**MINUTES**

October 28, 2015

The Statewide Interoperability Executive Committee (SIEC) met on Wednesday, October 28, 2015 at the Louisiana State Police Headquarters, Conference Room B, 7919 Independence Boulevard, Baton Rouge, Louisiana 70806.

1. **Call to Order**

Chairman Chris Guilbeaux called the meeting to order at 1:30 p.m.

1. **Roll Call**

The SIEC roll call was conducted by Reginald Carolina, and a quorum was established.

The following SIEC members were present or absent as noted:

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| **Committee Members Present** | **Representing Agency** |
| Chris Guilbeaux | Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) |
| Neal Underwood | Division of Administration |
| SFC Stephen Cockerham, designee for Major Alan Dunn | Louisiana National Guard |
| Andrew Murphy, designee for Chief Mike Knaps | Louisiana Association of Chiefs of Police |
| Chief Robert Benoit | Louisiana Fire Chiefs Association |
| Dick Gremillion | Regional Parish Homeland Security & Emergency Preparedness Directors Committee |
| LTC Adam White  | Dept. of Public Safety & Corrections, Public Safety Services (DPS) |
| Bill Vincent | Association of Public Safety Communications Officials (APCO) |
| Eric Miller, designee John Taylor | Louisiana Rural Ambulance Alliance |
| Aaron Miller | Region 1 |
| Billie Giroir | Region 2 |
| Eric Deroche | Region 3 |
| Stacey Blanchard | Region 4 |
| Sgt. AJ Powell, designee for Lloyd Miller  | Region 5 |
| Sonya Wiley-Gremillion | Region 6 |
| Wes Edge | Region 7 |
| Sean Christian | Region 8 |
| Chief Merrick Tassin | Region 9 |
| **Committee Members Absent** | **Representing Agency** |
| Ricky Edwards | Louisiana Sheriffs Association |
| Vacant | Governor’s Office of Indian Affairs |

1. **Approval of Minutes**

Bill Vincent pointed out a typo on page 7 of the minutes.

Merrick Tassin made a motion to approve the July 22, 2015 meeting minutes. Sean Christian seconded. The SIEC voted unanimously to approve the minutes of the July 22, 2015 meeting as corrected.

1. **Chairman’s Report**
	1. Enterprise Site in Catahoula Parish should be complete and the T-1 is due today, frequencies have been submitted the Region 18 700MHz chairman, waiting for approval to be submitted to the FCC for licensing.
	2. Rapides Parish site is in progress, still waiting for licenses and approvals to proceed.
	3. Denham Springs site is moving forward. A suitable tower was located and we are negotiating for a building and lease.
	4. South Livingston no appropriate tower found, the Office of Technology Staff (OTS) staff are pursuing having a vendor build a tower and leasing to the State.
	5. Recent LWIN Interoperability activities and talk group request. Since the last meeting 109 LWIN interoperability talkgroups have been assigned for events such as: New Orleans Presidential visit, several high profile veteran and law enforcement funeral details, LSU football, Louisiana State Police multi-agency interstate escort support, Harvest Festival in New Roads, Agriculture and Forestry wildfire support, among others.
	6. Chairman Guilbeaux reminded the committee that this is the last meeting of the year and elections for new officers will be held at the January meeting. He will then assign new subcommittee chairman. He encouraged the committee to re-familiarize themselves with the statute that created the SIEC and its selection of members. He encouraged everyone to notify him if they are interested in serving on a subcommittee or if they would like to be a SIEC officer or subcommittee chairman.

Officer Positions:

* Chairman, Christopher Guilbeaux (continuous appointment per position, in accordance with state law 29:725.6)
* Vice Chairman-currently Sonya Wiley-Gremillion, Rapides Parish 911/OHSEP
* Secretary-currently Travis Johnson, OTS
* Other officer positions as the Chairman deems necessary

Mr. Guilbeaux asked that regional representatives be re-selected or replaced by the January meeting.

Chairman Guilbeaux requested that the Policy and Planning Subcommittee Chair Bill Vincent hold a meeting to review the SIEC By Laws in detail and pay special attention to the regional membership selection in absence of a Regional Interoperability Committee and to add language for a permanent advisory subcommittee for the broadband activities.

* 1. Chairman Guilbeaux introduced Sgt. Sean Beavers with the St. Tammany Parish Sheriff’s Office. Sgt. Beavers informed the SIEC that the St. Tammany Parish eight-site LWIN simulcast project is nearing completion. Chief Tassin reminded the committee that local users in St. Tammany parish funded the entire project.
	2. Chairman Guilbeaux informed the SIEC that Terry Waggenspack with OTS Radio Communications was retiring and thanked him for his years of service to LWIN.
1. **Statewide System Maintenance**

Terry Waggenspack with OTS Radio Communications provided the LWIN System Maintenance Report. A copy can be on the LWIN website.

1. **Subcommittee Reports**
	1. Budget and Finance Subcommittee (BFSC)

Christina Dayries advised the committee on behalf of BFSC Chairman Ricky Edwards that the BFSC met two weeks ago. The subcommittee reviewed the current budget for this fiscal year and there are no changes.

The main focus of the meeting was the fiscal year 16-17 budget. The official budget request will be submitted to the Division of Administration by November 1, 2015.

The request contains two increases;

1) $1.4 million increase for annual system maintenance costs.

2) $11.4 million for the LWIN system software upgrade.

The total LWIN upgrade proposal for $15.8 million includes the software upgrade, general purpose input-output module (GPIOM) replacement, console computer hardware, and STR repeaters. The $11.4 million request only covers the system software upgrade and installation to be completed in March 2016. The remaining $4.4 million will be submitted as part of the following fiscal year 17-18 to complete the entire LWIN upgrade/ $15.8 million project.

* 1. Policy and Planning Subcommittee (PPSC)

PPSC Chairman Bill Vincent informed the committee that the subcommittee will be meeting as requested and will have recommendations at the January 2016 meeting concerning the Bylaws and any other updates necessary.

* 1. Technical Subcommittee (TSC)

TSC Chairman Eric Deroche reported that the TSC met earlier in the day to discuss the Region 5 LWIN – Southeast Texas Regional Radio System (SETRRS) radio patch old business item. After review, the TSC recommends approving this patch request. OTS Radio Communications will continue working with the Region 5 and Texas representatives to complete the project.

PPSC Chairman Bill Vincent stated that this was brought before the committee to comply with LWIN Policy 006, Network Patching Policy, which requires permanent patches to be approved by the SIEC.

Aaron Miller moved to approve the permanent patch between LWIN and the SETRRS in accordance with Policy 006. Sonya Wiley-Gremillion seconded the motion. The SIEC voted unanimously to approve the motion.

* 1. Broadband Subcommittee (BSC)

BSC Chairman LTC Adam White provided the following report.

The Broadband Sub Committee has not met since the last SIEC meeting. LTC White asked Allison McLeary from the Louisiana FirstNet staff to provide the committee with an overview of recent Louisiana public safety broadband activities.

Allison review the handout presented to the members on the recent outreach activities and discussed in detail the data collection project submitted to Federal Firstnet on September 30, 2015.

1. **Old Business**

There was no old business.

1. **New Business**

There was no new business.

1. **Public Comments**

There were no public comments.

1. **Adjournment**

Chairman Chris Guilbeaux recommended that next regular meeting be held on Wednesday, January 27, 2016. All members concurred.

Eric Deroche made a motion to adjourn. AJ Powell seconded the motion. The SIEC voted unanimously to adjourn.