

NPSBN SUBCOMMITTEE
THURSDAY MAY 21, 2020
1:00 PM

WEB & TELECONFERENCE

MEETING MINUTES

1. Meeting convened at 1:02 PM.
2. Quorum was established with 8/12 members present. Attended via teleconference: Kevin Fosso, David Harvey, Paul Hughes, Gerry Klein, Jaron McCallum, Dale Schmidt, John Schrader, and David Zibolski.

Members absent: Connie Bandt, Peter Nimmer, AJ Schroeder, and Victor Voss.

3. Meeting Minutes
 - A. Review and approval of March 19, 2019 Meeting Minutes

Motion to approve the meeting minutes by Zibolski. Seconded by Schrader. Unanimous approval.

4. Old Business
 - A. Membership Representation Update
 - 1) Welcome/Announce new Subcommittee Members
 - Jaron McCallum from the Public Service Commission introduced himself and described his professional background.
 - 2) Review Subcommittee Nominees
 - The Subcommittee reviewed the nominees for the following seats:
 - (i) Emergency Medical Services Representative (2 Seats available)
 1. Brandon Frederick was one of the candidates to apply.
 - a. The Subcommittee had no objection to the nominee being recommended for confirmation by the Interoperability Council.
 2. Kyle Schaefer was the other candidate to apply.
 - a. Hughes shared some details about Kyle Schaefer's background and positive feedback from his past professional experience with Kyle Schaefer. Meredith Hauge noted that Kyle Schaefer also applied for a seat on the WISCOM Subcommittee. The Subcommittee had no objection to the nominee being recommended for confirmation by the Interoperability Council.
 - (ii) Representative of a federally recognized American Indian tribe or band in Wisconsin
 1. Theron Rutyna was the only candidate to apply.
 - a. Molly Boss shared positive feedback from her past professional experience with Theron Rutyna. The Subcommittee had no objection to the nominee being recommended for confirmation by the Interoperability Council.
 - B. DNC Update
 - 1) Hughes shared that the Democratic National Committee has adopted rules to allow for a virtual convention. One of the committees under the Secret Service, the Interop Subcommittee, is currently drafting plans for the full, 4-5 day in-person event, as well as plans for a 1-day virtual event. Representatives from Wisconsin Emergency Management (WEM) and other partners continue to meet with the Secret Service at least twice a month to continue planning.

- 2) Klein asked if the cellular carriers have committed to providing temporary towers to increase their cellular broadband capacity if the event happens in person. Hughes confirmed that the carriers (that are reporting out), are planning for temporary towers and additional capacity at fixed sites.
 - C. Plan for distributing the FirstNet WI Priority Setting Guide to the Public Safety Community.
 - 1) The Subcommittee had a general discussion about the guide and distributing it to emergency response associations, especially the ones they represent on the subcommittee. Hughes has distributed the guide to WEM's contacts at various Wisconsin public safety associations. In the future, the Subcommittee will plan to distribute the guide at various emergency response conferences.
 - D. WECS Status Update
 - 1) Provide outreach and education on status of emerging public safety broadband services.
 - Margaret Zieke shared that a decision was made to draft an Education and Outreach Plan to establish how information related to public safety broadband would be shared with stakeholders.
 - 2) Update on the brainstorming session.
 - Zieke shared that Hughes, Klein, Boss, and Zieke brainstormed ideas and created a draft Education and Outreach Plan.
5. New Business
- A. Draft Outreach and Education Plan Review
 - 1) Hughes shared some background on the impetus of creating a plan.
 - 2) Zieke reviewed the draft plan with the Subcommittee and asked for feedback.
 - 3) Boss and Hughes discussed the idea of OEC maintaining a list of upcoming conferences and training opportunities to be shared with the Subcommittee.
 - B. Roadmap of 2020 projects
 - 1) Hughes shared some background on this topic and asked if anyone on the Subcommittee had any suggested additional projects. With no new projects suggested, Hughes confirmed that the Education and Outreach Plan document is now providing the framework for the Subcommittee's projects.
 - C. Discussion on COVID-19
 - 1) Use cases, lessons learned.
 - Hughes shared a broadband communications success story related to COVID-19 support and asked for other examples from the Subcommittee.
 - Klein shared some examples of his agency's efforts related to COVID-19, and a past broadband communications success story.
 - D. OEC Website Discussion
 - 1) Heather Harris-Fatty shared the plan to add Subcommittee-specific pages to the OEC Website and asked for feedback and suggestions.
 - 2) Hughes endorsed the idea and suggested that the Education and Outreach Plan, as well as its related byproducts could all be housed on the NPSBN Subcommittee webpage. Hughes also suggested that the page could be used to share or link to operational information during emergency events.
 - 3) Boss clarified that the OEC Website currently houses all documents approved by all of the subcommittees, but the intent of the Subcommittee-specific page is to house content that is directly related to, or a product of the individual Subcommittee.
6. There was no public comment.
7. Next Meeting Date and Location: July 16, 2020, likely to be held via web & teleconference.
8. Meeting adjourned at 2:25 PM.

Motion to adjourn by Schmidt. Seconded by Schrader. Unanimous approval.

Respectfully Submitted,
Meredith Hauge
DMA/OEC