the SWIC is responsible to provide training opportunities. Nevada gets five opportunities for training per year from the federal side including the next meeting for NPSCC with the Office of Emergency Communications (OEC) workshop regarding LTE and the future of broadband in the State of Nevada.

The SWIC also is the point of contact for the state Communication Assets Survey and Mapping (CASM) tool. All state communications information is housed within CASM. The SWIC maintains the state tactical plans. George also stated he is member of the executive committee for the National Council of SWICs which provides Nevada a great voice on a national level.

5. OVERVIEW OF STATEWIDE COMMUNICATION INTEROPERABILITY PLAN (SCIP) AND COMMUNICATIONS PROJECTS

George presented the SCIP and explained what it is. The SCIP is derived from the National Emergency Communications Plan which was created out of the review of the events of September 11. This is a high-level document that represents the vision of communications for the State of Nevada. This is available on www.publicsafetytools.info. This committee will represent Nevada and its vision moving forward.

Chief Chris Smith asked George how we go about updating the SCIP when new issues or problems become known. George stated that now that the NPSCC has been formed, there

is a mechanism in the SCIP for modifications. There is also technical assistance available to provide assistance in workshops for updating the SCIP. E-SCIP, the electronic version, will be coming soon and will make the SCIP easier to update.

Co-Chair, Director Barnbeck stated that some things over the years have become stale. He would like everyone to take a hard look at information and get it down to the ground troops of each agency so that it becomes operational. Co-Chair, Director Jim Wright agreed that he would also like everyone to begin using the information. We need to practice interoperability to utilize it more.

Chris Ipsen asked if there is a process in place already to measure how we are using this information in a comprehensive way in addition to ways to improve interoperability. George stated that at this point we are in a gray phase between governance bodies and stated part of this committee's job will be to see how to utilize this information on a daily basis. The world is constantly changing so interoperability will never be completed.

Comment was made that a measurement process should be placed as an agenda item in the future for the committee. There was question whether information from after action reports has yet been compiled into a representative report.

Dave Hunkup stated he is new to the area of communications at this level. He would like to see a statewide exercise on interoperability involving all players for communication. Testing the process is very important involving all jurisdictions. Dave stated the Inter-Tribal Emergency Response Commission (ITERC) has two communications exercises each year testing their communication process in emergencies.

George stated there is a plan to do such an exercise in the first half of 2015. They will solicit input and suggestions from around the state to have a communications drill assessing capabilities for interoperability. It takes a while to create such an exercise but it is in the works.

Colonel Mitch Sperling added there are quite a few exercises throughout the year. One very important exercise is their New Year's Eve exercise in Las Vegas. Communication is still lacking and it is simply a matter of training. There needs to be a fair amount of training prior to an exercise. Prior training before an exercise allows the ability to utilize radio communication during an exercise.

Director Wright stated he would like all staff to be adequately trained on what system they are using as well how that system works. Dispatch staff also needs to be fully included also. They need to understand the radio systems those in the field are utilizing.

George indicated that NDEM has a training team and they are revising the training package at this point from top to bottom.

Chief Mike Brown asked who will bring along our federal partners such as Forrest Service, Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), and Park Services. He returned from a fire event in Oregon where communications between entities at each level were challenging.

Tom Lawless stated he is the regional coordinator for communications. In 2010, his first issue was with some smoke jumpers and he learned very quickly about narrowbanding. He stated he is the "Fed guy" and everyone should let him know if there is some way that he can help.

Chris Ipsen stated the committee needs to communicate to partners exactly what is happening, what our interoperability capabilities are, including visually. It is important to simplify understanding of our communication and leverage other resources currently being utilized.

George stated Nevada maintains a visual tool in CASM which available at this point.

6. OVERVIEW OF THE SLIGP GRANT – PROGRAMMATIC AND FINANCIAL

Co-Chair, Director Jim Wright turned this item over to Rick Martin (NDEM) for an introduction to the State and Local Implementation Grant Program (SLIGP). Rick gave an overview of the SLIGP grant which is a matching grant program administered by the National Telecommunications & Information Administration (NTIA). This grant is to aid state, local and tribal entities as they prepare for the nationwide public safety broadband network. The grant will support salaries, planning, consultation, education and outreach activities as well as funding the collection of data regarding on existing infrastructure and equipment that might be utilized by FirstNet. Planning for the grant began in February 2013 and NDEM received approval for the grant in August 2013 with a performance period of three years, with the grant ending July 31, 2016.

Rick referred to the SLIGP spreadsheet which gives a budget overview and will be supplied quarterly. Rick explained where match comes from which is 25% of the funding. Rick reported the total grant is \$2,471,194 with a 25% match of \$498,528. The grant currently is supporting a portion of the SWIC position, program manager/outreach coordinator still to be hired, administration of the grant, travel for the NPSCC governance body, outreach and materials, as well as a small portion of offset for some of the NDEM staff working on the grant.

NTIA structured the grant into two phases which are each 50% of the award. Phase 1 is related to governance, consultation with FirstNet, engagement and education of stakeholders, and identification of potential users for the Public Safety Broadband Network. Phase 2 will not be released until deliverables of phase 1 are submitted and after the state consultation with FirstNet. We do not yet know the date for the FirstNet state consultation but it will be soon, probably in Fall 2014. No additional funding is expected at the end of the SLIGP grant at this time. This is an information-gathering only grant. No equipment will be purchased through this grant.

Dave Hunkup asked Rick if information outlining the grant is available with justification. Rick stated we will send out the overview of the guidance for the SLIGP grant to everyone.

Tom Lawless wanted to make very clear that SLIPG is not like the Public Safety Advisory Committee (PSAC) and there would be no equipment.

7. OVERVIEW OF THE SCOPE FOR THE SLIGP PROJECT MANAGER AND OUTREACH COORDINATOR

Rick Martin stated the Project Manager and Outreach Coordination is one position. This is being done to maximize and leverage funding. The position will work together with broadband leadership to design and provide education and outreach to stakeholders. This position will provide input and information to promote the SLIGP program. This will be a contract position with a request for proposal for this position and a timeline 6-9 months.

8. APPOINTMENT TO THE REQUEST FOR PROPOSAL (RFP) COMMITTEE FOR THE SLIGP PROJECT MANAGER AND OUTREACH COORDINATOR

The executive order states that the co-chairs will take the lead in this RFP committee with one extra member from the NPSCC to be appointed. The NPSCC will have oversight on the hiring of the SLIGP project manager and outreach coordinator. Dave Gustafson volunteered for this committee as a certified project manager himself. Bill Welch moved and Rudy Malfabon seconded. Kevin Judice asked about where the people/companies come from for the SLIGP project manager and outreach coordinator position. Chris Smith stated this will be an advertised contract position and both individuals and companies may come forward in response to the RFP. There was no other discussion. The motion passed unanimously.

9. FIRSTNET CONSULTATION PROCESS

Chief Chris Smith explained the initial consultation package has not been submitted yet. FirstNet had some specific information they requested to be completed before the initial state consultation meeting. NDEM wanted to let everyone on the board see it. It will be submitted soon after the meeting. The first part of initial consultation meeting will be an open meeting with NPSCC and then there will be a more technical meeting to a smaller closed group. This process is still a work in process. The second meeting will be more tailored to the Governor's office staff as well as more technical individuals. Potential dates are listed on page 23 of the consultation packet, looking at October 29-30, November 3-4, or November 13-14 as potential dates. Chief Smith went over what information was requested by FirstNet prior to the consultation meeting. FirstNet also asked for barriers faced within the state and some of those provided include the fact that Nevada's legislature meets every 2 years, and Nevada is primarily a federally-owned state with much landmass owned by the Federal government. FirstNet also asked for an estimate of events in Nevada that are interoperable communications heavy.

Co-Chair, Director Wright expressed his appreciation for NDEM staff and Chief Smith taking the initiative and putting the initial consultation packet together. Chief Smith stated once the NPSCC draft bylaws are voted in, he will be comfortable submitting the consultation packet. George Molnar added that this initial state consultation with FirstNet is just the first step in the wireless broadband initiative.

Matt Morris asked for clarification of why the group will shrink down for the consultation process. Chief Smith stated there will be two phases of the initial state consultation meeting with FirstNet. The first phase will include the entire body of the NPSCC. The second phase will be more geared toward the Governor's staff and will have a limited number of NPSCC members attending the second meeting.

10. OVERVIEW OF THE SLIGP OUTREACH MATERIALS

George Molnar stated the SWIC is currently providing outreach and education. George has been to 14 meetings and talked to 410 people about the future of interoperability. George gave a brief history of communication from the early days to now and looking to the future. There is a nationwide plan, the National Emergency Communications Plan (NECP) which has led to the SCIP with the SWIC appointed as the custodian of that vision for the state. George gave an overview of the presentation he is giving. FirstNet is a federal agency operating independently holding the license for the D block. FirstNet will provide a wireless broadband private internet for public safety. All with a vested interest in first responding will

be open to participate. This will operate much like an independent Verizon, ATT, or T-Mobile. George talked about the types of things broadband could possibly enable in the future. FirstNet will not replace existing land mobile radio systems. Everyone should be updating their equipment as normal. Congress mandated FirstNet and the creation of a nationwide wireless broadband network. However, use of this system is not mandated. George also stated FirstNet will NOT supply mission critical voice.

The process of “opting out” was explained to the group. States that opt out will have to build a radio capable network themselves. “Opting in” means that Nevada allows FirstNet to operate the stated system within the state and FirstNet will build it. This is really about who builds it.

Phase 1 is about gathering information. George stated we are in the process of asking each location what they would like for the future and what they have, i.e. extra space on a tower. Also, the question will be asked what everyone already has that might be of use for this system. Phase 2 will be more system design and a plan develops. FirstNet holds the license until 2022 and must show demonstrable progress in order for their license to be renewed. Only about a dozen states have submitted their consultation packets.

Kevin Judice asked about phase 2. Everyone is touchy about releasing their fiber map because of safety and security. It is very important that this information be protected. George stated the two-day consultation process will be a one-day open meeting and a second day of closed sessions limiting who will hear that information. Additionally, FirstNet realizes some information needs to be private.

Chris Ipsen stated there is a process available to make certain documents confidential for the security of the state. The Nevada Commission on Homeland Security (NCHS) can be utilized for this process. George Molnar confirmed there is no requirement that an implicit network be made. Also, mapping of data across the network will need to be done and much conversation will be required.

Tom Lawless stated much of this discussion will come later. FirstNet is early in the process and built on standards that are not completely fleshed out as of yet. Wi-Fi as a standard was added in 1980, price point will be a challenge to consider. Tom stated there are vendors out there right now selling what they call “FirstNet” specific radios, etc. FirstNet will be another tool in the toolbox. There will be a discussion with FirstNet about deployable assets. There are not yet deployable assets in rural areas.

Chris Ipsen asked if there is a spectrum requirement. George stated yes and no. FirstNet holds the exclusive license for D block and FirstNet will live there. FirstNet will not be a one-stop shop.

Chief Chris Smith talked about confidentiality and restricted document actions. He suggested the body should decide if legislature should get involved. The NPSCC should work toward determining if current legislation is sufficient for document security. NRS 239C.210, subparagraph 2 does allow provides for executive order to allow protection of critical infrastructure documents. This does not really clarify communications.

Dave Gustafson stated the State of Nevada has same challenge. He asked if FirstNet would ask for that inventor or asset and when that might happen. George stated the expectation is nebulous at this point. Phase 2 guidance does not yet exist. Dave asked if the committee should make a recommendation to the Governor to ask the legislature to amend the NRS to include communication systems knowing the timing of the Legislature. Chief Chris Smith stated we need to find ask that question. Co-Chair, Director Michael Barnbeck stated the goal of the committee is interoperability as a whole, including public safety local communication, and as such should take a look at this as a whole. Dave Gustafson said he would be available to be involved in that discussion.

11. REVIEW OF DRAFT CHARTER AND BYLAWS

George Molnar reviewed the draft bylaws and charter which came from a combination of NCSC, a technical assistance workshop done before the SONNet board was created, as well as information from other states and jurisdictions. These documents reflect the executive order for the creation of the NPSCC. The documents were presented to the NPSCC for discussion and possible action.

Chief Chris Smith thanked George for his work in putting these documents together for the NPSCC. Chief Smith addressed the bylaws first which he felt was the most salient for the body. Chief Smith proposed a couple of changes to the draft bylaws as follows.

Article IV, section D on membership. This issue has been present across a number of boards and Chief Smith proposed that “members may not appoint proxies to deliberate or vote on their behalf” be added. This change to the draft brings the bylaws into consistency with the Open Meeting Law and utilization of proxies throughout the state. People can attend in member’s stead but cannot vote on behalf of the member with regard to the Open Meeting Law in its current state.

Article VI, specific member duties, section B should say the co-chairs of “the” NPSCC and one additional member designated by the “NPSCC.”

Article VII, in meetings, there is no need for a special meeting. NPSCC may call meetings so there is no need for a special designator. Remove section C special meeting notation. In section E, leave the statement that meetings may be canceled by chair or co-chair. Remove the remainder that would indicate there has to be a meeting to cancel a meeting. Section J is not necessary referring to Robert’s Rules of Order as this is not a requirement.

Article VIII – Section E – all subcommittees expire 1 year. Chief Smith stated he did not believe that we need to have automatic expiration of subcommittees and asked that this portion be removed. Subcommittees will be regenerated every year and continue on.

The above were Chief Chris Smith’s recommendations as he reviewed the document with legal counsel.

Co-Chair, Director Jim Wright clarified Chief Smith's recommendation regarding article VII to strike section C by stating that this would require modification to Section D to strike "special." Chief Chris Smith concurred.

Dave Gustafson asked Chief Smith if the intent of section C was meant to provide a shorter window than the three days posting required by the Open Meeting Law. Chief Smith stated that in review it looked as though that was the intent but reiterated that is not an option under the Open Meeting Law. Deputy Attorney General Samatha Ladich stated the law allows for a narrow definition of an emergency meeting and this section would not be covered under that narrow definition. The executive order states that the NPSCC must meet at least quarterly but can certainly meet more often so the wording here does not apply to this committee.

Dave Hunkup stated that article VII, section B states a meeting may be held in person, via teleconference, internet conference or by other means as appropriate and approved by the Members. Dave asked if the meetings from here on out will be held in this manner. Chief Chris Smith stated that the wording is "may" and this provides options for meeting venues to conduct meetings with multiple sites as fits the situation. Dave Hunkup asked who makes that decision. Chief Smith answered that typically budget drives that decision. George Molnar recommended the next meeting with the OEC workshop on August 21 be a one-location meeting again as it will be a full-day meeting. Deputy Attorney General Samantha Ladich stated this is allowed for in the Open Meeting Law and is not a new concept.

Co-Chair, Director Micheal Barnbeck asked Chief Smith if there is a cost to set up bridge. Chief Smith replied there is a cost that is typically borne by NDEM.

Co-Chair, Director Wright reiterated the changes mentioned above.

Director Wright entertained a motion regarding the bylaws. Lou Amell moved to accept the bylaws with the suggested changes and Dave Gustafson seconded. There was no discussion and the motion passed unanimously.

Discussion then moved to the draft Charter document. George stated that the Charter is a largely redundant document. Chief Chris Smith stated that in looking at both documents bylaws give what is needed to act as a body and the Charter does not enhance that. Chief Smith recommended we operate by solely by the bylaws and disregard the charter.

Director Jim Wright concurred stating the executive order spelled out the need for bylaws but nothing else. Director Wright asked if anyone else had anything to add.

Director Michael Barnbeck stated simpler is better and felt there was no need for two separate documents. He felt the executive order will give sufficient guidance and that no action should be taken regarding the Charter document.

12. NEXT MEETING DATE FOR THE COMMITTEE

Co-Chair, Director Jim Wright stated the next meeting date will be a full-day workshop that will be very informative for everyone with a proposed date of August 21, 2014. This will be a meeting with an Office of Emergency Communications Broadband/LTE coverage workshop. Matt Morris stated he will not be available for the August 21 meeting. Kevin Judice thought he may be available for perhaps half of the day. Bill Welch also stated he would be available only for half of the day. Director Wright suggested that we work with the workshop presenters to see if the majority of the workshop could be up front to accommodate those who can only attend for part of the meeting day.

Co-Chair, Director Michael Barnbeck asked about the status of the 911 coordinator, whether it is funded and if it is moving forward. Chief Chris Smith stated there is not a firm read on the status. There is no funding for a statewide 911 coordinator. Chief Smith suggested the body add that as an agenda item for later discussion to explore as how to move forward.

Director Jim Wright stated, for the record, that if any members come across any items they would like to see placed on an agenda, they should get that information to Janell Woodward.

13. PUBLIC COMMENT

Co-Chair, Director Jim Wright opened the meeting up once again for public comment. There was no comment from the public.

14. ADJOURN

Co-Chair, Director Jim Wright called for a motion to adjourn the meeting. Dave Gustafson made the motion for adjournment and Mike Brown seconded. All were in favor with no opposition. Meeting adjourned.

Director Wright thanked the committee on behalf of himself and Co-Chair, Director Michael Barnbeck for their time and is looking forward to being able to accomplish many things with this new committee. He directed committee members to contact himself, Co-Chair, Director Michael Barnbeck or NDEM staff with any needs.