



# State of Louisiana

OFFICE OF THE GOVERNOR

## Statewide Interoperability Executive Committee

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3/28/2007 APPROVED w/corrections

## STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE MINUTES

Wednesday, March 14, 2007

The Statewide Interoperability Executive Committee (SIEC) met on Wednesday, March 14, 2007, at the Claiborne Building Conference Center, 1<sup>st</sup> Floor, 1-153 Iowa Room, Baton Rouge, Louisiana. Committee Chair Mr. Rizwan Ahmed called the meeting to order at 1:35 p.m. The roll was called by Ms. Lorita Ford, and a quorum was established.

### Committee Members Present:

Rizwan Ahmed (Chair)

Chief Robert Black  
Chief Freddy Drennan  
Sheriff Ricky Edwards  
Heyward Jeffers

Mickey McMorris  
Lt. Col. Robert Morris  
Susan Severance  
Col. Eric Sivula  
Duane Vince

### Representing Agency:

Division of Administration &  
Office of Information Technology  
LA Fire Chief's Association  
Police Chief's Association  
LA Sheriff's Association  
LA Senate Select Committee on  
Homeland Security  
LA State Police  
LA National Guard  
Attorney General's Office/OHSEP  
Dept. of Public Safety/Corrections Services  
LA Dept. of Justice/Attorney General

### State/Parish Agency Representatives Present:

Eric Deroche  
Dean Dozier  
Richard Gremillion

Col. Kenneth Hughes  
Donald Milligan  
Chief John Richer  
Thomas Thibeaud

Region 3 Assumption/St. James OHSEP  
Region 8 Ouachita OHSEP  
Regional Parish Homeland Security  
& Emergency Preparedness Directors  
Committee/Region 5 Calcasieu OHSEP  
Region 1 Plaquemines OHSEP  
Region 6 Rapides OHSEP  
Region 5 Calcasieu OHSEP  
Region 9 Washington OHSEP

**Guest List**  
**See Appendix A**

**Approval of Minutes – February 14, 2007**

*On motion of Eric Deroche, seconded by Tommy Thibeaud the Committee voted unanimously to approve the minutes of the February 14, 2007 meeting.*

**House Bill 57 key points and MyStateUSA**

Mr. Matt Farlow with the Office of Homeland Security and Emergency Preparedness gave a presentation on the MyStateUSA software and how it could satisfy the requirements for an Emergency Alert System as outlined in HB 57. Key points from HB 57 were outlined as follows:

- Containing messaging, e-mail, Internet access, cellular capability, desktop alert applications, prerecorded voice messages and text pager messages, and satellite phone and satellite radio with two-way send and reply capabilities.
- System includes a web site, which provides emergency information to the citizens of the State.
- Includes a rapid communication system which shall have at a minimum a text-based emergency alert and notification system where users may self-register to receive all-hazards emergency information from their local parishes and the state and users can manage their personal contact information whether by e-mail, cell phone, pager, or personal digital assistant as they choose.
- The text-based alert and notification system shall be capable of enabling local and state emergency officials to send text alerts to such users based upon their preferences or geographical location by parish, emergency preparedness and homeland security regions, or statewide, and the system shall be capable of tracking replies from such users.

MyStateUSA is an interoperable, first responder communication, public warning, information sharing and coordination system. In response to the HB 57 key points, MyStateUSA capabilities are as follows:

- § *MyStateUSA support all the HB57 requirements for messaging to citizens and public officials. It supports an Opt-in feature to register to receive specific alerts.*

- § *MyStateUSA provides an Opt-in feature for anyone (citizens, public officials) to register to receive specific alerts.*
- § *MyStateUSA provides the capability to send text alerts to send internal alerts (call down lists) established by parish local and state emergency management. The system does not provide the capability at this time to track the replies via text only.*
- § *The system can track a response that goes to a business, home, or cell phones. The originator of the alert message must select – business phone, home phone, and/or cell phone to send text to speech.*
- § *RE targets alerts, at the present time, alerts enter the EAS system at Baton Rouge and there is no way to specifically target to a parish. The EAS enhancement project by DHS will provide a Warning Systems Incorporated (WSI) text to speech interface unit at each of the primary EAS relay stations (LP-1s) in the state. This will allow the movement of the alert to the radio station supporting specific areas (not parishes). This project is expected to be in place by June 2007.*
- § *Once final project completion, the MystateUSA system should be able to comply with all except the ability to track text alert responses.*

Other areas of concern expressed by the Committee members were addressed by Capt. Richard Williams, MyStateUSA and their consultant, Mr. Bruce Whitaker. Parish administrators will have control of their parish. Opt-In information will be stored on MyState servers located in Virginia and Colorado. Training will be provided to all parishes.

Chairman Rizwan Ahmed informed the Committee that Representative Tim Burns ask him to relay to the Committee that his specific concerns are that the necessary services for a communications system be in place prior to the hurricane season and that the product selection would be consistent with House Bill 57. The Chairman suggested that the members be allowed to “test” the system. MyStateUSA said the system is available for testing from the home page MyStateUSA.com opt-in advantage. Mr. Whitaker stated that the success of the pilot will depend on the people that are trained and how well they use it.

**Update from Louisiana National Guard (SIEC Support Staff)**

Jeremy Falanga with the LA National Guard gave a brief report on SIEC support staff. They have been visiting the different regions giving briefings on what the SIEC is, what the problems are and the actions they plan to take, what the short-term and long-term goals are. Major attendees have been local sheriffs, police, fire and local OEPs. Everyone has been receptive and excited about getting new equipment. Commonly asked questions are: When are new radios being distributed? Who determines what parish or local agency received radios? Can local agency add top routes and frequency to the radios provided by the SIEC? Regions that have had their briefings are 8, 7, 6, 3, 5, 2 and 9. Region 4 is scheduled for next week in Lafayette. Capt. Ulinda Harper was commended for her well done presentation on the SIEC that was held in Lake Charles. There were about 70 people in attendance and her presentation was very well received.

**Discussion – FCC approved 700 MHz plan**

Ken Hughes briefed the Committee on the FCC approved 700 MHz plan to obtain permanent frequency licenses. Getting the plan into action has been a slow process since Bill Vincent is working alone. After further discussion, it was agreed upon that a working group needs to be established to work along with Bill Vincent. They will work to have the plan designed, finalized and approved. Eric Deroche and Sheriff Ricky Edwards agreed to help work on this plan. There was further discussion addressing the fact that local agencies are operating under STA's which expire after 6 months and the possibility of using the National Guard staff as a resource.

In regard to the purchase of the 1500 radios, the majority of communication between members had been made via email and there had been no formal vote by the Committee. Chief Robert Black suggested a roll call vote by agency be taken by the Committee.

*On motion of Susan Severance, seconded by Dean Dozer, the Committee agreed to a roll call vote to ratify the actions of the Committee to move forward on the purchase of the 1500 radios and all BA7 items.*

On a vote of 15 to 2, the motion passed. The results of the roll call vote were as follows:

<b>AGENCY</b>	<b>YES</b>	<b>NO</b>
Attorney General's Office/GOHSEP	Y	
Dept. of Public Safety	Y	
Dept. of Transportation & Development	Y	
Division of Administration	Y	
LA Fire Chief's Association		N
LA National Guard	Y	
LA Senate Select Committee on Homeland Security	Y	
LA Sheriff's Association	Y	
LA State Police	Y	
Police Chief's Association	Y	
Region 1 Plaquemines OHSEP	Y	
Region 3 Assumption/St. James OHSEP	Y	
Region 5 Calcasieu OHSEP		N
Region 6 Rapides OHSEP	Y	
Region 8 Ouachita OHSEP	Y	
Region 9 Washington OHSEP	Y	
Reg. Parish Homeland Sec. & Emergency Prep. Directors	Y	

The Committee also discussed putting a procedure in place that would allow for decision-making between meetings and/or during emergency situations. It was suggested that an executive board be established.

*On motion of Mr. Richard Gremillion, seconded by Dean Dozier, the Committee voted unanimously to empower an Executive Board consisting of the Chair and Sub-Committee Chairs to take action in emergency situations between full committee meetings.*

The Executive Board members are Chair Rizwan Ahmed, Chief Robert Black, Susan Severance, and Heyward Jeffers.

At the request of Representative Hunt Downer, LA National Guard will demonstrate the capability to stream video from an incident site to the internet and share the streaming video using tactical equipment within the LA National Guard.

Since many Committee members are traveling from different areas of the state, and funds have been appropriated for travel, the Committee agreed that those members should be reimbursed for their travel expenses. On motion of Susan Severance, seconded by Eric Deroche, the Committee voted unanimously to allow qualified members to apply for travel reimbursement as outlined in the State travel regulations. The motion was passed.

### **Motorola Presentation**

Mr. Raj Iyer, a representative from Motorola gave a brief presentation. His topics included: the current statewide build out; system statistics and the Motorola proposal. An electronic version of the presentation will be made available to the listserv.

### **Policies and Procedures Sub-Committee**

Susan Severance, Chair for the Policy and Procedures Sub-Committee shared information discussed during their breakout session. The entire minutes and actions of this sub-committee is **Appendix B** of this document.

### **Finance and Funding Sub-Committee**

Heyward Jeffers, Chair for the Finance and Funding Sub-committee reported that the Joint Budget Committee would be meeting on Friday and will not be discussing anything in particular. As far as receiving appropriations for each parish to hire full-time emergency operations, rather than presenting it at the beginning, it will probably be amended into House Bill 1.

### **Old Business**

Susan Severance suggested a discussion regarding the creation of a form letter to be posted on the website for agencies that want to apply to get on the statewide system, deferred to the next meeting. It would include an application requesting information such as: contact information, divisions within the agency, number of portable radios, anticipated growth in the next five years, whether or not they are participating in another 800 mhz system, etc. The Policies and Procedures Sub-Committee will circulate the documents to everyone for their comments and will discuss at the next meeting.

Rizwan informed the Committee that a name brand contract is being established for all the network equipment that will include IP based solution for interoperability. State purchasing will issue the bid document for the name brand contract within a month. Members are encouraged to inform the potential contractors to look for the name brand contract bid and consider responding to it.

Rizwan also mentioned that he along with some others would be attending the National Governor's Association meeting next week.

There was brief discussion concerning representatives at the regional and state level that have never attended SIEC meetings as outlined in the Governor's Executive Order.

### **New Business**

Richard Gremillion commented that Louisiana has an authorized 700 MHz, but there is no plan yet for local government. He felt that the committee to get this done is the Region 18 700 MHz committee. Mr. Bill Vincent, Director of Lafayette OHSEP is the chairman. Mr. Gremillion encouraged everyone to get involved with this process so local plans can be formulated.

### **Special Presentations**

Presentation by CoCo Communications on the Dallas Wireless Project was cancelled.

### **Adjournment**

There being no further business to be discussed, a motion was made by Dean Dozier, seconded by Susan Severance to adjourn the Statewide Interoperable Executive Committee meeting. Meeting was adjourned by the Chair at 4:35 p.m.

**APPENDIX A  
GUEST LIST  
March 14, 2007**

<b><u>NAME</u></b>	<b><u>AFFILIATION</u></b>
Bruce Whitaker	MyStateUSA
Christina Dayries	LA State Police
Bob LaRose	Raytheon JPS
Keith McDonald	Raytheon JPS
Benjamin Burgoyne	LANG, SIEC
Matt Farlow	GOHSEP
Paul Singh	E F Johnson
Vandra Fields	LANG, SIEC
Bryan Guillory	LANG, SIEC
Rick Carter	Motorola
Rick Williams	MyStateUSA
Darrell Monette	CISCO
Taysha Deaton	LANG, SIEC
Brett Brock	CISCO
Robert Hale	LSU Police
Kevin Miller	Calcasieu Parish OHSEP
Patrick Cavell	CISCO
Dennis Blackwell	Motorola
Richard McDonald	Motorola
Dennis Savoie	Sphere Consulting
Paul Chastant	Office of Youth Development



**APPENDIX B**  
**Policies and Procedures Sub-Committee Breakout Session**  
**March 14, 2007**

**Minutes of SIEC Policies and Procedures Subcommittee**  
**Meeting of March 14, 2007**

The SIEC Subcommittee on Policies and Procedures met on March 14, 2007 at the Claiborne Building in Baton Rouge, Louisiana in conjunction with the meeting of the full SIEC committee.

Attending the meeting of the subcommittee were the following:

Susan Severance, GOHSEP, chairman of subcommittee  
Christina Dayries, La. State Police  
Mickey McMorris, La. State Police  
Jaya Selvaratnam, La. State Police  
Eric Sivula, La. Dept. of Public Safety and Corrections  
Freddy Drennan, Chiefs of Police  
Thomas P. Thiebaud, Region 9  
Rex McDonald, La. State Police  
Dick Gremillion, CPOHSEP  
Kevin Miller, CPOHSEP  
Benjamin L. Bourgoyne, LANG  
Heyward Jeffers, La. Senate  
Richard McDonald, Motorola

Agenda Item No. 1. Ownership of items purchased. Insurance

- a. Appropriation by Legislature for the specified purchases was made to SIEC.
- b. State law does not allow SIEC to transfer appropriated funds to another state agency.
- c. SIEC will be the record owner of any devices or equipment that it purchases with state dollars.
- d. SIEC, by vote, has already delegated operation and maintenance of the system to DPS Radio Unit.
- e. DPS will maintain the equipment in its inventory, but it will be designated as owned by SIEC.
- f. State law prevents transfer of ownership from SIEC to a local agency.
- g. Custody of subscriber units and other equipment may be transferred to local agency, under terms, conditions and responsibilities set forth in an MOU.

**DISCUSSION:** Mr. Burgoyne does not believe SIEC has determined where mobile trailers will be deployed or that the resolution by SIEC regarding delegation of “maintenance and operation” of statewide system to LSP includes deployment. Mr. McDonald had the understanding that “maintenance and operation” limited to infrastructure, and raised issue of inventory control. Mr. McMorris concerned about management of eventual quantity of radios—20,000+. Regarding deployment, Ms. Severance explained that SIEC is not a lead or support agency within the State Emergency Operations Plan (State EOP); that SIEC equipment, such as mobile trailers, are but one tool available to Emergency Support Function 2 Communications within the State EOP; that deployment of a mobile trailer would follow the standard operating procedure for resource requests by a local entity, i.e., first being made to the local OEP, then to GOHSEP, with tasking to ESF 2, which determines which asset in tool box will be assigned to the mission.

Discussion followed regarding ownership issues, including transfer of custody and/or ownership due language in the appropriations document. Mr. Gremillion indicated that Mutual Aid Agreements are needed to establish terms and conditions for use and maintenance of assets purchased by SIEC but transferred to state and local agencies.

**Action Items:** Need more information regarding inventory control; need clarity to confirm that entity to which “operation and maintenance” are delegated is authorized to “deploy” without further direction from SIEC.

Above reported to entire SIEC, which, after hearing the subcommittee report, and the concern regarding “deployment,” agreed that delegation of operation and maintenance of items in BA7, such as mobile trailers, includes decision-making authority regarding deployment in times of emergency or other public function. The SIEC asset, through the LSP, will be mission-assigned in accordance with the protocol for resource requests set forth in the State Emergency Operations Plan. Still pending within in SIEC for decision is the allocation of subscriber units authorized by the BA7. SIEC agreed that future requests for appropriations will attempt to address ownership issues, with delineation of intended owner and specificity of process to allow local agencies to participate in state purchasing discounts.

Agenda Item No. 2. Statewide policy to define appropriate protocols for system use

- a. Recommend analysis of Region 1, Calcasieu Parish and other protocols via white board session.

**SIEC referred item to LANG Whiteboard session.**

Agenda Item No. 3. Limitations of SIEC Authority

- a. Local agency has freedom of choice in purchase of communications systems/equipment when using local dollars.
- b. Use of grant funds available to local and state agencies for interoperability may contain restrictions or limitations or standards for use, which must be respected by the applicant.
- c. SIEC, by prior vote has set forth a policy with terms and conditions of eligibility for local agencies to join the state system.

**These items were not discussed directly by the subcommittee, but were covered, in part, during discussion of Agenda Item 1.**

Agenda Item No. 4. IP Gateway location

- a. Report from Whiteboard Session  
**Deferred due to time limitations.**

Agenda Item No. 5. Allocation of limited resources, such a subscriber units, can not be determined until the number of the devices is determined.

- a. Proposed Procedure for allocation of Limited Resources.  
**Proposed Procedure deferred in subcommittee due to time limitations. SIEC is proceeding with RFP to purchase subscriber units.**

Agenda Item No. 6. Add on Item:

**Proposed form letter, application to join state system, and fleet report prepared by SIEC Chairman Rizwan Ahmed. Time limitations did not permit subcommittee discussion. SIEC requested that the documents be circulated to members of subcommittee for review and placement on agenda for next subcommittee meeting.**

**Submitted this 27<sup>th</sup> day of March, 2007 by Susan Severance.**