

PUBLIC SAFETY RADIO STRATEGIC PLANNING COMMITTEE (PSRSPC)

MEETING NOTES

DRAFT 9.25.06

Friday, September 22, 2006

10:00a.m. to 12:00 p.m.

**Held at the Governor's Office of Emergency Services,
3650 Schriever Avenue, Mather, CA 95655**

Attendees

- Committee members (or designated reps)
- Technical Working Group members
 - Public observers (see attendee list)
 - Local and State agency interested parties

Documents Available

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| <ul style="list-style-type: none">✓ Today's agenda✓ Standing Ground Rules✓ PSRSPC Draft Meeting Notes June 21, 2006 for approval✓ Proposed Resolution for TIA-102/APCO Project 25 Standards✓ Interoperability Systems Improvement Project Timeline✓ PSRSPC 9/20/06 Status Report✓ PSRSPC Technical Working Group Work Team Graphic✓ SAFECOM Executive Summary✓ Interoperability Funding Options Handouts✓ 2007 Report to the Legislature Overview | <ul style="list-style-type: none">✓ Legislative Update version 9/21/06✓ 2006 Legislative Mandates Overview✓ Education Packet Contents for New State Agency Appointees✓ Vision for California's Future✓ PSRSPC System of Systems Draft✓ State Agency Radio System Survey Information Chart✓ TICP Program Guidance✓ Gateway Overview✓ Spectrum Management Task Force Update✓ CALSIEC/PSRSPC Joint Meeting Recommendation✓ CALSIEC/PSRSPC Partnership handout |
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Welcome and Call to Order

Adam Sutkus, meeting facilitator from the Center for Collaborative Policy, California State University Sacramento, called the meeting to order. Mr. Sutkus briefly went over the ground rules and introduced Frank McCarton, Chief Deputy Director, OES.

Chair's Greeting & Comments

Acting Committee Chair, Frank McCarton thanked everyone for coming to the meeting. He expressed appreciation for all the progress that's been made. He noted how far everyone has come in the area of operability this last year.

Adam Sutkus detailed the list of handouts for the day because the list was so extensive, asking participants to pay particular attention to the fiscal recommendations, the joint linkages between PSRSPC and CALSIEC, as well as the Interoperability Project updates. Many of these components will be a part of the 2007 Legislative Report.

PART I: BRIEFINGS AND UPDATES

Approval of June 21, 2006 PSRSPC Meeting Notes

The PSRSPC approved the June 21, 2006 PSRSPC Meeting Notes without discussion.

Legislative Briefing

Holly Ziegler and Bill De Camp briefed the Committee on pending legislation related to public safety radios and interoperability:

- **SB 1132.** This bill was chaptered this past week. The Governance MOU Task Force is working on how to accommodate this language. The new language in the Government Code affects all state agencies purchasing large quantities of radios; and requires the Committee to review all plans submitted. The Department of General Services Telecommunications Division shall review all plans submitted for consistency with the technical requirements of the statewide integrated public safety communication strategic plan included in the annual report.
- **AB 1848.** This bill enrolled last week, modifies the Government Code to specify the Public Safety Radio Strategic Planning Committee's (PSRSPC) annual report to the Legislature shall serve as the state's strategic plan for establishing a statewide integrated, interoperable public safety communications network. It requires PSRSPC to implement strategies and timelines which may include: identification of resource needs, including data formats; potential funding sources, prioritization of expenditures and the development of common protocols that build upon industry/government standards for IO.
- **AB 2041 and 2116 were connected.** This change adds the Military Department, the Department of Health Services (CDHS), and the Department of Finance (DOF) and removes the Department of the Youth Authority from the PSRSPC, and modifies CDC to CDCR. It also requires PSRSPC to meet at least twice a year, of which one meeting must be a joint meeting with CALSIEC. Additionally, contingent upon AB 2116, AB 2041 amends the code to include definitions for Backwards Compatibility, Nonproprietary Equipment, Open Architecture, and Public Safety Radio Subscriber. It stipulates that IO be developed to include first responder agencies and legislates OES be the lead agency for PSRSPC.

Action Item: Discussion regarding the Department of Finance (DOF) being invited to join The Working Group early on at a staff level ensued. Department of Finance should also be invited to the next Executive meeting of PSRSPC so the Committee knows the thresholds that DOF expects to see on current budget change proposals (BCP).

DGS clarified their funding requests over the last three months is for professional time reimbursement, not for attending meetings. The request for funds is due to the fact they are a fee-for-service agency.

Technical Working Group Accomplishments

The Technical Working Group has been "firing on all cylinders" completing a large portion of the necessary tasks through group and subgroup meetings.

PART II: COLLABORATIVE PROJECTS UNDERWAY

2007 Report to the Legislature: A Chapter-by-Chapter summary overview on timelines and approach by the Technical Working Group

An overview of the annual report was handed out to attendees. The first draft will be out in about four weeks then the refining process will occur. As part of the review and refinement process the CALSIEC planning areas will have a chance to contribute to the document and a beta test will set up.

A Vision for California's Communication Future

This document is a necessary and subjective general view that lays out the strategic plan. It will include the SAFECOM model's Interoperability continuum which includes five critical elements: governance, standard operating procedures, technology, training and exercises, and usage. The Working Group has also added a section on Leadership, Planning, Collaboration and Sustainability.

Action Item: Mary Cook, EMSA, the author of the Vision document is asking for Committee members to read this document and respond with any comments to her within the next seven days.

Discussion by the Committee:

- Barry Hemphill, Deputy Director of DGS asked that the Working Group add an Executive Summary, as this may be as far as some people will read the entire Annual Report.
- The Executive Summary should contain three elements: a) What we did this year; b) What we plan to do in the short term; and c) What we hope to accomplish in the long term.
- Robert Samaan, OHS concurred that the shorter the better.
- It was recommended the document contain a short history section because the need for where the State has been is important to understanding where it's going in the area of operability.
- All testimony in front of the Legislature and all speeches should be based on the philosophy espoused in this Vision document.
- A recommendation was made to separate out the training from the exercises, (currently it reads Training and Exercises) because they are each so important, especially with local partners.

Mary Cook, EMSA also spoke to the Interoperability goal for this year, 2006, to have a completed Education packet for new members of the Committee, e.g., Military and the Department of Finance. The handout distributed details the recommendations to PSRSPC Executives of the contents proposed.

Part 1: State of the State

Assessing California's Capabilities and Needs

Manni Bergado, CDPR, reported the TWG has been validating the state survey information and will continue this process for local information that has come in so far. Partners are currently reaching out to the locals to get as many responders to the survey as possible. It was pointed out that only the PSRSPC members are mandated to report. All information from the locals is voluntary. All member state agencies have reported in, although some remain in draft form. There is a lot of data, but it needs to be validated.

The most important data is that being reported on the local operating systems. This is because specific questions can be asked on frequencies and gateways. Currently 14 percent of locals have reported their data. The important information obtained shows up in the Failed/Obsolete Category in the graphic of current inventory presented by Manni Bergado because it shows what equipment doesn't meet current needs. Operability is the key and must precede *interoperability*. It was noted that 80% of State agencies indicate their priorities as: 1) modernization and 2) funding.

In summary the TWG is clarifying and validating data. They are working on Technical Interoperability Communication Plans (TICP's) and the Governance MOU's. Hard data will be ready for the Annual Report to the Legislature. Current funding and acquisitions will be added to the current numbers to

indicate trends and needs which will be highlighted in the report. The issue of verifying data for locals to indicate trends on equipment and needs for local and regional partners, may be based on some assumptions using verified sampling procedures.

Discussion by the Committee:

- The question of whether equipment belonging to Federal agencies has been included or should be included came up.
 - The response was there is a place where it can be reported—usage by state agencies is dependent on which federal agencies a particular state agency would interface with at the time of need.
 - It's important that PSRSPC report on assets that state agencies and locals can actually obtain and use.
- The Committee recommended that a second slide be prepared that reports not just percentages, but actually numbers of radios. (The numbers may hold more meaning—are we talking about thousands of radios, maybe hundreds of thousands of radios?)
- Graphic should indicate the funding gap.

Part 2: Strategic Initiatives

System of Systems Approach

Bill De Camp, DGS-TD, reported the System of Requirements was changed to reflect a System of Systems because it encompasses a cradle to grave approach. This is a Phase I Project Plan. The numbers will be plugged in from the needs assessment to come up with totals and summaries. Numbers will reflect numbers of radios; then cost estimates of base radios and console upgrades. Once the data is in, the TWG will get functional requirements and operational needs. At that point, it will be possible to posture for the future and provide costs in rough dollars. A good model to use for reasonable cost of implementation was included in the handout.

Action Item: Bill De Camp, DGS-TD, to e-mail the model out to Committee members.

Discussion by the Committee:

- The question was raised, “Have we identified first areas or a phased approach based on need?”
 - Response from TWG: CALSIEC will provide tactical plans. to the focus is to get needs from the locals because it is wiser to get data needs from the bottom up.
- Prioritization needs to be addressed.
- Consider lessons learned from the 911 experience where the north went first.
- Federal OHS requires TICPs in urban areas. This coincides with the same northern parts of the state.
- TWG reported the Governance MOU is the handshake between the state and locals to carry out the statewide Interoperability Plan. This document also focuses on Gateway deployment.
- TWG indicated they will be looking at Best Practices on existing MOUs.

Gateway/TICP Equipment

Robert Samaan explained that the Working Group has taken the lead on the Gateway Project—thank you to everyone’s efforts. A lot of work has been going on behind the scenes, daily, but the process is slow. He then explained that the Office of Homeland Security (OHS) is waiting to hear from the Federal government as to the amount the Sate will receive for grants. They will know the actual amount very shortly and that information will be given to everyone who applied for funds. The dollars will be allocated as follows: 20% to the state, 80% to the locals.

Once funding is secured a Section 28 Letter must be submitted and approved to obtain authorization to spend the money, and then the next steps are the procurement of trailers and radio equipment. Specifications have been defined and the trailer bid has been approved and is ready to go. A scope of work document has been prepared to hire a contractor who will:

- prepare and finalize the Gateway governance documents;
- facilitate assisting members of the CALSIEC planning areas with the development of TICPs; and
- prepare the State Interoperable Communication Plan (required by October 2007).

Discussion by the Committee:

- The Committee asked “If you had the money today, are you ready to purchase?”
 - “Yes”. The trailers and all the equipment are identified. The Section 28 Letter just needs the amount filled in.
- The total cost is about \$600,000 for two proof-of-purchase Gateways.
- CHP added that they have been meeting with OES and OHS. They are currently installing Gateways in all 24 centers by the end of this year. CHP is working with CalTrans to develop MOU’s and installing CLEMARS.
- CHP closed by saying “Our equipment is your equipment”.
- Who will sponsor and train Gateway operators?
- Mutual aid regions—this state resource will literally reside and belong to the locals.

The assessment (that Manni Delgado presented on earlier in the meeting) will indicate where these resources are and the Governance MOU’s will help tie it all together. At first, the CALSIEC planning areas didn’t have an established structure, which has been a little bit of a stumbling block, but the organization and functioning of these planning areas is happening now.

Fiscal Requirement and Options

Sue Plantz reviewed the handout included in the meeting packet. She noted the importance of getting the Department of Finance into PSRSPC quickly. The effort needs to keep going at The Working Group level. The first handout focused on two areas:

- **What** we are funding: Equipment—best estimate based on current costs. Personnel—installation and training only.
- **Why** we are funding over a two-year period using the following criteria: critical infrastructure requiring replacement; recommended lifespan of equipment; inability to repair existing equipment; obsolescence and statutory requirements.

She also talked through the “Interoperability Funding Options” handout which present a graphic with types of funding and the pros/cons of each type. Also included are sample programs taking place in other states.

Discussion by the Committee:

- Barry Hemphill, DGS commented on using the 911 model Funding Option. He has testified on it at least three times. A public safety surcharge is the most palatable of all options.
- Discussion took place on whether the report should list all options or only one proposed source for funding.
- It was noted that the PSRSPC is an advisory group. Details can be fleshed out on all options, as long as strong recommendation is made for one. In other words, provide both: a) provide an analysis of all options, as TWG did here today, and b) make clear your preferred recommendation.
- Also, continue to look for every available Federal dollar.
- We need to ballpark figures to ask for any funding regardless of the source.

- Acquisition, development, maintenance—all should be quantified into categories so it's palatable to funding authorities based on initial assessment of data.
- The question was raised “How much are we relying on private industry?” Is it a security risk?
- The private sector will be provide “stuff” if there is a secure funding source down the road, as long as we can show the return on investment.

Equipment Waiver

Gary Grootveld, Chief, Office of Public Safety Radio Services, DGS presented information and a handout on the resolution regarding compliance with TIA-102/APCO Project 25 standards. The Working Group requested permission from the PSRSPC Executive Committee to authorize DGS to act on behalf of the Committee, when purchasing equipment so they can comply with the Project 25 statutes.

Today they sought approval for the CDF waiver with extended coverage; and long term approval to task DGS to act on behalf of PSRSPC, as a clearing house, to determine the best buy of equipment based on current equipment standards. Permission was granted. DGS will provide the list of purchases in the annual report.

Statewide Coordination for Interoperability

The CALSIEC/PSRSPC joint effort has been actively taking place. An annual executive joint meeting schedule is already in place. The Spectrum Management Task Force report was moved to the next meeting due to time constraints. An updated written report was included in the handouts.

Interoperability Project Work Plan Update

A short report was delivered by Rich Mallory, Project Manager, referring attendees to the project update handouts which lay out scope, schedule and budget and shows progress made. The proof of concept is key. The National Guard experience for Best Practice has been helpful.

Discussion of the Committee:

- The issue of overlapping steps to do things a little quicker was raised.
 - CALSIEC planning areas are taking the lead with OES and that might shorten timelines.
- Support from all agencies around the table is needed.

PART III: COMMENT PERIOD

CHP: Up to new the California Highway Patrol has not been involved much due to internal constraints with personnel shortages, but they are committed. It was noted that CHP has been able to acquire 700 MHz spectrum radios that gives them one to two-mile versus 400-feet of coverage.

Action Item: The Working Group Spectrum Team needs to make arrangements to meet with the CHP team.

FUTURE MEETINGS

The next meeting of the Committee is currently being scheduled. The date and time is to be announced. Meeting will be held at the Governor's Office of Emergency Services, 3650 Schriever Avenue, Mather, CA 95655. A notice will be put on the PSRSPC website (<http://psrspc.ca.gov>) and sent via the PSRSPC e-mail distribution list.

Recommendations from the group:

1. Executives need to meet early, much sooner than next quarter due to the annual report deadline of late November.
2. The meeting format needs to be longer or more frequent or both.
3. Read-ahead material is needed so members are briefed in advance.
4. Through TWG committee members and the website, a date and time will be determined in about six weeks which puts it around the end of October or early November 2006.

Consultative Organization Comments

No members from the Consultative Organizations opted to give public comments.

Public Comments

No members from the public opted to give public comments.

PART IV: CLOSING COMMENTS

Frank McCarton closed by thanking everyone for their reports and input and for coming to the meeting. He thanked the Technical Working Group staff and encouraged them to continue with their work.

ATTENDANCE

Committee Representatives

Manni Bergado – CA Department of Parks and Recreation (State Parks)
Mary Cook – Emergency Medical Services Authority (EMSA)
Steve Edinger – CA Department of Fish and Game (DFG)
Michele Elliott – CA Department of Health Services (CDHS)
Sonny Fong – CA Department of Water Resources (DWR)
Mark Hardcastle – CA Department of Corrections and Rehabilitation (CDCR)
Barry Hemphill – CA Department of General Services (DGS)
Karen Jackson – CA Department of Justice (DOJ)
Frank McCarten – Chair – Office of Emergency Services (OES)
Wayne Mitchell – CA Department of Forestry and Fire Protection (CDF)
Robert Samaan – Governor's Office of Homeland Security (OHS)
Steve Takigawa – CA Department of Transportation (Caltrans)
Scott – California Highway Patrol (CHP)

Others Present

Samuel Bellow, DGS-TD
Marlo Brush, OES
Vincent Buehler, OHS
Phyllis Cauley, CCP
Ken Chappelle, CDCR
Bill De Camp, DGS-TD
Dennis Elwell, DGS-TD
Richard Engelsen, DFG

David Golden, Military Dept.
Jeff Grace, Motorola
Gary Grootveld, DGS-TD
Dan Kelleher, Motorola
Meghan Masera, OHS
Rich Mallory, CPS Human Resource Services
Don Manzer, DOJ
Jake McHatton, CDF

Scott Mullen, Unisys
Markell Pierce, CDHS
Sue Plantz, OES
Jim Pratt, DGS-TD
Sarah Rubin, CCP
Glen Savage, CDF
Charlie Simpson, OES – Law Enforcement
Steve Smith, M/A-COM

Adam Sutkus, CCP
Steve Takigama, Caltrans
Cindy Teague, CCP
Don Turos, Military Dept.
Stephen Virdure, DOJ
Steve Waters, Unisys
Holly Ziegler, OES