

Statewide Interoperability Executive Committee  
State of Louisiana

<http://gohsep.la.gov/SIEC>

JOHN BEL EDWARDS  
GOVERNOR



KEVIN JAMES  
CHAIRMAN

**APPROVED - MEETING MINUTES**

January 23, 2019

The Statewide Interoperability Executive Committee (SIEC) met on Wednesday, January 23, 2019, at the Department of Public Safety Services, Office of Management and Finance Building, Third Floor South Central Training Room, located at 7979 Independence Boulevard, Baton Rouge, LA 70806.

**I. Call to Order**

- A. Chairman Kevin James called the meeting to order at 1:31 p.m. and welcomed everyone.

**II. Roll Call**

- A. The SIEC roll call was conducted by GOHSEP Interoperability Program Manager, Ami Clouatre-Johnson, and a quorum was established.

- B. The following SIEC members were present or absent as noted:

<b>Committee Members Present</b>	<b>Representing Agency</b>
<b>Kevin James, Chairman</b> Assistant Deputy Director of Homeland Security & Interoperability Division/SWIC	Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
<i>David Dousay, Division of Administration</i> as designee for <b>Neal Underwood</b> , Deputy Chief Information Officer	State of Louisiana Division of Administration (DOA)/Office of Technology Support (OTS)
<b>Brian Zeringue, Chief</b> Thibodaux Police Department	Louisiana Association of Chiefs of Police
<i>Chad Roberson, Assistant Fire Chief, St. George Fire Department</i> as designee for <b>Robert Benoit, Chief</b> Director, Lafayette Consolidated Government Fire Department	Louisiana Fire Chiefs Association
<i>Clay Rives, Director, East Baton Rouge OHSEP</i> as designee for <b>Dick Gremillion</b> , Director, Calcasieu OHSEP	Regional Parish Homeland Security & Emergency Preparedness Directors Committee

<b>Committee Members Present</b>	<b>Representing Agency</b>
<b>Layne Barnum, LTC</b> Deputy Superintendent	State of Louisiana Department of Public Safety & Corrections, Public Safety Services, Louisiana State Police
<b>Bill Vincent,</b> Secretary/Treasurer APCO Lafayette Parish Communications District (Ret.)	Association of Public Safety Communications Officials (APCO)
<b>Seth Breaux,</b> Asset Manager	Louisiana Ambulance Alliance
<i>Lorn Bourgeois</i> , Jefferson Parish Sheriff's Office as designee for <b>Jeb Tate,</b> Director, IT & Telecommunications, Jefferson Parish Government	Region 1
<b>Billie Metz Giroir, DPTY</b> Chief Civil Deputy, West Feliciana Parish Sheriff's Office	Region 2
<b>Conrad Baker, LT</b> Technology/911 OPS Center St. John Parish Sheriff's Office	Region 3
<b>Stacey Blanchard, CPT</b> Assistant Director, St. Martin Sheriff's Office/OHSEP	Region 4
<b>Richard McGuire,</b> Executive Director, Calcasieu Parish Communications District	Region 5
<b>Sonya Wiley-Gremillion,</b> Executive Director, Rapids Parish 911/OHSEP	Region 6
<b>Robert "Bobby" Moore,</b> Fire Service & Supply Technician, Ouachita Parish Fire Department	Region 8
<b>Committee Members Absent</b>	<b>Representing Agency</b>
<b>Stephen Durel, LTC</b> standing designee during deployment of Alan Dunn (MAJ)	Louisiana National Guard
<b>Ricky Edwards, Sheriff (Ret.)</b> Operations Support	Louisiana Sheriffs Association
<b>Vacant</b>	Governor's Office of Indian Affairs
<b>Doyle Dempsey, MAJ</b> Support Bureau/Asset Management Bossier Parish Sheriff's Office	Region 7
<b>Michael (Mike) Moore, SGT</b> Canine/Patrol Division Tangipahoa Parish Sheriff's Office	Region 9

### III. Approval of Minutes



Sonya Wiley-Gremillion made a motion to approve the October 24, 2018 meeting minutes as presented. Richard McGuire seconded the motion. The SIEC voted unanimously to approve the minutes of the October 24, 2018 meeting.

**IV. Chairman’s Report**

A. Chairman notified the SIEC members that he wished to discuss a few items after the meeting today for any that were available to stay. The following items were presented as topics:

1. Non-Mission Critical and Mission Critical Push to Talk
2. Prioritization of Projects
3. Emergency Assistance Requests

B. Annual Appointment of Advisory Committee Chairs and Members

1. Chairman James reminded everyone of the annual business of Advisory Committee Chair and member appointment in accordance with the SIEC Bylaws, Article V Committees, Section 5.1:

*“All SIEC advisory committee Chairs and its members shall be appointed by the SIEC Chair and their term of office shall be for a period of one year or less if sooner terminated by the action of the SIEC. Each Chair of the advisory committees shall be a member of the SIEC as listed in La. R.S. 29:725.6. Each advisory committee will consist of no more than seven members including the Chair of that committee.”*

- a. Chairman James reappointed all currently serving Advisory Committee Chairpersons, to their respective Advisory Committees for the 2019 year. The following were reappointed.

<b>Advisory Committee Chairperson</b>
<p><b>Broadband</b></p> <p>Layne Barnum, LTC Louisiana State DPS/Safety Services/LSP Representative</p>
<p><b>Budget and Finance</b></p> <p>Ricky Edwards, Sheriff (Ret.) LSA Representative</p>
<p><b>Policy and Planning</b></p> <p>Bill Vincent, APCO Representative</p>
<p><b>Technical</b></p> <p>Billie Metz Giroir, DPTY Region 2 Representative</p>
<p><b>Training and Outreach</b></p> <p>Jeb Tate, Region 1 Representative</p>

- b. Chairman James appointed the Advisory Committees Members as noted below.

### Advisory Committee Members

#### Broadband

Ami Clouatre-Johnson Interoperability Program Manager, GOHSEP	Neal Underwood *SIEC DOA/OTS Representative
Clay Rives Director, East Baton Rouge Parish OHSEP	Ricky Edwards, Sheriff (Ret.) *SIEC Louisiana Sheriffs Association Representative
George Barlow Brown IT Manager, City of New Orleans Real Time Crime Center	Robert Benoit, Chief *SIEC LA Fire Chiefs Association Representative

#### Budget and Finance

Christina Dayries Assistant Deputy Director Finance & Administration, GOHSEP	Neal Underwood *SIEC DOA/OTS Representative
David Luker, LT Radio Systems Manager, East Baton Rouge Parish Sheriff's Office	<i>Open – No Appointment</i>
Julio Peck IT Technical Manager, Louisiana State Police Radio Communications	<i>Open – No Appointment</i>

#### Policy and Planning

Vacant Regional Coordinator - Region -- GOHSEP	Michael "Mike" Moore, SGT *SIEC Region 9 Representative
Anthony Summers Assistant Director, West Baton Rouge Parish 911/OHSEP	Stacey Blanchard, CPT *SIEC Region 4 Representative
Julio Peck IT Technical Manager Louisiana State Police Radio Communications	Robert "Bobby" Moore *SIEC Region 8 Representative

#### Technical

Bill Vincent *SIEC APCO Representative	Doyle Dempsey, MAJ *SIEC Region 7 Representative
Chuck Cassard Communications Technologist Ascension Parish Sheriff's Office Louisiana Sheriffs Association	Julio Peck IT Technical Manager Louisiana State Police Radio Communications
Conrad Baker, LT *SIEC Region 3 Representative	Lorn J. Bourgeois RF Engineer/System Manager Jefferson Parish Sheriff's Office

### Training and Outreach

Adam Brickeen  
Chief Comms/IT Security  
City of New Orleans OHSEP

David Luker, LT  
Radio Systems Manager  
East Baton Rouge Parish Sheriff's  
Office

Brian Zeringue, Chief  
\*SIEC Louisiana Chiefs of Police  
Association Representative

John Robichaux, LT  
Communications Equipment,  
Facilities and Property Manager  
Lafourche Parish Sheriff's Office

Collins Simoneaux  
Regional Coordinator-Region 9  
GOHSEP

Stacey Blanchard, CPT  
\*SIEC Region 4 Representative

2. The Chairman reminded everyone that GOHSEP Interoperability maintains a current listing of Chairpersons and Committee members on the SIEC website ([GOHSEP.la.gov/SIEC](http://GOHSEP.la.gov/SIEC)); and that members should review the Bylaws for participation requirements and conditions for removal. Chairman James stated he will first consult with the Advisory Committee Chairperson on any appointments necessitated by removal, resignation, or vacancy of a position.
3. The Chairman noted that the State of Louisiana Emergency Operations Plan was scheduled for updates. State ESF 2 Co-Leads: Ami Clouatre-Johnson (GOHSEP), Julio Peck (LSP) and an appointed LANG representative will be coordinating the updates to the Emergency Support Function (ESF) 2 Annex and supplement documents.

## V. Interoperability Synchronization

### A. Statewide System Maintenance Report

1. Vernon McFadden with Louisiana State Police Radio Communications provided the LWIN System Maintenance Report. A copy of the presentation can be found on the SIEC website.
2. The Chairman and Mr. McFadden reminded everyone that system integrity, maintenance, and security relied on the purging of radios. Anytime radios are no longer needed in service, due to new purchases or reduction in cache or damage, LSP Radio Maintenance should be contacted and provided the radio serial number and identification (ID), so that it can be removed or rolled off the LWIN system.

### B. Interoperability Program Initiative

1. Ami Clouatre-Johnson, Interoperability Program Manager reported on the current initiatives and priorities. Ms. Johnson reported the following:
  - a. Quarterly Interoperability Newsletter

A quarterly interoperability focused newsletter will be issued beginning in February. A handout was provided for committee members consideration and input. The newsletter is meant for statewide distribution and Ms. Clouatre-Johnson asked for assistance in gathering and submitting content for any of the following sections: Land Mobile Radio (LMR), Broadband, 911, Auxiliary Communications (AuxCom), Exercise and Training, What's In Your Corner?, and Mission Critical.

b. Auxiliary Communications:

GOHSEP and the AuxCom Planning working group are in the stages of developing a statewide AuxCom Plan and GOHSEP SOP. This will allow for the State Emergency Operations Center (SEOC) and Parish Emergency Operations Centers (PEOC) to effectively communicate during disasters, as well as synchronize plans, training and exercises throughout the year

i. The Regional Representatives were asked to follow up with their EOC's regarding the SHARES and AuxCom Capabilities information request sent by Ms. Clouatre-Johnson. SHARES is a Homeland Security (HF) frequency that is identified and available to Homeland Security and Emergency Preparedness Offices and EOCs only. This would create a secure redundant communications pathway from Local PEOCs to the SEOC.

ii. GOHSEP has also launched a partnership with LSP Radio Communications to encourage and support AuxCom capabilities at the Parish level. There will be one day a month set aside to assist Parish OHSEPs with their AuxCom support requests. This will be the third (3<sup>rd</sup>) Thursday of each month. Requests will have to be submitted in advance and coordinated through the GOHSEP Interoperability office. Instructions and more information will be disseminated in March.

c. DHS Emergency Communications Division, Technical Support and Training Request:

Five (5) support requests were submitted by the SWIC, Kevin James for the state: Communications Unit Leader (COML), Communications Technician (COMT), Regional Interoperability Committee Planning (RICP) Workshop [Region 3], Auxiliary Communications (AuxCom) Training, and Next Generation 911/Strategic Planning Support.

Ms. Clouatre-Johnson stated that these Trainings are not guaranteed and that she would share any awarded class listing,

as well as those awarded and being hosted by surrounding states, for everyone's situational awareness. She also encouraged everyone to review the DHS Emergency Communications Technical Assistance Guide and begin submitting any 2020 requests they would like to host or see Louisiana host. These should be submitted to Ami Clouatre-Johnson. A link to the assistance guide will be provided in the quarterly newsletter in February.

d. Statewide ICS 205/Phonebook

Ms. Clouatre-Johnson reported that the GOHSEP Interoperability Office is working on creating a roster or phonebook, that may be used to build the initial statewide communication plan (ICS 205) and foster interoperability, where pre-planning may not have occurred. She will be seeking assistance from the GOHSEP Regional Coordinators and SIEC Regional Representative members on current assignment or planning for Regional and Parish Interop talkgroup (i.e. \*Region1 COORD and \*Parish-1 through \*Parish-4, etc.).

## VI. Advisory Committee Reports

### A. Budget and Finance

Christina Dayries provided a report on behalf of Chairman Ricky Edwards:

Current FY18-19 GOHSEP and DPS budgets regarding LWIN funding is appropriated was presented at the last meeting. At this time the Revenue Estimating Conference has yet to approve any surplus revenues for FY18/19 or FY19/20 revenues. The Governor will present his executive budget to the Legislature by February 22, 2019. It is currently unknown whether the SIEC's additional tower sites will be included in the Executive Budget. Mrs. Dayries expects additional information to be available at the next SIEC meeting.

### B. Technical

Billie Giroir stated that the Technical Advisory Committee did not meet this quarter. The rubric to evaluate and prioritize projects remains under development. The Technical Advisory Committee anticipates a draft for the SIEC's consideration in April.

### C. Policy and Planning

1. Chairman Bill Vincent provided the following report:

- a. The annual review of the SCIP was completed by the committee and is being offered for the SIEC's review and acceptance for submission to the Unified Command Group. The Chairman stated that the updated plan is being offered with minor revisions and requested Ami Clouatre-Johnson briefly review the 2019 SCIP changes.

- b. Ms. Clouatre-Johnson stated the changes were:
  - i. LWIN system statistics,
  - ii. Format and grammar, and
  - iii. Exchanged National Public Safety Broadband Network (NPSBN) references with to FirstNet for clarity, and
  - iv. Summarized FirstNet implementation and grant funding sections to the major milestone, forgoing detailed processes, given grant concluded in 2018.

**M**

2. Sonya Wiley-Gremillion motioned that the SIEC accept the proposed changes to the SCIP as presented, and recommend to the Unified Command Group the 2019 SCIP for acceptance. Bryan Zeringue seconded the motion. The SIEC voted unanimously to approve the motion.

#### D. Broadband

Chairman LTC Layne Barnum provided the following report:

1. The committee did not hold a meeting in the fourth quarter but State Police and GOHSEP met with a vendor on non-mission critical electronic push to talk applications (EPTT).
2. A FirstNet update presentation was provided to the Members and the Chairman noted that 54 Louisiana cell sites are activated and that we now have 214 sites with band 14 capabilities. The FirstNet update can be found on the SIEC website.
3. Chairman Barnum asked the FirstNet representative if Louisiana would be notified if the deployable SatColt staged in Baton Rouge were to be deployed or moved outside of Louisiana. The FirstNet representative, Ms. Kerri Brantley, stated that the current operating procedure was to deploy SATColts based on proximity to incidents/event resource requests. This may mean that Louisiana's would travel outside of area. Mr. James and Ms. Brantley confirmed that a meeting the following week was scheduled with Louisiana ESF 2 lead agencies to discuss concerns regarding notification protocols and FirstNet deployable.

#### E. Training and Outreach

Ami Clouatre-Johnson provided a report on behalf of Chairman Jeb Tate and stated that the Training and Outreach Advisory Committee did not hold a meeting in the fourth quarter.

### VII. Unfinished Business

There was no unfinished business discussed.



### VIII. New Business

**M** LTC Barnum motioned that the previous discussion and questions regarding LWIN Radio purge and roll off be referred to the Policy and Planning Advisory Committee for review and a policy developed for the SIEC review.

The motion was amended by Bill Vincent to state that the Policy and Planning Advisory Committee review the issue and current process, and present a proposed solution to the SIEC at the next meeting.

Sonya Wiley-Gremillion seconded the amended motion. The SIEC voted unanimously to approve the motion.

### IX. Public Comments

#### A. Public Comments

Chairman James opened the floor for Public Comments, the following were offered.

A request for information on FirstNet tower site locations and assistance with in-building FirstNet device coverage issues was made by Calcasieu Sheriff's Office, David Benada. The Chairman stated that the Interoperability Newsletter would include a list of the sites and asked the gentlemen to follow-up with Ms. Clouatre-Johnson for assistance on FirstNet issue.

#### B. Communications Training and Exercise Information

Chairman James opened the floor for announcements or requests.

Ami Clouatre-Johnson, Interoperability Program Manager with GOHSEP, announced the following:

The annual statewide exercise would be conducted in April 2-6, 2019 and that the announcement and requests for participation were sent out to all state agencies and parishes. She also advised that there would once again be a communications focused component on Wednesday and Thursday, where EOC communications, AuxCom, and potentially broadband (FirstNet) capabilities would be exercised.

No requests for training or exercise assistance were made by Members.

#### C. Next Quarterly Meeting

Chairman James reminded everyone that the next quarterly meeting of the SIEC would be April 24, 2019 at 1:30 in the same location.

### X. Adjournment

**M** Richard McGuire made a motion to adjourn and was seconded by Bryan Zeringue. The SIEC voted unanimously to adjourn at 2:12 pm.