



AGENDA

Joint Meeting of the California Statewide Interoperability Executive Committee (CALSIEC) & Public Safety Radio Strategic Planning Committee (PSRSPC)

September 24, 2007 | 10:00 AM to 4:00 PM

Office of Emergency Services | 3650 Schriever, Mather, CA 95655

RSVP: Marlo Brush, Marlo.Brush@oes.ca.gov, tel: 916-845-8612

Call in Phone Line: 866-742-9494, pass-code: 3127358

Microsoft Live Meeting Link: <https://www.livemeeting.com/cc/sra/join?id=6XG77R&role=attend&pw=G%7EFpcm2>
(Prior actions recommended, please see guidance below)

Purpose:

- To obtain consensus on the September 30th preliminary CalSCIP draft & review the preliminary draft of the 2008 PSRSPC Report to the Legislature

Outcomes:

- Enhance statewide communications interoperability planning collaboration between CalSIEC & PSRSPC
- Consensus on the September 30th preliminary CalSCIP draft that will be provided to DHS for feedback
- Shared understanding of the 2008 PSRSPC preliminary draft Report to the Legislature

	Time	Topic	Presenter
1	10:00	Welcome & Call to Order <ul style="list-style-type: none"> • Introductions • Executive Greeting • Agenda Review • Meeting Principles • Announcements 	Frank McCarton , PSRSPC Chair John Powell , CALSIEC Chair Adam Sutkus , CSUS- Center for Collaborative Policy (CCP) Tony Macri , SRA Touchstone
2	10:15	California Statewide Communications Interoperability Plan (CalSCIP) <ul style="list-style-type: none"> • Review and Discuss Draft 	SRA Touchstone Team CalSIEC & PSRSPC Members
3	12:00	WORKING LUNCH	
4	12:15	2008 PSRSPC Legislative Report <ul style="list-style-type: none"> • Review and Discuss Draft 	CCP Team PSRSPC Members CALSIEC Members
5	1:00	Continue Group Review of CalSCIP Draft	SRA Touchstone CalSIEC & PSRSPC Members
6	3:45	Update on CalSIEC Regional Activities	CalSIEC Regional Leadership
7	4:00	Next Steps and Meeting Adjournment	

Interpretation services provided. For special needs requests please contact Tyler Block at: tblock@ccp.csus.edu

Microsoft Live Meeting Application Basic Guidance

It is recommended that you attempt to access Live Meeting prior to the August 24th meeting to either download the reader or simply familiarize yourself with the program.

Microsoft *Live Meeting* Application allows remote participants to view the meetings “Shared Display” screen in real time using their home or office PC. Using this tool permits a remote participant to view changes, upgrades and recommendations made to the CalSCIP and PSRSPC 2008 Legislative Report Drafts. *Live Meeting* does not provide video feed or audio connection of the meeting. For audio, please utilize the conference bridge information provided above.

Live Meeting is very intuitive to use, however, end users need to decide if they desire to download the *Live Meeting* reader (recommended) or use the web-based application.

The below steps provide simple guidance to set up the application. If needed, more detailed guidance is also provided. It is recommended that you use Microsoft Explorer vs. other internet browsers for this program.

If you have any questions or problems please contact Jennifer White at Jennifer.White@sra.com or 404-245-7573.

General Log-In

Microsoft Live Meeting Link:

<https://www.livemeeting.com/cc/sra/join?id=6XG77R&role=attend&pw=G%7EFpcm2>

Enter your Name: _____

Meeting ID: 6XG77R

Attendee Meeting Key: G~Fpcm2

(These fields should be pre-populated, but in case they are not you can manually enter the information)

Viewer Download Option

This option is recommended for better speed and functionality. Please be certain to allow for pop-ups within Internet Explorer. The entire download time takes approximately takes 5 minutes.

1. Click on “Install the Windows based Live Meeting Console”
2. Follow the computer prompted instructions

Web-Based Option

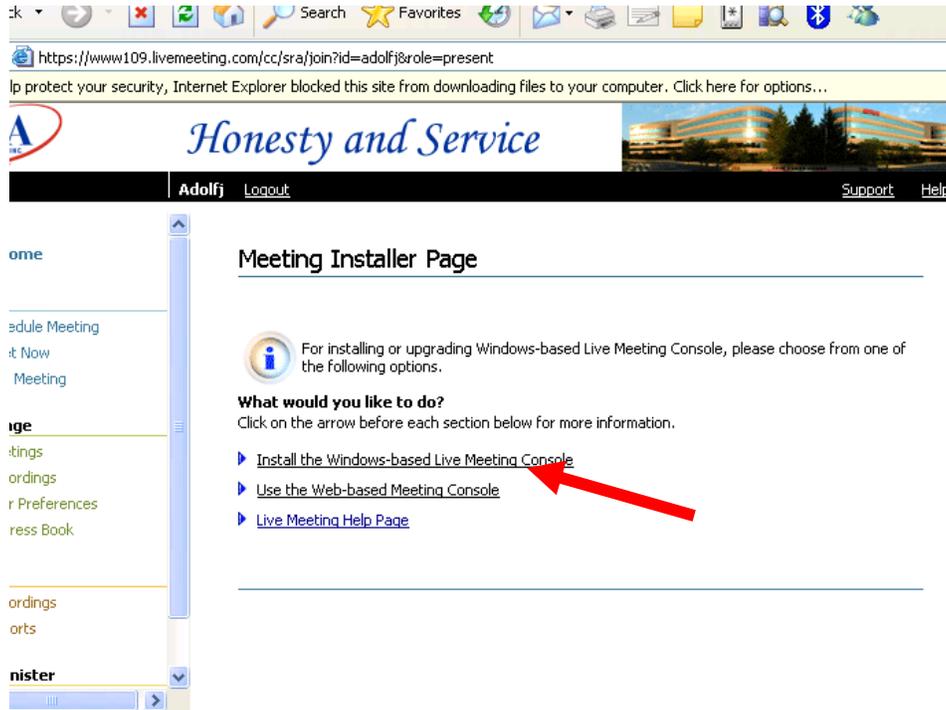
This option should be used if your office has a firewall preventing all internet based downloads. Please be certain to allow for pop-ups within Internet Explorer. Depending on the age of your computer or the frequency of its updates, the system may prompt you to “download” certain Microsoft Updates such as Java. The updates are a simple process, simply follow the computers guidance. Without required updates this process takes less then a minute. With updates, the process may take approximately 5-15 minutes.

1. Click on “Use the web based meeting console”
2. Follow the computer prompted instructions

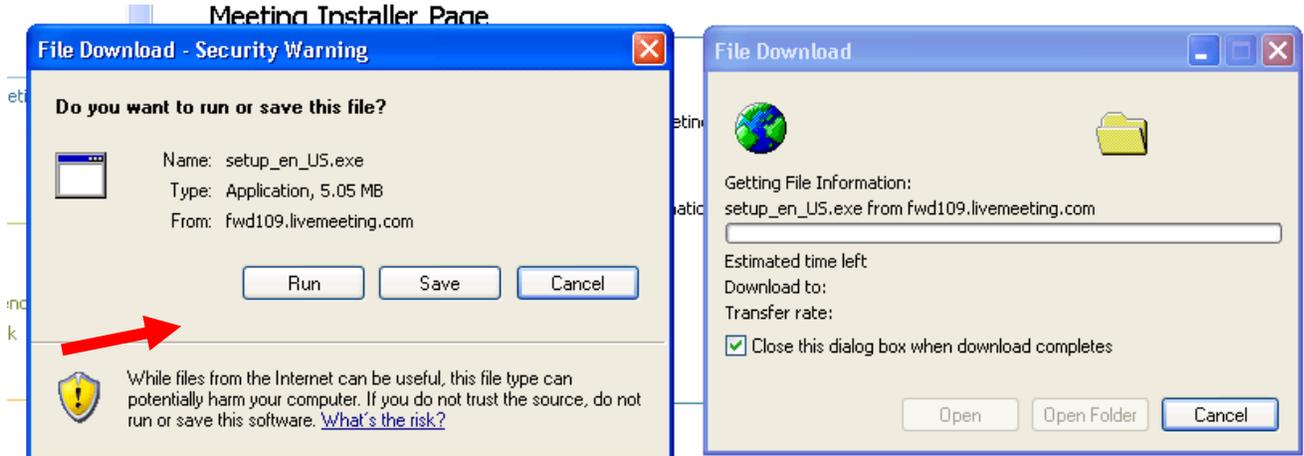
Detailed Installation Instructions If Needed

By default, Conference Place will automatically install all of the features it needs to use when you first join a meeting as either a presenter or an attendee.

When prompted at the screen below choose “Install the Windows-based Live Meeting Console”



When prompted at the security warning screen, click “RUN”.



After the software has downloaded, you will again be prompted at a security warning to run the program you just downloaded. Choose "RUN"



After this step has completed, Conference Place will automatically install the software and send you into the meeting space.

Troubleshooting and FAQs

Problem	Resolution
Internet Explorer does not automatically download the plug-ins required.	On the "Join Meeting" screen, look to the bottom of the page for a link to "downloads". Proceed to download the Windows Meeting Client Standalone Installer .
I am in a locked down environment that will not allow any ActiveX plug-ins.	Conference Place should detect that you cannot install any ActiveX plug-ins on your computer and provide an alternate link to run the Java version of the software. This software will provide all of the same functionality as the full version except that you will NOT be able to present.
I am not using Internet Explorer as my browser.	This should not present any problems. If your browser is not capable of using the automatic download provided by Conference Place during your first login, Conference Place will automatically provide an alternate link to run the Java version of the software. This software will provide all of the same functionality as the full version except that you will NOT be able to present.