



BOBBY JINDAL
GOVERNOR

State of Louisiana
Statewide Interoperability Executive Committee
<http://www.ohsep.louisiana.gov/interop.htm>

BRANT MITCHELL
CHAIRMAN
SONYA WILEY-GREMILION
VICE CHAIRMAN

MINUTES
Tuesday, December 9, 2008

The Statewide Interoperability Executive Committee (SIEC) met on Tuesday, December 9, 2008 at Law Enforcement Training Facility, Camp Villere, 60095 Camp Villere Road, Slidell, Louisiana 70460.

I. Call to Order

Chairman Brant Mitchell called the meeting to order at 1:30 p.m.

II. Roll Call

The SIEC roll call was called by Travis Johnson, and a quorum was established.

The following SIEC members were present and absent.

Committee Members Present	Representing Agency
Brant Mitchell	GOHSEP-Office of Interoperability
Ed Driesse	Division of Administration
Major Benjamin Bourgoyne (Proxy for COL Thibodeaux)	Louisiana National Guard
Chief Freddie Drennan	Louisiana Association of Chiefs of Police
Chief Lloyd Miller	Louisiana Fire Chiefs Association
Dick Gremillion	Regional Parish Homeland Security & Emergency Preparedness Directors Committee
Jeya Selvaratnam	Dept. of Public Safety & Corrections, Public Safety Services
Donna Newchurch	Louisiana Ambulance Alliance
Major Curtis Bowers	Region 1
Captain Bob Hale	Region 2
Lee Hebert	Region 4
Lt. David Benada	Region 5
Gary Peters	Region 8
Tommy Thiebaud	Region 9

Committee Members Absent	Representing Agency
Sheriff Ricky Edwards	Louisiana Sheriffs Association
Mark Ford	Governor's Office of Indian Affairs
Bill Vincent	Association of Public Safety Communications Officials, Louisiana Chapter
Vacant	Region 3
Sonya Wiley-Gremillion	Region 6
Sandy Davis	Region 7

SIEC Meeting Sign In Sheet: Appendix A

III. Approval of Minutes: SIEC Meeting – October 22, 2008

Lieutenant David Benada made a motion to approve the October 22, 2008 meeting minutes. Gary Peters seconded the motion. The SIEC voted unanimously to approve the minutes of the October 22, 2008 meeting.

IV. Chairman's Report

A. Opening Remarks

Chairman Brant Mitchell thanked Chief Freddie Drennan for hosting this month's meeting. Chairman Mitchell welcomed Donna Newchurch, representative for the Louisiana Ambulance Alliance to her first meeting.

B. Statewide Interoperability Coordinators Meeting

Chairman Mitchell attended the Statewide Interoperability Coordinators Meeting on December 3rd and 4th in Orlando, Florida. Discussions were held on a portal to share information between states to use as a tool in developing Standard Operation Procedures and Memorandums of Understanding, develop exercises, and After Action Report interoperability. Based on information gathered at the meeting Chairman Mitchell stated he believes Louisiana is doing well.

C. Fiscal year 2009 Interoperable Emergency Communications Grant Program (IECGP)

Chairman Mitchell provided an overview of the FY 2009 IECGP and outlined four projects.

1. Enhancement of common interoperable communications governance

2. Enhancement of common interoperable communications plans
3. Development of common interoperable communication outreach, training, and exercise programs and workshops.
4. Enhancement of interoperable communications systems and equipment.

Chairman Mitchell's Presentation: Appendix B

After discussion of the FY 2009 IECGP, Gary Peters made a motion to accept the FY 2009 IECGP projects outlined by Chairman Mitchell. Chief Drennan seconded the motion. The motion carried on a unanimous vote.

Chairman Mitchell addressed the concern that the fiscal year 2010 budget cuts should be prioritized, and that a procedure be put in place to make decisions between SIEC regular meetings to address the situation in a timely manner. After discussion, Jeya Selvaratnam made a motion to accept a proposal that the Budget and Finance Committee set the budget priorities, and the executive committee sign off on the recommendations. Gary Peters seconded the motion. The motion carried on a unanimous vote.

V. Statewide System Maintenance

Jeya Selvaratnam provided an overview of the current status of operational and proposed LWIN sites, subscriber statistics, and system coverage.

VI. Sub-Committee Reports

A. Technical Sub-Committee

Technical Sub-Committee Chairman Chief Lloyd Miller presented the Technical Sub-Committee report.

1. In their last meeting the Technical Sub-committee asked Motorola for a timeline for the migration from software version 7.2 to 7.5. Motorola stated the upgrade would be accomplished in the second quarter of 2009. The new version would be allowed to stabilize, and the upgrade would continue to version 7.7 after hurricane season. Going forward, all upgrades will be accomplished after hurricane season.

2. The Technical Sub-Committee approved 5 prospective tower sites for the 20 site expansion project and recommends their approval to the SIEC

Gary Peters made a motion to accept the 5 sites as recommended. Dick Gremillion seconded the motion. The motion carried on a unanimous vote.

Chairman Mitchell recommended the SIEC consider delegating the authority to select prospective tower sites to the Technology Sub-Committee, with approval authority resting with the Executive Committee.

Lee Hebert made a motion to delegate the authority to select prospective tower sites to the Technology Sub-Committee, with approval authority resting with the Executive Committee. Major Curtis Bowers seconded the motion. The motion carried on a unanimous vote.

B. Policy and Planning Sub-Committee

Tommy Thiebaud provided the Policy and Planning Sub-Committee report.

1. The Policy and Planning Sub-Committee recommended the statewide 700/800 MHz ASTRO 25 system adopt the name "Louisiana Wireless Information Network" (LWIN). This would be in keeping with the naming convention used by Mississippi (MSWIN) and Arkansas (AWIN) as well as several other states around the country.

Gary Peters made a motion to accept the recommendation from the Policy and Planning Sub-Committee to adopt the LWIN name. Major Benjamin Bourgoyne seconded the motion. The motion carried on unanimous vote.

2. The Policy and Planning Sub-Committee recommended the SIEC to direct the Office of Interoperability Staff to develop Intergovernmental Agreements between the state and local governmental agencies to address any issues agencies may encounter in dealing with the Department of Public Safety and Corrections, Public Safety Services' applications for Special Temporary

Authorization licensing of general use 700 MHz frequencies made available by the FCC.

Major Bourgoyne made a motion to accept the Policy and Planning Sub-Committee recommendation as submitted. Major Bowers seconded the motion. The motion carried on a unanimous vote.

3. The Policy and Planning Sub-Committee recommended the SIEC amend Policy 09-001, Statewide System Requirements, to define metropolitan areas as identified in the Statewide Communications Interoperable Plan (SCIP).

Jeya Selvaratnam made a motion to accept Policy and Planning Sub-Committee recommendation to amend Policy 09-001 as submitted. Chief Drennan seconded the motion. The motion carried on a unanimous vote.

4. The Policy and Planning Sub-Committee recommended the SIEC amend Policy 09-002, Statewide System Access, to give the Executive Committee authority to grant access to the system. This would expedite the process by allowing new users to gain access to the system without waiting for the next regular SIEC meeting for approval.

After discussion among the members on edits to the amendment, Chairman Mitchell suggested sending the issue to the Technical Sub-Committee for review and recommendation. Chief Drennan made a motion to send the issue to the Technical Sub-Committee for review and recommendation. Lee Hebert seconded the motion. The motion carried on a unanimous vote.

5. The Policy and Planning Sub-Committee recommended the SIEC amend Policy 09-003, Interoperable Channels and Talkgroups, to disallow the use of encryption on any statewide interoperability talkgroup or channel listed in the policy.

Lieutenant Benada made a motion to accept the amendment to Policy 09-003, Interoperable Channels and Talkgroups, as recommended. Chief Drennan seconded the motion. The motion carried on a unanimous vote.

6. SIEC Bylaws

The Policy and Planning Sub-Committee recommended the SIEC Bylaws be amended to define SIEC Regional members as the Chairman or his designee from each of the nine Regional Interoperability Committees.

Jeya Selvaratnam made a motion to accept the amendment as recommended. Dick Gremillion seconded the motion. The motion carried on a unanimous vote

7. Regional Interoperability Committee (RIC) and Parish Interoperability Committee (PIC) Bylaws.

The Policy and Planning Sub-Committee recommended the SIEC adopt the RIC and PIC template By Laws, and forward these templates to each of the parishes to use in developing their respective interoperability committees. The documents were developed from guidance received from the Department of Homeland Security's Office of Emergency Communication.

Major Bowers made a motion to accept the Bylaws as presented by the Policy and planning Sub-Committee as the recommended template for the RIC and PIC Bylaws. Jeya Selvaratnam Seconded the motion. The motion carried on a unanimous vote.

C. Budget and Finance Sub-Committee

There was no report from the Budget and Finance Sub-Committee

VII. Old Business

No report.

VIII. New Business

No report.

IX. Public Comments

No report.

X. Closing

A. Acknowledgments

Chairman Mitchell expressed his gratitude to Chief Drennan for hosting the meeting.

Chairman Mitchell announced that Chief Miller was retiring from the Lake Charles Fire Department and thanked him for his service to the SIEC. A new representative from the Louisiana Fire Chief's Association will be appointed by President Rick Boudreaux.

XI. Adjournment

Lee Hebert made a motion to adjourn. Major Bowers seconded the motion. The SIEC voted unanimously to adjourn.

Statewide Interoperability Executive Committee

December 9, 2008

	Name	Organization
1.	Shawn O'Sullivan	Region 9
2.	Kerth McDonald	Raytheon
3.	Ron Schalmigkamp	La. Comm. Law Enfc.
4.	Freddy Dummer	Chiefs of Police
5.	Curtis Bowers	Region 1
6.	Dick Greenmillin	HS Director's Comm.
7.	Lloyd Miller	LCFD Lake Charles
8.	TRANS JOHNSON	GOTSEP
9.	Woody Glover	ST TAMMANY COMM. DIST.
10.	Gary Peters	Region 8
11.	Norman Pearce	Amb. Alliance
12.	David Dewitt	Region 5
13.	Benjamin C Bourgoyne	LANG
14.	Ralph Mitchell ETC.	LSP
15.	Thomas Meditz	LSP / RM / OPS
16.	ROBERT HALE	REGION 2
17.	Tom LEVY	Region 1
18.	Diane Nave	EFS
19.	Lee Nebert	Reg 4
20.	TERRY AWAGUTSPACK	LSP / OPS
21.	MIKE GUSKY	DOA
22.	PAUL MURPHY	GOTSEP
23.	ROGER FARBE	GOTSEP

24.	Bennett	GOTSO
25.	Michelle Murphy	GSR
26.	ERANT MITCHELL	GOTSEP
27.	CHRISTINA DAYRIES	GOTSEP
28.	KEN HUGHES	GOTSEP
29.		
30.		
31.		
32.		
33.		
34.		
35.		
36.		
37.		
38.		
39.		
40.		
41.		
42.		
43.		
44.		
45.		
46.		
47.		
48.		
49.		
50.		