



**Meeting Minutes
Integrated Public Safety Commission Quarterly Meeting
Tuesday, September 17, 2019**

1) Call to Order

- a) Michael White, Indiana State Police Major, called the Integrated Public Safety Commission Quarterly Meeting to order at 1:33 p.m., Tuesday, September 17, 2019. Commissioners present were: Major Michael White, Indiana State Police, as Chair Proxy for Douglas G. Carter, Indiana State Police Superintendent; Jason Carroll, Director of Public Safety Ivy Tech; Mike Nielsen, Sheriff Boone County; Brian Jones, LeMay Enterprises; Jim Fulwider, Montgomery County Commissioner; and Tim Smith, Chief Vincennes Township Fire Department. A quorum was not attained, with only six members present. Chair Proxy White welcomed all in attendance and praised IPSC Executive Director Kelly Dignin and her team for its role in recent outreach events, including the 2019 Indiana Public Safety Communications Conference.

2) Adopt Minutes from Tuesday, June 18, 2019.

- a) A quorum was not attained. Chair Proxy White continued to the next item of business.

3) Executive Director's Report

- a) Kelly Dignin, IPSC Executive Director, provided the Commission with an Executive Director's Report, discussing the following items:
 - i. IPSC had previously conducted an outreach survey to ask constituents their preferred outreach format and in which topics they are most interested. IPSC planned and delivered outreach events in response to this feedback.
 - ii. IPSC delivered six regional meetings in Jasper, North Vernon, Greencastle, Muncie, Rensselaer, and Columbia City. 250 public safety personnel registered, and 130 participants attended the regional meetings.
 - 1. Ms. Dignin and IPSC delivered workshop presentations to address the topics relating to interoperable communications planning, FirstNet overview and roadmap updates, data and information sharing, NextGen 9-1-1 and geographic information systems, and LMR-to-LTE integrations and applications.
 - 2. IPSC provided radio alignment for 48 radios during the regional workshops, at no cost to local agencies.
 - iii. IPSC delivered a Data Conference and Communications Conference the week of September 9, 2019.
 - iv. Ms. Dignin announced that the State Budget Agency approved three new positions, including increased support for the Network Operations Center (NOC). The additional positions will improve the service response times around the state.
 - v. Ms. Dignin provided updates on upcoming contract renewals, as well as the upcoming completion of the new CTC, which will include a backup NOC and a training room.
 - vi. IPSC has developed and is revising its Coop Plan. The last exercise took place on June 6, 2019, followed by an all staff hot wash on July 1, 2019. Revisions and a table top exercise are scheduled for October 7, 2019. IPSC will be able to present the final Coop Plan on December 17, 2019, at the next IPSC Quarterly Meeting.

4) Alerts & Warnings

- a) Chair Proxy White moved the Alerts & Warnings agenda point forward, with the consent of the Commissioners.
- b) Sally Fay, Indiana Statewide Interoperability Coordinator (SWIC) and Communications & Outreach Director, provided the Commission with a summary of the Alerts & Warnings Webinar conducted during the SIEC meeting, and introduced Bob Sedita and Woody Sandy. Mr. Sedita and Mr. Sandy discussed the following items:
 - i. Alerts and warnings are a critical aspect of public safety because this is how agencies can get the word out to the public to take protective action before or during an emergency.
 - ii. The systems and protocols for alerts and warnings continue to change. Agencies must consider the comprehensive emergency communications ecosystem to plan for effective alerts and warnings.
 - iii. The most challenging delay to overcome in emergency communications is the delay between when an alert or warning is received and when the public takes protective action. Alert and warning messages must be crafted to prompt and encourage protective action initiation.
 - iv. Training, supervision, education, and standard operating procedures are necessary to reduce the opportunity for error and to increase the effectiveness of alerts and warnings. There is existing training on how to create alert and warning messages within the IPAWS system. This training can be used to prepare personnel for emergency events.
 - 1. The IPAWS best practice guide is available on the website at <https://www.fema.gov/emergency-alert-system>.

5) Operations Report

- a) Mr. Asher, Field Services Director, provided the Commission with an Operations Report, discussing the following items:
 - i. Staffing situation is expected to improve now that the State Budget Agency has improved the salaries of existing tech positions and can hire additional technicians.
 - ii. IPSC hopes to have a ribbon cutting event for the new Network Operations Center in Greenwood.
 - iii. Several new sites are being added in the following locations:
 - 1. Porter County – sites will be cutover soon
 - 2. Elkhart County – 4 sites, expect towers to be up and running by fall 2020
 - 3. Brown County – adding a site in Bean Blossom, will begin construction soon
 - 4. Carroll County – adding a new site in Delphi
 - 5. White County – adding a new site north of Lake Shafer
 - 6. Henry County – purchased 2 additional sites, construction is almost completed
 - iv. IPSC re-bid on the HVAC contracts and was able to save considerable money.
 - 1. IPSC now has two HVAC contractors, which will now have technicians carry spare parts and reduce delay and cost of service requests.
 - v. IPSC received approval to spend vehicle budget to improve its fleet.

6) Logistics Report

- a) Mr. Latif, Senior Communications Analyst, provided the Commission with a Logistics Report, discussing the following items:
 - i. Mr. Latif provided updates on current systems, programs, events, and classes, including:

1. IPSC is ironing out some software updates for Genesis, system reporting and monitoring tool.
 2. Radio Shop is using Asset Management Program to create work orders and track radio programming.
 3. IPSC and Nokia are working to create a quote for a 3 to 5-year maintenance agreement for the Nokia Microwave system.
 4. IPSC laptop refresh is complete.
 5. IPSC held a 2019 APX Radio Programming Class.
 6. Mr. Cochrane attended Motorola Trunked Radio User Group Meeting and FPIC ISSI and CSSI Working Group meeting.
 - 7.
- ii. Mr. Latif next reported on the IPSC Network Operation Center (NOC).
 1. Scope of the NOC
 - a. The NOC monitors the Statewide 800/700 MHZ Communication network.
 - b. NOC monitors system alarms, site alarms, environment alarms, and generator related alarms.
 - c. NOC coordinates IPSC system service and repairs and is responsible for data warehousing the IPSC P25 IDs and IPSC tower sites data.
 - d. NOC processes Radio ID Requests, assigns and disseminates P25 IDs throughout the state.
 2. IPSC System Growth – Progress Report
 3. IPSC P25 System-Wide Statistics – YTD

7) CAD/RMS Systems Report

- a) Mr. Allen, IPSC Data Operations Director, provided the Commission with a CAD/RMS Systems Report, discussing the following items:
 - i. Ticket review by application – CAD had the most tickets, with 243
 - ii. Upgrade planning
 1. CAD 10.19 – Caliber planned release in Oct. 2019.
 2. Mobile 10.13 – Caliber planned release in Oct. 2019.
 3. Upgrades will start with state agencies, then Locals 2, Locals 1, and ISP.
 - iii. The Caliber / IPSC 2019 User Group Data Conference was held in Plainfield, IN on September 11-12. 132 participants attended 14 sessions on CAD, Mobile, Data Sharing, GIS, and Innovation.
 - iv. Charter for the ShareIN Data Sharing project has been developed and is awaiting signature with the State Budget Agency. Local data has been collected and is being evaluated from workshops. State agency meetings are being scheduled. At this time, IPSC is not requesting any money from SBA for planning purposes but will continue funding conversation for future implementation.
 - v. Deployable Data Response Units, CAD and Mobile units, can be deployed to all 92 counties. IPSC has five kids operating CAD and Mobile with Internet access that are available for planned events and unplanned incidents, upon request. Indiana is the first state with deployable statewide data response units.

8) Statewide Interoperability Coordinator

- a) Ms. Fay, Indiana Statewide Interoperability Coordinator and IPSC Communications and Outreach Director, provided the Commission with a SWIC update, discussing the following items:
 - i. Ms. Fay reported that IPSC has executed several outreach events and conferences, including:
 1. FirstNet Authority Board Meeting (June)

2. Six Regional Workshops (August)
 3. National Council of Statewide Interoperability Coordinators (September)
 4. Caliber / IPSC 2019 User Group Data Conference (September)
 5. Indiana Public Safety Communications Conference (September)
- ii. Ms. Fay gave an update on the Outreach Coordinators, who have continued to staff and support district planning council meetings and served as a liaison between local agencies and IPSC. Outreach coordinators have also supported cross-border communication planning meetings.
 - iii. Ms. Fay reported on her work and collaboration with Mr. Jarvis at CISA to measure and evaluate the 26 interoperability markers that identify and measure performance along an interoperability continuum.
 1. IPSC and IDHS have self-assessed if they are at an Initial, Defined, or Optimized performance for each of 26 markers. Indiana is 48% optimized.
 2. Ms. Dignin reminder the Commission that these interoperability markers will be the main input for planning for and driving the 2020 vision for IPSC.
 - iv. IPSC continues to plan for and execute other large events in collaboration with FirstNet and other public safety partners, including the Brickyard 400, Grissom Air and Space Expo, and IU football games.
 - v. Ms. Fay reported that IPSC is working to participate in and coordinate multiple training events, with topics including ILEA, 800/700 MHZ, COMU, COMT, COML, and ITSL.
 - vi. Ms. Fay announced that IPSC continues to expand its presence on social media and encouraged the audience to connect and interact with IPSC on its various social media platforms.

9) Other Discussion – Commission Members

- a) Ms. Dignin introduced Commissioners to vendor and partner representatives attending the meeting and encouraged Commissioners to meet and talk to them to learn more about their role in interoperable communications.

10) Seeing no other business, Chair Proxy White declared the meeting adjourned at 2:54 p.m.

- a) The next Integrated Public Safety Commission Quarterly Meeting will take place on December 17, 2019, at 1:30 p.m.