

**Public Safety Communications Advisory Commission (PSCC)
Summary of Minutes - Regular Public Meeting**

Tuesday, May 19, 2009

DRAFT DATED May 22, 2009 – Not Yet Approved by the Commission

PSCC Voting Members Present

- Chad Kirkpatrick, State CIO & Director, Government Information Technology Agency (Chairman)
- Michael Brashier, Communications Manager, City of Casa Grande
- Hal Collett, Sheriff, Retired
- Jan Hauk, Past President, Arizona Fire District Association Representative
- Tracy Montgomery, Assistant Chief, Phoenix Police Department
- Leesa Berens Morrison, Director, Arizona Department of Homeland Security
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS
- Mike Worrell, Captain, Phoenix Fire Department

PSCC Voting Members Absent

- Amy Brooks, Captain, Apache Junction Fire Department
- Kathleen Robinson, Assistant Chief, Tucson Police Department
- Danny Sharp, Chief of Police, Oro Valley Police Department
- Dan Wills, Battalion Chief, Sedona Fire District

Government Information Technology Agency (GITA) & GITA, Public Safety Interoperable Communications (GITA-PSIC) Office Attendees:

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office
- Michael Todd, PSIC Outreach Manager, GITA-PSIC
- Regina Bernal, PSIC Support Specialist, GITA-PSIC
- Justin Turner, PSIC Operations Manager, GITA-PSIC
- Joyce Raschiatore, Project Oversight Manager, GITA
- Emilie Sundie, Project Manager, GITA
- Brian Sherman, Strategic Initiatives Manager, GITA
- Leah Sweet, Deputy State CIO & Deputy Director, GITA
- Matt Morales, Director of Communications and Intergovernmental Affairs, GITA

PSIC DPS Adviser

- David Felix, Executive Officer, AZ Department of Public Safety (DPS) representing Roger Vanderpool, Director, DPS

Call to Order and Roll Call

The meeting was called to order at 1:07 PM by Chairman Chad Kirkpatrick, Director of the Government Information Technology Agency. Chairman Kirkpatrick thanked Commissioners for attending. Roll call was taken by Ms. Regina Bernal, PSIC Support Specialist, as noted above and a quorum of the PSCC was declared present.

Approval of Minutes - January 28, 2009 Joint PSCC SIEC Public Meeting

Chairman Kirkpatrick asked for comments on the January 28, 2009 meeting minutes. Hearing no comments, Commissioner Patrick Quinn made a motion to approve the minutes. The motion was seconded by Commissioner Hal Collett. The motion was unanimously carried and the minutes were approved.

Stakeholder Input

Presenter: Lisa Dee Meyerson, Manager, PSIC Office

Lisa Meyerson, Statewide Interoperability Coordinator and Manager of the Public Safety Interoperability Communications Office presented a review of handouts regarding stakeholder input that had been received at the following statewide stakeholder working sessions:

- November 20, 2008 Statewide Interoperable Communications Stakeholders Working Session
- February 24, 2009 SCIP Implementation Workshop

The November 20th Statewide Interoperable Communications Stakeholders Working Session focused on the state of interoperability in Arizona and outlining a vision for moving forward. Topics reviewed at the working session included AIRS, the DPS Microwave network, the Strategic Technology Reserve, CASM and TICPs, and local and regional efforts. Stakeholders were given an opportunity to discuss the Demonstration project and provide input on the future of the project. The PSIC Office also provided an overview of their activities and outreach since taking over the Commission. In addition, a considerable amount of time was spent on a comprehensive vision for interoperability for the State moving forward, including discussions on operability/interoperability and the relationship between the two, what is meant by a system of systems approach, where a solution for State agencies fits into a system of systems approach, what is meant by an overlay and whether an overlay was planned or needed in Arizona, impact of current budget constraints on long term planning, etc.

The SCIP Implementation Workshop on February 24th, 2009 was attended by federal DHS representatives from the Office of Emergency Communications (OEC) and the Interoperable Communications Technical Assistance Program (ICTAP). The focus of the workshop was to help the State commence SCIP implementation and alignment with the National Emergency Communications Plan (NECP) released in July 2008. Topics covered during the meeting included:

- Statewide Communications Interoperability Plan (SCIP)
- SCIP Strategic Initiatives Updates
- Federal DHS OEC Resources
- National Emergency Communications Plan (NECP) Requirements
- Alignment of AZ SCIP with NECP
- Advancement of Interoperability Governance in Arizona.

Ms. Meyerson advised that a full report of each session is available in the Commissioners' packets, as well as on the GITA website at: <http://www.azgita.gov/psccl/>. She stated that the extensive stakeholder input received will be reviewed going forward, including as the following are being developed: annual SCIP update, plan for the PSIC Office and updates to the SCIP Strategic Initiatives, which she would be discussing next.

After the presentation, Chairman Kirkpatrick called for additional discussion or questions. Hearing no comments, Chairman Kirkpatrick asked Ms. Meyerson to present the next item on the agenda.

PSCC Strategic Initiatives

Presenter: Lisa Dee Meyerson, Manager, PSIC Office

Ms. Meyerson opened the discussion with a review of the SAFECOM Interoperability Continuum established by Federal Department of Homeland Security and utilized by the States for reporting progress in regard to their Statewide Communications Interoperability Plan (SCIP). Arizona's proposed SCIP Initiatives were presented.

Ms. Meyerson provided background to the Commission on how the SCIP initiatives have evolved from the SCIP developed in 2007 and proposed revisions based on input since then, to and including input at the recent statewide stakeholder meetings (described above).

Ms. Meyerson advised that the draft chart of proposed updated SCIP Strategic Initiatives (and supporting objectives) was available in the Commissioners' packets, as well as on the GITA website at: <http://www.azgita.gov/pscc/>. Ms. Meyerson then presented each initiative to the Commission, providing detail on the plans for implementing select items as she went and asking for comments throughout.

Some highlights of the presentation in sections based on the key sections of the SAFECOM Continuum – Governance, SOPs, Technology, Training and Exercise, Outreach and Usage – follow:

Governance and SOP Initiatives: Ms. Meyerson informed the Commission that work to strengthen the SIEC is underway. PSIC staff worked with the SIEC co-chairs to recruit new members for the SIEC Operational and Technical Workgroups. A list of Workgroup members was included in the Commissioner's packet. SIEC is currently involved in creation of an AIRS SOP.

Ms. Meyerson also responded to questions regarding the Comprehensive Emergency Communications Plan, from Commissioners Quinn and Montgomery, regarding their perception that ADEM had previously expressed interest in assuming responsibility for that initiative. Ms. Meyerson clarified that responsibility for the initiative is being listed as TBD until PSIC and ADEM can talk further, at ADEM's request. Commissioner Morrison recommended that ADOT should also be involved in the discussion regarding emergency communications planning as ADOT is responsible for emergency evacuation planning and communications planning is a key component of that plan as well.

Ms. Meyerson asked Mr. Jesse Cooper with the Phoenix Police Department to update the Commission regarding the CASM Strategic Initiative. Mr. Cooper indicated that funding for updating CASM had been requested, and that utilizing these funds the State has plans for utilizing CASM more extensively. He explained that once data is in CASM it can generate a TIC Plan or TICP.

Technology Initiatives: Ms. Meyerson asked AZDPS Executive Officer David Felix to confirm (which he did) that the completion of the microwave southern loop upgrade from analog to digital technology was on track for completion in 2009. Ms. Meyerson asked Mr. Morgan Hoaglin of ADEM to confirm that the rollout of the Strategic Technology Reserve (STR) is on track for completion in 2010, which he did. She clarified in response to a question from Commissioner Morrison that the STR initiative remains the responsibility of ADEM. Ms. Meyerson also discussed plans for enhancing operable communication systems for State Agencies in support of interoperability, for which DPS will be taking the lead, by chairing a State Agencies' Interoperability Committee.

Training and Exercise Initiatives: Ms. Meyerson explained that once the AIRS SOP (being created by SIEC for PSCC approval) was complete, PSIC will move forward with developing and implementing an AIRS Training program. It is expected that AIRS training will be available starting in 2009, although roll-out of training statewide will not be complete until 2010.

Commissioner Worrell indicated that he is working on providing COML training in Phoenix, Tucson, Yuma and Flagstaff this year. He expressed interest in the PSCC looking at how to identify additional funding for additional COML training programs going forward.

Outreach and Usage Initiatives: Ms. Meyerson indicated that PSIC Staff will be developing an education and outreach plan in support of interoperable communications. In addition to the outreach efforts of PSIC staff, the plan will include roles for other agencies, Commissioners and stakeholders in regards to interoperability outreach.

After giving Commissioners time to review the initiatives, Chairman Kirkpatrick asked for additional comments on the Strategic Initiatives. Hearing no comments, Commissioner Worrell made a motion to approve the initiatives as printed. The motion was seconded by Commissioner Montgomery. The motion was unanimously carried.

Statewide Interoperability Executive Committee Status Report

Presenter: Mark Venuti, SIEC Co-Chair

Mr. Mark Venuti informed the Commission that SIEC co-chair Paul Wilson had an emergency and was sorry he could not attend and present the update on the activities of the SIEC.

Mr. Venuti stated that the SIEC recently met with all of those who had agreed to participate in its Technical and Operational Workgroups. Twenty six people were recruited by PSIC and SIEC members to participate in one or both of the Workgroups. The Technical Workgroup is responsible for making recommendations on technical standards and spectrum usage. The Operational Workgroup is responsible for making recommendations on operational standards and processes.

The SIEC is now focused on the development of an AIRS SOP. Mr. Venuti indicated that Dr. Jennifer Hendry had done an excellent job of analyzing existing AIRS documentation to determine what AIRS SOP-related information is still current and to identify additional information needed to develop a current, actionable SOP document. He expressed that the SIEC will be presenting a draft AIRS SOP to the Commission for approval at a future meeting.

After the presentation, Chairman Kirkpatrick called for discussion or questions. Hearing no comments, Chairman Kirkpatrick asked Mr. Timothy Grubbs to present the next item on the agenda.

AZDOHS Target Capabilities Assessment

*Presenter: Timothy Grubbs, Strategic Planner & Legislative Affairs,
AZ Dept of Homeland Security*

Mr. Timothy Grubbs gave an overview of the Target Capabilities Assessment (TCA) being conducted by the Arizona Department of Homeland Security. The TCA is being done to ensure that AZDOHS is leveraging grant funds in the most efficient and effective ways to make the biggest impact on Arizona's preparedness for, response to and recovery from disasters.

The TCA will be used to ensure grant funding is prioritized based on the State's most critical needs. In addition, it will provide a comprehensive picture of what we are capable of and what areas (of the 37 assessed) we need to improve to ensure our homeland security mission.

After the presentation, Chairman Kirkpatrick called for discussion. Commissioner Morrison emphasized the priorities of the TCA and how important the gap analysis will be to future grant funding. She strongly encouraged the public safety community to be involved and have a voice in the Target Capabilities Assessment.

Yuma OP-TTX Update

Presenter: Michael Todd, PSIC Outreach Manager

Mr. Michael Todd provided an update on the planning process and anticipated after action activities of the YUMA OP-TTX scheduled for May 21. The TTX is focused on the communications required to resolve an evolving civil disturbance that begins at the border crossing. Public safety professionals from around the region and the State were invited to observe or participate.

On April 7th thirty local, state, and federal responders from around Yuma began planning the exercise scenario. On April 30th the Exercise Planning Team met to finalize the scenario and exercise logistics. The TTX is expected to provide the Yuma Region an excellent opportunity to reinforce their strong regional multi-agency relationships in regard to interoperable communications. The Exercise is scheduled for May 21st and a report on the Exercise will be presented to PSCC at a future meeting.

After the presentation, Chairman Kirkpatrick called for discussion. Hearing no comments, Chairman Kirkpatrick opened the floor to comments from the Public.

Comments from the Public

Mr. Jesse Cooper of Phoenix Police Department informed the commission of upcoming COML training sessions scheduled for June 15th and August 10th. He stated thirty seats are available for each session. He also informed the Commission and stakeholders in the audience that ICS-300 will be available prior to each of the COM-L training sessions (since it is a prerequisite that some have not previously had the opportunity to fill).

No additional comments were received from the public.

Chairman Kirkpatrick reminded Commissioners that the next meeting of the PSCC is scheduled for July 21, 2009 in Flagstaff, Arizona during the annual Law Enforcement POW-WOW.

Adjournment

Chairman Kirkpatrick called for a motion to adjourn. Commissioner Hal Collett motioned to adjourn the meeting, which was seconded by Commissioner Dewayne Woodie and unanimously carried. The meeting adjourned at 2:10 PM.