

Rhode Island Emergency Management Agency
Interoperable Communications Meeting
Tuesday, August 20, 2013

In Attendance:

Members:

Jamia McDonald – Dir. of RIEMA
Chris Callahan - RING
Gina Caruolo - RI Dept of Corrections
Norma Sousa - E-911
William Gasbarro – E-911
Gregory Scungio- E-911
Peter Ginaitt – Lifespan
David Schnell - Lifespan
Joseph McGarry - Prov. Communications
Joseph DelGuidice – Prov. Communications
Ralph Nahigian - RISON North Zone
James McLaughlin - Fire Chiefs Association
Sid Wordell - Police Chiefs Association
Jack Landers - DOIT
Dawn Lewis – HARI
Brian Glancy – Rep. of RIEMA
Robert Godin – RISP
Thom Guertin - SWIC

Guests:

John Washburn - RIEMA
Ron Provost – Motorola Solutions
Tom Guthlein – RIEMA
Melinda Hopkins – RIEMA
Gil Woodside - RIEMA

The meeting was called to order at 11:00 am by Chair Jamia McDonald.

1. The minutes of the last meeting were reviewed.

Motion for approval of minutes by Dawn Lewis and 2nd by Gina Caruolo

2. Opening Remarks

- a. Jamia McDonald, Chair, introduced new members, Colonel Chris Callahan from Rhode Island National Guard (RING) and Tom Guertin as the Statewide Interoperability Coordinator (SWIC) to the committee, and also two new Rhode Island Emergency Management Agency (RIEMA) hires Tom Guthlein who will be working on the Statewide Communications Interoperability Plan (SCIP) and Melinda Hopkins, project coordinator.

3. Progress Update

Chair McDonald stated that assessments are being conducted and she deferred to Motorola for the update. Ron Provost from Motorola stated that they are working on the map for sites and the status of the equipment; some things need to be updated. They looked at the microwave portions and the spurs 960 links need to be upgraded. The mutual aid agreement for the (Inter Sub-System Interface) ISSI with Massachusetts and Connecticut is in place. Ron Provost also stated that Motorola has a meeting with RIEMA to set priorities on the system.

The Chair also stated that they are working on the actual investment of a 5 year capitol plan.

a. Tower Site Analysis

1. Site Analysis: 100% complete
2. There are some Memorandum of Understanding (MOU) issues between site owners.
3. Updating batteries - 95% complete

b. System Mapping

1. Fleet management side - Talk groups and end users need to develop an audit process to get a user map.
2. Department of Health (DOH) will test with RIEMA (DOH has 70 different agencies)

c. Evaluation of Service Contract Needs for Generators/HVAC

1. Generator Service contract is in place.

d. MOU Evaluation

1. Lawyers are reviewing. Next month will have a list to go through, some have expired.

2. Do we proceed with existing or are there other places in the state we need towers.

Phase IV – Standard Operating Procedures (SOP) Development

Chair McDonald stated there is a draft SOP in the binder; it is at a very preliminary level. Working on a standard model for Rhode Island, but looking at the administrative side policies first.

Tom Guthlein stated that it was drafted looking at other states SOP's and that it is a living document. It is meant for input from the committee. He stated look towards the end state not what it is today. Colonel Callahan (RING) asked if it was time for feedback, and Tom Guthlein stated that yes he will send 10-11 at a time and have them come back in a month. Sam Adams, Department of Health (DOH), asked if he could have the document electronically and the Chair stated that she wants Tom Guthlein to be the owner of the document for control purposes.

Committees

The Chair asked if there have ever been standing committees for the ICC and it was stated that there were only Ad-hoc ones. She stated that she prefers to have standing committees for accountability.

Colonel Callahan was in favor of standing subcommittees, it creates a structure for expertise, have by-laws (regulated). Peter Ginaitt, Lifespan, also supports and recommends standing sub-committees. The Chair stated that a few committees come to mind:

- Policy

- Budget & Capital (gives more buy in and support for)

- Sustainability (accountability in sense of ownership; will also help in planning)

Colonel Callahan stated that another committee should be a Training Committee. The greatest risk is poorly trained people using the assets. Provide proper training on hardware/software and mentalware. This can be known as the Education and Training Committee.

Sam Adams stated that DOH has had to develop training for 70+ agencies and that the problem is lack of training. Joseph McGarry, City of Providence Communications, stated that we need to get the municipal Police and Fire academies into the training. The Chair stated that she has had conversations with both to develop curriculum, they are waiting to see what the focus is so they can say this is what we want to do.

Dawn Lewis, Hospital Association of RI, stated that a Compliance and Customer Service committee should be stood up.

Brian Glancy, Representative appointed by RIEMA, suggested that a Technical Committee be established, to give advice and guidance on some issues that come up and can look and say if it is good or not on significant changes of the system.

Gina Caruolo, Department of Corrections, stated that this committee could review the Request for Proposal (RFP). The Chair said there is a legal concern on how an external committee can review state contracts. A clarification was made that it would be before it entered into a contract.

The following sub-committees are suggested:

- Budget/Capital
- Policy (with Cyber Security under this one)
- Training/Education
- Compliance/Customer Service
- Technical

Colonel Callahan suggested a September vote on Sub-Committees and have an annual review of how they are doing.

Chair McDonald stated think of other issues that may not fit into the list and email to Tom Guthlein.

Brian Glancy asked if there is a value to meeting with Tom Guthlein and Tom Guertin to get them up to speed. He will reach out to Tom Guthlein and Tom Guertin to set up a meeting.

4. New Business

- a. As relates to SOPS –
 - a. SCIP - most recent was in 2008; it expires 9/30/13. How will we approach? Look at Department of Homeland Security-Office of Emergency Communications (DHS-OEC) for a new format and have the SOP as part of the SCIP.
 - b. Will draft out bits and pieces to the committee, may reach out for more information. SCIP is all inclusive there are lots of components. The goal is to get most done by December.
- b. Brian Glancy had a few other thoughts related to new technical people. He stated that they should have an extensive background check. The Chair stated that John Washburn will look at the applicants and that there is a test that they need to pass and that she is working with Human Resources on this already.
- c. Sam Adams stated that a real good inventory of the systems needs to be done, Rhode Island Statewide Communications Network (RISCON), Rhode Island Common Operating Picture (RICOP) (camera). Think of all types of

technologies, Broadband, FirstNet and how they relate to Rhode Island. There was a discussion on FirstNet that their strategy is building a national public safety net, they haven't developed anything yet and they only have one employee. They do have a \$9 billion appropriation that they are going to test in Rhode Island. Gina Caruolo stated that last year FirstNet was in Rhode Island discussing their technical assistance grant. The Chair stated that we applied for a planning grant and are likely to get.

Dave Schnell, Lifespan, discussed public safety broadband, data in/out of trucks is still a long way away, and it is about 5-10 years out still. The initial plan is to replace interstate interoperability, to supplement what we have. He also mentioned that we need to look at the state assets that FirstNet can utilize.

The Chair stated the tower system in Rhode Island is under the jurisdiction of ICC. The biggest concern is they cannot produce a model to show us why we should go with them. They have no plan but they have \$2 billion to spend. Ralph Nahigian stated that OSHEAN offered to give RIEMA the Fiber map. FirstNet is not a proprietary system; we need to make sure we can sustain this.

Chris Callahan made a motion to put together an information and background paper on FirstNet. Peter Ginaitt seconded.

A motion was made by Dawn Lewis and seconded by Peter Ginaitt to adjourn at 12:05 pm.

Next meeting is on Tuesday, September 3, 2013 at 10:00 am