



RIEMA RHODE ISLAND EMERGENCY MANAGEMENT AGENCY

Lincoln D. Chafee **Governor**
Jamia R. McDonald **Executive Director**

Draft Meeting Minutes Interoperable Communications Commission (“ICC”)

Tuesday, September 2, 2014

RI DOT - RIEMA Headquarters – 645 New London Avenue, Cranston, RI 02920

In Attendance:

Jamia McDonald, Executive Director RIEMA
Police Chief’s Association – not present
David Schnell, Lifespan
Prov. Communications – not present
Joseph Repucci - RI Department of Health
RI DoIt – not present
RI State Police – not present
RIDOT- not present
RIPTA – not present
Brian Glancy, Rep. appointed by RIEMA
Peter Ginaitt, RI Lifespan
RISCON North - not present
RISCON South - not present
Dawn Lewis - Hospital Assoc. of RI
RI Bridge & Turnpike Authority – not present
RI Dept. of Corrections - not present
Narragansett Indian Tribe – not present
RIDEM – not present
RIAFC – not present
James McLaughlin, RI Association of Fire Chiefs
Chris McGrath – Department of Health

Guests

John Washburn, RIEMA
Gil Woodside, RIEMA
Thomas Guthlein, RIEMA
Motorola – not present
Scott Lessard, North Providence Fire Dept.
Greg Scungio, RI 911

Others: All captured on sign-in sheet (attached).

Executive Director, Jamia McDonald, called the meeting to order at 10:07 a.m.

After roll call, Executive Director McDonald noted that there was no quorum present; however, the meeting went forward with no voting taking place. The standing minutes from the previous meeting on April 7, 2014, could not be voted on or adopted. Director McDonald stated that due to several vacancies, she will be sending out letters to reinvigorate and reassign vacant positions in order to work towards lacking a quorum at future meetings.

Action Items:

Director McDonald stated the database for Rhode Island Statewide Communications Network (RISCON) has been completed and that she, along with House Finance, had received a demonstration. She



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acknowledged providing screenshots of what it looks like, but indicated RIEMA is more than willing to spend more time with those who would like to receive more information.

The meeting was turned over to Tom Guthlein (RIEMA) who stated once data is added to the database, the cost per component can be tracked, as well as technician's time, cost of mobile units, replacement equipment, vehicles, which then allows RIEMA to provide a dollar amount as to the cost to the State. It was also noted the other tracking benefits, including number of work orders, heat maps, certain sites requiring additional maintenance. Monthly reports can be generated for ICC meetings, in addition to the annual report required for Statewide Communication Interoperability Plan (SCIP).

Director McDonald restated that the intent with this program is to generate monthly reports and was interested in knowing what types of reporting individuals would like to see; the focus will be on work ticket status so as to continue to improve customer service and priorities. Further, this is an inventory system and Tom Guertin and Jack Landers are looking to put it into other agencies in other formats. Dawn Lewis (HARI) explained their process relating to any sector issues with their 800 portables and questioned if that process should remain as is, or if they should pick up and migrate it back to RIEMA. An answer was not readily available, and therefore Director McDonald recommended a break-out meeting to discuss this issue further. Peter Ginaitt (RI Lifespan) questioned if a small variation of the software can be utilized by other agencies, not necessarily for their RISCON system, to assist in all communications in the State. Tom Guthlein (RIEMA) indicated this system was a special build and at this point those specific requirements were not available yet, but a possibility in the future.

SOPs to Neighboring States:

Director McDonald wanted to review what had already been mentioned at a previous meeting in that there were jurisdictions that were disbursing their radios into contiguous jurisdictions outside of State jurisdictions (including encrypted channels). Tom Guthlein (RIEMA) pointed out that after following the agreed upon guidelines, Swansea Fire has had great success with the radios provided to them. He went on to explain that there was an issue with an agency that gave a police department in Massachusetts a radio with State frequencies programmed, that the State Police were not aware of. RIEMA has since re-acquired that radio. Director McDonald added that ultimately if RIEMA authorizes an entity to join our frequencies, they are required to provide and pay for their own equipment and maintenance. The only issues that arise are frequency access and that the entity that owns the frequency grants explicit authority in writing. Peter Ginaitt (RI Lifespan) suggested adding to that Memorandum of Agreement (MOU) sustainability after the fact of useful life of that device. A brief discussion ensued with respect to any problems that may arise with the responsibility of sustaining their equipment and it was suggested since they are outside our jurisdiction, that approach will be more successful since they will truly only want it for the right reasons.

Tom Guthlein (RIEMA) went on to explain that in RIEMA's current SOPs, it states that anyone who comes onto the system now RIEMA is responsible the first two (2) years (the warranty on the radio) and then becomes the sole responsibility of the municipality/town to maintain the equipment. The



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municipality or town's responsibility for maintenance is set forth in the current SOP and acknowledged by their signature.

New Business:

Director McDonald stated that there were three (3) sub-committees that do not have chairs, Budget and Capital, Compliance & Customer Service, and Policy. She suggested that if anyone is interested in chairing one of these sub-committees, they should email her and it will be voted on at the next meeting.

Technical Subcommittee

Brian Glancy (Rep. for RIEMA) reported that they met several times over the summer and continued on with looking at fiber optic redundancy. He brought Motorola in twice to be sure that Tom Guertin and Jack Landers gained a greater knowledge, which has worked out well. One of the things Jack Landers is looking at if the fiber optic is put into place, is it possible to do a redundancy on the master sight, better backbone for the system. Motorola mentioned a year ago they provided a plan to EMA about future needs and a copy was requested Brian Glancy for Jack Landers, who would like a copy to attempt to assist RIEMA. Director McDonald directed Jack Landers to John Washburn and Tom Guthlein to better assist him.

Screening and Education

Chief James McLaughlin (RIAFC) stated that the last time they last met on July 31, 2014, Scott and Dave gave a presentation of the PowerPoint to a group of fire recruits and received very good feedback. Chief McLaughlin is attempting to get Providence Police's class to participate in the presentation. He went on to note that the only thing left to do is a final technical review by Gil Woodside (RIEMA) and Tom Guthlein (RIEMA) to ensure accuracy, including any imagery that may be added. Director McDonald inquired about the two (2) academies as to whether they formally agreed to adopt it as part of their on-going curriculum or if we are just using them to test the theories. Chief McLaughlin indicated that Warwick Fire had been tested. Director McDonald also asked if it was worth a formal meeting with Chief Pare and Colonel O'Donnell to talk about formally placing it into their current curriculum. Chief McLaughlin felt as though it was worthwhile. Dawn Lewis (HARI) asked if there had been any presentations to the health care center, colleges, and other types of sectors. Chief McLaughlin indicated they had not and Dawn Lewis (HARI) volunteered to have a monthly meeting in order to test these sectors.

David Schnell (Lifespan) mentioned that he is getting calls about the current rollout of the health communication plan and how all hospitals and EMS have D-bank (hospital channel). He went on to explain that someone tried to go onto the D-bank and could not locate it. He stressed the importance and need for this to be accessible. Tom Guthlein (RIEMA) indicated it was rolled out so fast that they are unable to keep up with it. After a brief discussion, it was determined Sam Adams (Dept. of Health) promulgated an SOP built off of our SCIP and was formally rolled out on the website. Director McDonald inquired if it can be pulled back until we have a plan to execute it and Dawn Lewis (HARI)



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agreed, adding that the SOP should be pulled off the website to allow Gil Woodside (RIEMA) and Chris McGrath (DOH) time to review the SOP. Director McDonald agreed and it was decided there would a tactical pause to be certain everyone knows the exact process and then have a discussion on how it should be rolled out for better support. For information purposes, Tom Guthlein (RIEMA) stated that not everyone is utilizing D-bank since it depends on the department's placement in the radio and that information should be contemplated in the guidance. Chris McGrath (DOH) suggested that while the SOP is temporarily removed from the website, a message be put in its place providing all care contact numbers.

Director McDonald noted that there were three (3) additional topics of new business she wanted to discuss, i.e. upgrading new and current user SOPs, the FOG, and COM-L training schedule, but will be tabled until the next meeting. As part of the governance process, this is a governing body for FirstNet issues and necessitates a Broadband Representative be specifically authorized. Accordingly, Tom Guertin was re-designated as the Broadband Representative by Director McDonald. RIEMA was advised that FirstNet will be here for a 2-day long negotiation process within the next 3-12 months to review intentions.

Tom Guthlein (RIEMA) then presented the FirstNet PowerPoint presentation. Tom Guthlein (RIEMA) made mention of a change relating to level fees associated with this service going forward. The first fee is for equipment maintenance, and the second is for the sustainment of the system. There will be a cost incurred for everyone who is on the system. There was a brief discussion as to the opt in/opt out issue. Tom Guthlein (RIEMA) explained that if you opt-in, they will fund part of the fee with the participant funding the other part; if you opt-out, the participant is basically funding the entire system. There was a discussion relative to broadband and the FirstNet presentation.

Director McDonald indicated that the EMPG applications were being reviewed tomorrow and thanked all that were involved in the review process. It is the intention of RIEMA to continue that review process with future grants.

It was noted that the COM-L will take place from September 22th to September 25th. Tom Guthlein (RIEMA) will send out notices.

With respect to subcommittee reports, it was requested by Dawn Lewis (HARI) that the Chairperson's name for those committees be added to the agenda for contact purposes. Director McDonald agreed and also suggested that the membership be added in as well. It was noted HARI has a checkbox sheet for recording attendance which lists the entire membership, as well as alternate membership. It was recommended that form be sent to RIEMA for possible future use as a template.

It was noted that the next scheduled ICC meeting of October 7th conflicted with an EMAC meeting scheduled on the same date. It was agreed the ICC meeting would be rescheduled and all notified. Peter Ginaitt (RI Lifespan) recommended that this meeting be scheduled as a reoccurring event in order to avoid further conflicts.