

Oregon Telecommunications Coordinating Council
Minutes
November 17, 2003

Attendees:

Council Members: Chair John Irwin, Vice Chair Brant Wolf, Dan Bartlett, Agnes Box, Lylla Gaebel, Ed Parker, Andrew Spreadborough, Cathy Britain, Rob Myers, Lee Curtis, Marlyn Schafer, Kim Hoffman, Steve McClure, Sal Sahme, and Ann Steeves.

Staff: Chris Tamarin, Oregon Economic and Community Development Department and Bill Penhollow Association of Oregon Counties.

Others: Larry Harker of Association of Oregon Counties, Ken Murphy Director of Oregon Emergency Management and member of the State Interoperability Executive Council (SIEC), Chuck Hurlman Tillamook County Commissioner, John Leeper Washington County Commissioner and Gary Thompson Sherman County Commissioner.

Action Item:

Chair Irwin submitted the October 8, 2003 minutes for approval. It was moved that the minutes be approved with corrections. The motion was seconded. The Council unanimously approved the minutes.

Public Input:

John Irwin reported that region-wide Extended Area Service has been approved for Southern Oregon in Josephine, Jackson, and parts of Douglas Counties and will take effect in October 2004. Detailed information on coverage, rates, news, meetings, and press releases may be found at www.notoll.org.

The Rural Broadband Coalition was recommended by Cathy Britain as a source of information about broadband issues in rural America. The Rural Broadband Coalition (RBC) is a technology and provider neutral, national advocacy and service association of Internet service providers, telecommunication companies/utilities, for-profit utilities, rural electric cooperatives, municipalities, public utility districts, tribal communities, technology companies, government organizations, associations, and other interested parties that are dedicated to supporting the deployment of broadband Internet access to rural America www.ruralbroadbandcoalition.net.

Lee Curtis noted that the next meeting of the Gorge Teleconsortium will be on December 2, 2003 in Hood River Expo Center, 1:30 – 3:30 PM.

Guest Speaker:

Ken Murphy, Director Oregon Emergency Management Department of State Police delivered a presentation on the State Interoperability Executive Council outlining the strategic plan. The SIEC is charged with enabling the state's first responders to be able to communicate with one another without difficulty: data, voice, and video systems despite Oregon's geographic challenges.

Ken noted that other states facing similar issues to Oregon in some cases have spent over \$300 million. This illustrates the potential scope of this project. Council leaders include Jeff Johnson, Chief Tualatin Valley Fire and Rescue and Superintendent Ron Ruecker of the Oregon State Police.

Strategic Goal #1: Identify and develop a leadership structure that provides for statewide interoperability, including governance, policy, guideline, and legislation recommendations. Related Objectives to Goal #1: Propose and adopt the roles and responsibilities of the SIEC leadership structure that supports interoperability and obtain the consensus of the public safety community. Develop model agreements (e.g., Intergovernmental Agreements) to be made available to participating agencies. Recommend a statewide plan for the operation and maintenance of interoperability channels. Recommend mechanisms for dispute resolution.

Objective #1: Propose and adopt the roles and responsibilities of the SIEC leadership structure that supports interoperability and obtain the consensus and support of the public safety community - Supporting Actions: Identify stakeholders and their responsibilities statewide Propose and/or revise administrative processes for the SIEC. Establish definable, measurable, and predictable planning benchmarks. Assure formal communications and procedural processes exist with internal and external entities. Should include— Public Safety Community, Legislature and Governor's office Local and State elected officials or their delegates Solicit staff resource contributions (e.g., grant writers) from SIEC and stakeholders.

Objective #2: Develop model agreements to be made available to participating agencies Supporting Actions: Commit professional resources to execute planning effort. Define key concepts for model agreements (e.g., interoperability, public safety, mission critical, priorities, survivability, sustainability). Review existing Intergovernmental Agreements (IGA)/Memoranda of Understanding (MOU), perform gap analysis, and develop model agreement templates. Coordinate with other northwestern states to ensure and accomplish interoperability between states

Objective #3: Recommend a statewide plan for the operation and maintenance of interoperability channels. Supporting Actions: Collaborate with the Region 35 Planning Committee regarding planning for the 700 MHz and 800 MHz bands. Recommend the bodies (e.g., APCO) that will plan, administer, and maintain interoperability channels outside the 700 MHz and 800 MHz bands. Provide ongoing strategic direction to issues unique to interoperability and spectrum planning.

Objective #4: Recommend mechanisms for dispute resolution

Supporting Actions: Develop guidelines for dispute resolution to be enacted in legislation. Work with the Regional Planning Committees and others to design a dispute resolution clause for inclusion within the model agreements.

Strategic Goal #2: Establish a comprehensive approach to implementation of technology and standards
Related Objectives: Develop a complete inventory of statewide interoperability requirements. Work with existing public safety radio system operators and user groups (e.g., amateur radio and emergency services) within the state to promote collaboration on standards, spectrum planning, and technology pilots.

Objective #1 related to Goal#2: Develop a complete inventory of statewide interoperability requirements. Supporting Actions: Develop an effective needs assessment tool and subject it to random sampling - Inventory existing hardware and standard operating procedures that support interoperability Define by level of interoperability (e.g., day-to-day, mutual aid, task force) Identify best practices and constraints. Promulgate best practices throughout the user community.

Objective #2: Work with existing public safety radio system operators and user groups (e.g., amateur radio emergency services) within the state to promote collaboration on standards, spectrum planning, and technology pilots. Supporting Actions: Identify and involve radio system managers and users that have a role in affecting public safety interoperability Identify and involve stakeholders that should be participating in standards planning

Strategic Goal #3: Foster collaborative partnerships to maximize resource sharing
Related Objectives: Pursue coordination with adjacent states and agencies within the Federal Government. Monitor and identify funding opportunities at the local, state, federal, and tribal levels (e.g., Department of Homeland Security first responder grant initiatives). Research the potential of public-private partnerships.

Objective #1 related to Goal #3: Pursue coordination with adjacent states and agencies within the Federal Government. Supporting Actions: Look for collaborative and collocation opportunities among local, state, and federal entities. Identify best practices for business, governance, and technical operating models for existing shared systems Identify champions for best models that can educate the SIEC on the advantages and challenges of an approach. Identify and understand the formal relationships required by law (e.g., spectrum rules). Identify and understand the informal relationships that exist among public safety entities. Establish an interoperability gap analysis between agencies as the basis for consensus building. Identify those agencies that would benefit from participating in interoperability initiatives. Propose benefits that would result from participation in interoperability initiatives. Identify actions and options to establish or strengthen agreements.

Objective #2: Monitor and identify funding opportunities at the local, state, federal, and tribal levels (e.g., Department of Homeland Security first responder grant initiatives) Supporting Actions: Establish funding priorities based on identified interoperability needs. Identify funding opportunities and the constraints associated with using these funds. Provide comparative assessment that shows progress in establishing and/or participating in interoperability initiatives Motivate jurisdictions to participate in interoperability activities. Provide outreach and education to elected officials that underscore Oregon's need for communications and interoperability initiatives.

Objective #3: Research potential public-private partnerships. Supporting Actions: Understand the statutory requirements for working with private entities. Establish goals, ground rules, and roles for working constructively with private entities. Develop specific precepts for private involvement in public safety communications infrastructure Identify private entities that have an interest in participating in or funding public safety projects Develop a methodology for reviewing and considering proposals put forth by advocacy groups.

SIEC is working with the Region 35 Planning Committee (ID, OR, WA, AK) regarding 700 and 800 Megahertz frequency bands and interoperability. The group is also working to identify the best practices of similar organizations. SIEC is promoting collaboration on standards with public safety organizations.

Understanding all the related technologies and standards is a challenge. SIEC has a technical committee including representatives from 911, State Police, Department of Corrections, Department of Transportation and private industry. A complete system inventory of the state is being developed along with an assessment tool for evaluation of needs.

Ken noted that the Federal Government is currently building an interoperable communications system: the information wireless network with a law enforcement focus including the FBI, INS, Boarder Control, and all federal intelligence and law enforcement agencies.

Sal Sahme inquired about tribal representation. Ken reported that the tribal representative to the Council is Chief Martinez from the Confederated Tribes of the Warm Springs.

Funding remains a major challenge to addressing the state's needs. The Council plans to ask for state funds in the 2005-07 period. The Council is providing grant guidance to organizations around the state. Public-private partnerships may be an important source of funds.

John Irwin asked about activities with Oregon Regional Alliance for Infrastructure and Network Security (RAINS). Ken reported that a presentation was made in the past week to the League of Oregon Cities annual conference. Their system has been deployed in Portland and it is in the process of being deployed in Washington County. A trial is also

being conducted with the Regional Maritime Security Coalition along the Columbia River. Current information on the organization and its activities may be found at www.oregonrains.org.

The SEIC is willing to share information and work together with the ORTCC on common interests. Ken noted that HB2304 included provisions for broadband access and backbone network redundancy and physical diversity. This is certainly an issue for Homeland Security as it is for public safety. The SEIC also needs input from the telecommunications industry on these issues. Coordination is also needed between first responders and health care service providers. No one organization or group can do this work alone.

Ann Steeves reported that she will be making a presentation to the SEIC at its next meeting on December 2 in Salem. She will report on the activities of ORTCC and the South Coast Disaster exercise held earlier this year.

John Irwin provided Ken with a draft copy of the initiative proposal that ORTCC is submitting to the Oregon Business Plan on November 20.

Committee Updates:

Rob Myers provided an update on the Healthcare-Education Committee. Work continues on developing the Committee's structure. There are approximately thirty-three members.

There are fourteen members of the organization sub-committee and eleven members on the executive sub-committee. Technology and Connectivity, Applications and Content, Policy and Legislation, and Funding sub-committees have also been formed each comprised of eight members. Need tribal representatives on the general organizational committee and the executive committee. Rob is working to fill positions on all the committees.

The committee plans to draft a letter explaining the HB2577 Healthcare-Education directive. Rob wants to define the mission and goals of the committee as soon as possible. Rob would like to make standing arrangements for video conferencing to reduce member travel requirements. Kim Hoffman offered to help on this task. The committee plans to meet in early December prior to the next ORTCC meeting. He wants the committee to be in place to begin work in early January 2004.

John Irwin reported that the Public Private Partnerships Committee is developing an initiative proposal to be submitted to the Oregon Business Plan. The proposal is entitled, "Connecting to Oregon's Economic Future: The Role of Public-Private Partnerships in Oregon Telecommunications." The draft is available at www.callineb.com. John asked members of the council to review the draft and make any recommendations as quickly as possible. The proposal is due and will be submitted on Thursday, November 20, 2003. Current information on the Plan may be found at www.oregonbusinessplan.org.

The final draft of the proposal will be posted on the Council website www.ortcc.org in the Reports Section. John noted that “Public-Private Telecommunications Partnerships,” remarks by Ed Parker at the Oregon Connections Conference in Bend, October 2003, will also be posted in the Reports Section.

Ann Steeves provided an update on the Public Safety Committee. Ann, the committee chair, is looking for additional participants and will be checking interest with members of the SEIC, the Oregon National Guard, and the Regional Maritime Security Council. Ann asked that members email candidate suggestions to her. Lylla Gaebel suggested the US Coast Guard. Oregon RAINS members and tribal police staff from around the state are other candidates. Bill Penhollow will provide some ideas and introductions. Ann noted that a mission statement needs to be drafted for the Committee and that it is still in its formative stage.

Cathy Britain provided an update on the Telehealth Committee. The Telehealth Alliance of Oregon (TAO) is in the process of being organized. TAO is now able to receive funding from supporters and members. There was discussion of the HB2577 directive to the Council to collaborate with health care education providers and members of health care industry to develop and implement plan relating to distance learning and requires council to report on the plan to interim committees and Legislative Assembly with an amendment and the need for target dates to meet that requirement.

Other Updates:

Bill Penhollow reminded members that forms are due now to the Governor’s office for reappointment to the Council in 2004. Bill will follow up with the Governor’s staff to confirm which forms have and have not been received. John Irwin noted that additional seats have been created on the Council and need to be filled. Chris Tamarin suggested the following candidates for open Council positions: Education K-12 - Jim Saffeels or Mary Jean Sandall of Salem Keizer Schools; Education Community Colleges – Connie Green or Donna Carver of Chemeketa Community College, and City Government – Scott Lazenby City Manager of Sandy. Brandt Wolf will explore additional candidates from industry. John Irwin asked all members to give further thought to prospective candidates and submit them via email to him and Bill Penhollow. The goal is to have the positions filled by January.

Action Item:

Ed Parker moved that Kim Hoffman be appointed to the OHSU ex-officio member position for the next Council session. Ann Steeves seconded the motion. The Council approved the motion unanimously.

Cathy Britain reported that she is working with Senator Gordon Smith's staff regarding the Federal Universal Service Fund issue and shared a website that provides information and news: www.clearcoalition.org.

Rob Meyers reported that he attended the Oregon K-20 E-Learning / Distance Learning Summit representing ORTCC. There were about thirty attendees. Rob will send an e-mail to the council with a briefing on this group's activities.

Exit Report

John Irwin reported that a draft of the current Council's exit report is being drafted and will be available for review at the December meeting. John is drafting the section on issues that have been addressed by the Council.

Cathy Britain presented a view of the Council's "Next Steps." She indicated a need for a work plan and/or strategic plan for the ORTCC through 2005 and possibly beyond. The following are suggested "next steps" for inclusion in the plan.

ORTCC

The Council will meet bi-monthly or quarterly. Meetings should include: public input – continued invited presentations as well as other input, government input – invited presentations and discussions from state agencies, the Governor's office, the legislature, AOC and LOC, Congress and federal agencies, industry input – invited discussions from specific sectors and/or companies discussion of committee reports. Dissemination to the public, Governor's office and Legislature should be a high priority with defined and measurable objectives. The Council should establish a legislative strategy group to begin work in January 2004 with defined and measurable outcomes. The Council will develop a business plan for its future including long and short-term goals, funding, and relationships. The Council will prioritize the outstanding issues and assign them to committees for review and action.

Committees

In order to increase efficiency, maximize work efforts and include more Oregonians in OTCC processes, the major work of the OTCC should be transferred to Committees. Committees should be established and operational by January 2004. Committees could include: Public/Private Partnerships; Government, Education; Healthcare; Healthcare/Education; and Public Safety/Homeland Security. All OTCC members will participate in at least one committee. Each committee will be made up of at least two Council members and will include other interested members from throughout the state. Committees will establish work plans that can be completed by June 2005 and that have measurable outcomes. Committees will provide monthly written reports to the Council via email.

Staffing and Logistics

In cooperation with the State agencies, the Council will determine: who will provide support to the Council including press releases, minutes, listserv and website

management, meeting venues, broadcasting legislative support and document preparation. Cathy asked the members for feedback and input.

Ann Steeves added that she would like to see the formation of a Technical Committee.

Ann Steeves presented a matrix of seventy tasks that have been identified by the council over the past two years and asked for input on the status of the tasks to determine if they have been met, are still current, and should remain on the list.

December 8, 2003 is the target date to complete the Exit Report draft.

Meeting Schedule:

The next scheduled meeting of the Council is on December 18, 2003 in Salem at the Public Service Building.

Chair Irwin adjourned the Oregon Telecommunications Coordinating Council meeting at 4:30 PM.