

	<p><u>MEETING MINUTES</u> NEVADA COMMUNICATIONS STEERING COMMITTEE (NCSC)</p>		
DATE:	Monday, May 13, 2013		
TIME:	1:30 P.M. – 4:00 P.M.		
LOCATION:	Nevada Division of Emergency Management Executive Conference Room 2478 Fairview Drive Carson City, Nevada 89701		
METHOD	Video/Teleconference		
RECORDER	Karen Hall		
ATTENDANCE			
Committee Members	Present	Committee Members	Present
Lou Amell (Chair)	x	Dan Lake	x
Don Belcher		Joseph Lombardo	x
Robert Chisel	x	Brian Nebeker	x
Jake Conely (Vice-Chair)	x	Chris Perry	x
Craig Harrison	x	Bonnie Petti	x
Tammy James	x	Jeffery Stilson	x
James Johns	x		
Nevada Attorney General Representative			
Henne Rasul	Deputy Attorney General		x

1. CALL TO ORDER AND ROLL CALL

Chair Lou Amell, Las Vegas Fire and Rescue called the Nevada Communications Steering Committee (NCSC) to order at 9:30 a.m. Roll call performed by Karen Hall, Nevada Division of Emergency Management and Homeland Security (NDEM/HS). Quorum was established for this meeting.

2. PUBLIC COMMENT

Chair Amell opened discussion for public commentary with no commentary noted in either venue.

3. APPROVAL OF MINUTES

Chair Amell called for a motion to approve the NCSC meeting minutes dated March 21, 2013. A motion by Committee member Assistant Sheriff Joseph Lombardo, Las Vegas Metropolitan Police Department (LVMPD) to approve the amended minutes as noted was presented, with a second by Captain Jake Conely, Sparks Fire Department. All were in favor with no opposition.

4. COMMENTS BY THE CHAIRMAN

Chair Amell thanked the NCSC membership and public attendees for participating in this meeting, particularly thanking both members and support staff for efforts in getting this meeting underway.

5. STATEWIDE INTEROPERABILITY COORDINATOR (SWIC) STAFF REPORT

Craig Harrison, Interoperable Communications Project Manager briefed the body on the SWIC staff report and the project status update spreadsheet information provided for review to include highlights noted below:

- Briefing on status of grant funded communications projects.
- Southern Nevada Area Communications Council (SNACC) and LVMPD have signed-off on NCORE Executive Committee Charter, Bylaws, and Inter-Local Agreement. Several other entities are working on sign-off currently to include Nevada Public Works, Nevada Division of Transportation and Clark County.
- Fiscal Year 2013 Investment Justifications (IJs) vetted by NCSC were due to the Nevada Division of Emergency Management (NDEM) by May 9, 2013.
- The Communication Assets and Survey Mapping (CASM) tool has been updated to include new user policies. Access requests are to go through the SWIC.
- Site Survey tool update shows that input into the tool will be included in the CASM.
- There are currently 23 recognized COMLs and 17 COMTs in Nevada.
- Compliance with narrow banding effort is now at 90% with only 730 out of 6,954 licensed transmitters still showing the FCC database as wide-band. Agencies and other licensees are encouraged to confirm completion of appropriate license modifications.
- Less than half of the 25 funded sites pertaining to the Crossband Repeater project are functioning.
- Office of Emergency Communications (OEC) is developing an “Aux-Fog” guide for auxiliary communicators, and it will be published electronically within the next few weeks.
- NevIFOG guide is being revised with the possibility of issuing the information as a smartphone/tablet application. Any changes affecting an agency should be submitted to the SWIC.

Captain Conely presented concern regarding possible conflict between his efforts in working with NDEM to set up an exercise on June 12, 2013 conflict with possible duplicative training he sees on July 11-12, 2013 due to a COML reference. George Molnar indicated these are different events, but requested that the COML task book reference be removed to avoid this confusion.

Tammy James, Douglas County Communications Manager asked for clarification on the report regarding the Crossband Repeater project pertaining to whether the areas were working or functioning. Mr. Harrison clarified that less than half have been certified, but there is a plan in place now to address remaining sites. Sites should be up before the end of summer. Chair Amell inquired as to how many total sites will be up and running when completed, with Mr. Harrison indicating a total of 28 sites.

6. REPORT FROM THE LAS VEGAS URBAN AREA (LVUA) COMMUNICATIONS WORKING GROUP

Mark Blomstrom reported on the March 2013 meeting of the LVUA Communications Working Group. The joint operating policy statement (JOPS) is completed and has been sent out to agency heads in the area for execution and adoption. 43% of agreements have been returned reflecting 15 of 35 agreements total. The response may be better than numbers indicate as duplications in addresses of which agreements were sent may have skewed the result. Efforts to correct this are underway and will be discussed at the next communications working group meeting. A follow-up report will be provided to the NCSC per Mr. Blomstrom.

Official Minutes – Approved at the September 11, 2013 NCSC Meeting

Assistant Sheriff Lombardo inquired if these requests were sent out several months ago, with confirmation from Mr. Blomstrom that was the case. The suggestion was made by Sheriff Lombardo to personally contact these agencies to confirm receipt.

7. REPORT FROM THE NCSC 9-1-1 COORDINATOR SUBCOMMITTEE

Craig Harrison reported on the conference call on NCSC 9-1-1 meeting on April 16, 2013 noting Input from Public Safety Answering Points (PSAP) and support required to move forward. The NCSC 9-1-1 body has developed a short-term plan assigning three tasks to current members. Tammy James will identify PSAPS and obtain both phone and email information as necessary; Director Robert Chisel, City of Reno will identify the legislative process and timeline affecting this effort; and Mr. Harrison is assigned the development of a short white-paper outlining the situation pertaining to next-generation technology and what the 9-1-1 Coordinator would do in its facilitation role.

8. UPDATE ON THE STATUS OF THE CLARK COUNTY SCHOOL DISTRICT (CCSD) STANDARD OPERATING PROCEDURES (SOP) PROJECT

Chair Amell reported that there has been tremendous cooperation from Clark County including LVMPD, fire community, water community and North Las Vegas to establish the first standard operating procedure (SOP) written. Many areas of concern have been addressed to include the number of schools involved. An exercise is planned by month's end with final refinements to the SOP expected by the end of June 2013 to complete the first phase of this project. Lieutenant Brian Nebeker, Clark County School District Police Department appreciates the concerted effort of the public safety community noting it is important to have interoperability between public safety entities and the school district.

9. PUBLIC COMMENT

Chair Amell called for public commentary. David Fein, Alcatel Lucent indicated that the first phase 4G LTE installation project is complete at the FAST Center in Las Vegas. Base station equipment is running, and over the course of the next few weeks, the mobile equipment will be functional. Mr. Fein indicated that a presentation of this capability is being set up sometime in August 2013.

10. ADJOURN

Chair Amell called for a motion to adjourn the meeting. Motion to adjourn was presented by Sergeant Dan Lake, Emergency Manager for North Las Vegas with a second provided by Lieutenant Brian Nebeker. All were in favor with no opposition. Meeting adjourned.