

REGION 54 700 MHZ MEETING SUMMARY

2/24/00

Introductions

Presented overview of Committees.

Basic overall structure of the committee was discussed

Committee goals were established.

Some committee appointments were made.

Next meeting was set for 11/16/00.

REGION 54 700 MHz RPC MEETING SUMMARY

November 16, 2000, 10:30 A.M., Chicago Emergency Communication Center

Region 54 Convenor/Chairman, Bill Carter, opened the meeting and welcomed those attending. He stated that this meeting would be somewhat informal because of a lack of specific direction from the National Coordinating Committee (NCC). This meeting is the third held by the Region 54 700 MHz Regional Planning Committee (RPC). During the first two, attendees were asked to indicate their willingness to participate in the planning process by providing contact information. Attendees at this meeting were invited from those previous volunteer lists. Some invited members were unable to attend this meeting, however.

Bill then indicated that the intent of today's meeting was to develop a structure for the RPC to begin work on the Plan. He then distributed a list of names of people who are considered *voting* members. This list was constructed from previous lists of persons volunteering to work on the Plan. All attendees at this meeting are on the voting members' list. It was agreed that the voting membership should be kept to a workable minimum number of people. Currently there are twenty-three (23) voting members.

The following RPC offices were then established, and filled by the persons named below via oral motions and votes:

Secretary: Mike Celeski (motion by Rich Nowakowski, 2nd by Duke Ellingson)
Vice Chairman: Carl Guse (motion by Duke Ellingson, 2nd by Rich Nowakowski)

No Treasurer's office was established since there are currently no revenues available to the RPC.

Bill also mentioned that the RPC would enjoy the benefit of technical advisors from the commercial sector. However, these advisors will not have voting authority.

With preliminary voting membership and the offices of Chairman, Vice Chairman and Secretary established, Bill then requested that Subcommittees be established. After some general discussion among the group, it was decided that our RPC would consist of five (5) subcommittees. The subcommittees and their current membership are as follows:

1. Rules --- Mike Celeski (Chmn), Carl Guse, Tom Ward, Ken Jason
2. Interoperability --- Dan Mulvihill (Chmn), Rich Nowakowski, Jeff Galas, Craig Lundt, Sam Steffan, Todd Gatlin
3. Membership --- Duke Ellingson (Chmn), Rich Nowakowski
4. Technical ---
5. Implementation ---

Additional members are being sought for all subcommittees. It is desired that representatives from all four states and as many different service agencies as possible

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comprise the subcommittees. At a minimum, each subcommittee should have a representative from each state.

Tasks for two of the subcommittees were then briefly discussed...

The Rules subcommittee will ascertain the most reasonable number of voting members, establish the formal structure of the RPC, and create its operating by-laws. In addition, the Rules committee will exert control over drafted documents. To facilitate this, Ken Jason will establish a Web page using the Cook County Sheriff's server. Members at large will be able to view the latest drafts of all documents via the Internet, but only Committee Chair(s) will authorize the posting of documents on the site.

The Membership subcommittee is charged with ensuring that no eligible user of the 700 MHz spectrum is excluded from the planning process. As a result of an initial discussion about modifying the existing boundaries of Region 54, it will also consider the geographic makeup of the Region. Carl Guse related that the State of Wisconsin is contemplating a request to Region 54 to encompass the remainder of that state (i.e., enfold Region 45 into Region 54). Tom Ward raised the possibility of expanding Region 54's boundaries by one county all the way around. It was decided that these requests would have significant implications in terms of administration and frequency coordination. Thus, they deserve the appropriate in-depth consideration that will be available from the Membership subcommittee.

Nothing was discussed for the Interoperability subcommittee except that it needs representation from many different agencies. Dan Mulvihill, from the FBI chairs it. The Technical and Implementation subcommittees need members and a chairman.

Final discussion about the RPC structure focused on the need for more participation at the subcommittee level, formalizing the structure and by-laws, and seeking funding for the administrative costs that will be incurred (e.g., for photocopying, postage, etc.).

It was also decided that electronic media and telephonic communications would be the primary methods of discussing issues and exchanging documents. Microsoft Office will be used for word processing, spreadsheets. Net Meeting can be used for subcommittee conferences. The group set a goal of having an initial draft of a Plan (without appendices such as the frequency sort) ready by the next RPC meeting, which was scheduled for April 17, 2001 at 2:00 p.m. at the Chicago Emergency Communications Center.

Respectfully submitted by: Michael J. Celeski, Secretary
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REGION 54 700 MHz SUBCOMMITTEE MEETING SUMMARY

March 15, 2001 10:30 A.M., Chicago Emergency Communication Center

Region 54 Co-Chairman, Bill Carter, opened the meeting and welcomed those attending. He stated that this meeting was called to provide more structure to the working subcommittees.

The first order of business was to decide how to deal with financial costs incurred by the RPC and/or its members. Bill informed the group we received information indicating that the National Institute of Justice (NIJ) was making monetary funds available to support the 700 MHz Regional Planning process. Therefore, the RPC should develop policies and procedures for obtaining whatever funds become available.

It was decided by a unanimous voice vote that a new subcommittee should be formed and named the *Financial* subcommittee. Its purpose would be to establish policies and procedures for obtaining and expending funds.

Bill then further addressed the need for establishing more structure within the R54RPC. He indicated that we are trying to be as inclusive as possible to ensure that all eligible public safety / service organizations are represented.

Sign-in sheets were passed around, and many individuals placed their names on separate sheets labeled with subcommittee titles.

Mike Celeski and Carl Guse offered a couple of issues to use as examples of our need to begin actual work. One issue was the establishment of State Interoperability Executive Committees; another was the recent allocation of 2.4 MHz of the spectrum directly to each state. It is clear that Region 54 needs to begin developing its Plan now, so that issues such as these can be carefully addressed.

Bill Carter asked that anyone with information on Interoperability from his or her respective state forward it to Dan Mulvihill, Chairman of the Interoperability subcommittee. If the chairman of the RPC for the remainder of the four states in our Region was not present, Bill asked that whoever was present, contact the Chairman and forward that state's information and intentions regarding Interoperability to Dan.

The group then revised the Region 54 700 MHz RPC Subcommittee structure. The six (6) subcommittees are detailed below:

1. Rules --- Mike Celeski (Chmn), Carl Guse, Tom Ward, Ken Jason
2. Interoperability --- Dan Mulvihill (Chmn), Rich Nowakowski, Jeff Galas, Craig Lundt, Sam Steffan, Todd Gatlin
3. Membership --- Duke Ellingson (Chmn), Rich Nowakowski, Jay Maritz
4. Technical --- Chris Kindlespire (Chmn), Harry Warner, Sam Steffan, Tony Stantz, Mike Donatelli, John Lozar, T.J. Ward, Bill Carter

REGION 54 700 MHz SUBCOMMITTEE MEETING SUMMARY

March 15, 2001 10:30 A.M., Chicago Emergency Communication Center

5. Implementation --- Craig Lundt (Chmn), Jay Maritz, John Lozar, Dave Swan
6. Financial --- Rich Nowakowski (Chmn), George Longmeyer, Dave Swan

At the conclusion of this process, Bill Carter asked that each Subcommittee chair contact his membership and establish meeting schedules and agendas, forwarding the membership information to Duke Ellingson, chair of the Membership subcommittee.

Discussion then turned to an old topic: the combination of all four states into one large Region 54.

Co-Chairman Carl Guse addressed this issue, since it was Wisconsin who initially asked for consideration of being included in Region 54. Carl noted that initially, the FCC provided an "opt out" ability for states who preferred to remove themselves from multi-state regional planning committees. He further noted that the FCC did not provide an "opt in" clause, allowing states to join already defined multi-state regions. Since it does not seem to be the FCC's intent to allow further consolidation of states into single regions, and because there would likely be an increase of complex issues arising from such consolidation, it is probably not a wise decision to attempt to include the remainder of each of the four states in Region 54.

There was general agreement that this issue would no longer be considered.

Bill Carter then again asked the Subcommittee chairs to hold at least one meeting (whether in-person, or by teleconference) and provide a brief synopsis to the Committee of the Whole at the next general meeting. He also asked that Mike Celeski e-mail a request to each commercial / industry representative to establish a subcommittee that could periodically inform us of developments in their sector.

Next General Meeting: April 18, 2001 at 2:00 p.m. (following the NPSPAC RCRC morning meeting) at the Chicago Emergency Communications Center, 1411 W. Madison, Chicago, IL.

A motion to adjourn was offered by Rich Nowakowski at 11:20 a.m. and seconded by Craig Lundt, receiving a unanimous affirmative vote.

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REGION 54 PLANNING COMMITTEE SUB-COMMITTEE MEMBER LIST

SUB-COMMITTEE NAME: INTEROPERABILITY

~~November 16, 2000~~ MARCH 15, 2001

Name	Agency	City or State	Phone	Fax	EMAIL
CHAIR					
MIKE CELESKI	IL State Pol.	FL - INOIS	847-294-4557	847-294-4565	MIKECELESKI@POL.COM
SAM STEFFAN	MILWAUKEE P.D.	MILW. WIS.	414.935.7473	414.935.7152	ssteff@ci.mil.wi.us
San W. Noble	Ill. Assn of Chiefs of Police	Belvidere, IL	815-547-6502	815 544-9603	ChiefNoble1@hotmail.com
David Swan	Swan & Assoc.	Peoria, IL	309-692-4420	309-692-8867	dswan@icee.org
Dave Hewitt	WI State Patrol	Madison, WI	608-266-0184	608-267-4495	davidhewitt@dot.state.wi.us
Anthony Stantz	Ind State Police	Indy, IN	317-233-9026	317-233-6059	astantz@isp.state.in.us
John Lozar	DU-Comm	DuPage, FL	630-260-7506	630-924-9880	JOZAR@DUCOMM.ORG
GEORGE LANGMEYER	DU-Comm	DuPage city	630-260-7580	630-924-9200	glangmeyer@ducomm.org
Duke Ellinger	Dane Co. PFI	Madison WI	608-267-3912	608-266-9851	ellinger@co.dane.wi.us
JAY MARITZ	WALWORTH CO. SHERIFF	ELKHORN WI	262-741-4621	262-741-4677	jmaritz@co.walworth.wi.us
CRAIG LUNDT	FOREST PARK P.D.	Forest Park, IL	EXT. 147 708-366-2323	708-366-3178	CLUNDT@YAHOO.COM
MIKE DONATELLI	CHICAGO CELC	CHI, ILL.	312-746-9249	312-746-9202	M DONATELLI@CEC.SICKLE.IL
RICH NOWAKOWSKI	CHICAGO 911	CHICAGO, IL	312-746-9257	312-746-9202	rnnowakowski@cec.sickle.il
Tom Ward	Ill. State Police	Springfield, IL	217-982-5772	217 524 4396	wardt@worldnet.att.net
Harry Warner	MI State Police	Lansing, MI	517-336-6623	517-336-6222	Warnerh@State.MI.US
DAVID MULVINE	FBI	CHICAGO, IL	312-786-3057	(312)429-0121	DMULVINE@AOL.COM
Bill Carter	Chicago 911	" "	312 746 9252	746 9203	BC Carter@IllStatePolice.net
Carl Guse	WI State Patrol	Madison WI	608-266-2497	608-267-4495	carlguse@dot.state.wi.us

**REGION 54 700 MHz REGIONAL PLANNING COMMITTEE
MEETING SUMMARY**

April 18, 2001 2:50 p.m., Chicago Emergency Communication Center

OFFICER REPORTS

Region 54 Co-Chairman, Bill Carter, opened the meeting at 2:50 p.m. and welcomed those attending. He stated that this meeting would be somewhat informal. The meeting was delayed by the extended duration of the preceding NPSPAC meeting.

Secretary Mike Celeski passed out an attendance sheet for members to sign. Members were also asked to verify the accuracy of information on the Committee roster.

Bill Carter introduced Rich Nowakowski as the Chair of the Finance subcommittee. He also informed those present that Duke Ellingson had to resign his Chair of the Membership subcommittee and asked for a volunteer to replace him. The position remains vacant.

As a result of ensuing discussions surrounding finances during the meeting, it was ultimately decided that an office of Treasurer should be added to the Committee's organization. Co-chairs Carter & Guse appointed Rich Nowakowski to the office of Treasurer on an interim basis.

SUBCOMMITTEE REPORTS

FINANCE

Dan Mulvihill reported that he had contact with a Dave Funk in Colorado who oversees the distribution of monies for the 700 MHz Regional Planning efforts. Mr. Funk sent some particular forms to Dave that need to be completed to obtain the funding.

Chairman Rich Nowakowski reported that he was aware of the forms and Mr. Funk's position. There is apparently a sum of \$2,500 available to each Regional Planning Committee.

Carl Guse asked if there were any tax issues to consider when accepting and disbursing the funds. He asked if the RPC could be the holder of the funds, rather than a specific agency.

Rich replied that it was his understanding that since the funds actually belong to the Federal government, there are no tax issues for the RPC's. All the RPC's have to do is account for the money and ensure it is spent for reasonable costs incurred. Rich then suggested that, as Treasurer, he open an account for the Region 54 RPC at the Chicago Patrolmen's Credit Union with Rich, Carl and Bill as co-signatories.

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Bill then asked that each subcommittee submit an estimate of expenses. Reimbursable expenses would include photocopying, postage, hosting a meeting, printing the Plan, etc. More information can be found at the National Public Safety Telecommunications Council's web site: www.npsfc.org.

INTEROPERABILITY

Chairman Dan Mulvihill reported that his agency (FBI) has been charged with assimilating other federal agencies' radio systems (i.e., U. S. Marshall, INS, etc.). This will increase the FBI's tasks and duties surrounding radio system planning & operation, but will also facilitate interoperability with federal agencies.

RULES

Mike Celeski, Chair of the Rules subcommittee, distributed copies of the first draft of the Plan's Appendix E: *The Bylaws of Region 54 700 MHz Planning Committee*. He explained that the draft was derived from the sample document provided by the NCC. He asked that everyone review this draft and send comments as soon as possible. The document is available on the R54RPC list server in the "Files" section in the Rules folder.

Comments offered at this meeting included the following:

1. After some discussion, consensus was reached on the concept of Voting eligibility. Each agency participating on the RPC will designate one (and only one) individual as its voting representative. No agency will have more than one voting member. However, Proxies will be allowed, as will "Written Actions."

If any member (including a voting member) fails to attend 50% of the meetings in a calendar year, he or she may be removed from the Planning Committee, thus potentially forfeiting the agency's vote. The Membership Subcommittee will review and approve each designated voting member.

2. We will add the position of Treasurer to the list of officers in Article 3.1
3. We will add another Article that lists the formal subcommittee structure.
4. We will ask Craig Lundt's Implementation subcommittee to determine the structure of an Executive Committee to carry on the RPC's activities after planning is completed (i.e., review license applications, coordinate with adjacent Regions, etc.)

Bill Carter concluded the discussions by asking that the subcommittees meet through the next couple of months. By the October meeting, Bill would like to have a final version of

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the Bylaws ready for a vote. He would also like to have a conceptual Plan drafted and ready for discussion at the October meeting. Advertising for this meeting will begin in July and August. It will also be announced at the National APCO Conference.

Next General Meeting: October 16, 2001 at 1:00 p.m. at the Chicago Emergency Communications Center, 1411 W. Madison, Chicago, IL.

A motion to adjourn was offered by Tony Stantz at 3:50 p.m. and seconded by Rich Nowakowski, receiving a unanimous affirmative vote.

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**REGION 54 700 MHz REGIONAL PLANNING COMMITTEE
MEETING SUMMARY**

October 16, 2001 1:00 p.m., Chicago Emergency Communication Center

CHAIRMAN REPORT

Region 54 Chairman, Bill Carter, opened the meeting at 1:10 p.m., introducing himself as the Convenor and Acting Chair of Region 54 700 MHz Planning Committee. He stated that the purpose of this meeting was to review what has happened since the last regional meeting, April 18th. To this end, Carl Guse will update the members on FCC news; Mike Celeski will go through the structure of the initial Plan Draft; Chris Kindlespire will give an update on the Technical Subcommittee; and Rich Nowakowski will talk about Committee funds. Sixteen (16) members attended this meeting; an attendance sheet is attached to this report in the Plan binder.

VICE CHAIRMAN REPORT

Vice Chairman Carl Guse explained that the FCC provided an opportunity for states that belonged to multiple NPSPAC regions to opt out of those regions for purposes of 700 MHz planning. The Commission's Public Notice DA 01-2112, released on September 10, 2001 announced and approved the decisions of Connecticut and Michigan to "opt out" of their respective regions. Thus Region 54 is now comprised of 33 counties in Wisconsin, Illinois and Indiana. However, the Notice did not include any of the Indiana counties in the Region 54 list. Mike Celeski reported that he had contacted Mr. Bertram Weintraub at the FCC about the oversight, and received a response that it would be corrected.

Carl also reported that the National Public Safety Telecommunications Council (NPSTC) is creating a computer-assisted pre-coordination database which will be administered by the National Law Enforcement and Corrections Technology Center (NLECTC) in Colorado under the sponsorship of the National Institute of Justice (NIJ). This system will be used by Regional Planning committees and Frequency Coordinators to assign 700 MHz frequencies in an initial sort and subsequent assignments. Training on how to use this database will likely be conducted after the first of next year. It will take the place of the manual procedures used in the NPSPAC process and will likely facilitate the process.

TREASURER & FINANCIAL SUBCOMMITTEE REPORT

Treasurer Rich Nowakowski reported that our Region had already received the initial funding that was available through the NLECTC. He received a check for \$2,500 and has deposited it into an account at the Chicago Patrolman's Credit Union where it will bear interest (current rate of 3%). The account was opened under Rich's Social Security number since the RPC doesn't have a Tax ID number. Checks require two signatures. He must submit a quarterly report to the NPSTC detailing the expenditures.

Rich passed out a brochure that explains what the funding can and cannot be used for. Basically, the funds can be used for typical office expenses (postage, photocopying) paying someone to print the Plan, or for training on the pre-coordination database. Funds

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cannot be used for the purchase of alcohol, tobacco, office equipment, salaries, or lobbying efforts.

Rich raised the possibility that a one-time grant of \$2500 may not be sufficient to fund the RPC's expenses during the planning and subsequent ongoing implementation periods. He suggested that the RPC might want to consider additional sources of funding. Such a source might be an application-processing fee similar to fees charged by coordinating bodies. Some discussion on this topic was held with the attending members. Ultimately it was decided that the Financial Subcommittee should investigate the anticipated costs, additional sources of funding, and the legality of various methods of funding sources.

Carl Guse explained that APCO did most Public Safety frequency coordination at a cost to the applicant of \$135 to \$240 per channel. Bill Carter reported that the FCC has now allowed other coordinating agencies (IMSA, ASHTO, etc.) to perform this service in the 700 MHz band. We don't know what their practices or charges are at this time. Ultimately, if the FCC allows the RPC's to require a processing fee, we should strive to keep the charges on a non-profit, cost-incurred basis.

TECHNICAL SUBCOMMITTEE REPORT

Chris Kindlespire, Chair of the Technical Subcommittee, reported that this subcommittee met at the Chicago Center on August 8, 2001. The consensus of the members present was that until the pre-coordination database is established and/or the NCC issues technical standards or guidelines, there is not much action that can be taken officially by the RPC. While we are waiting for further direction, though, the RPC should impose no restrictions on any technology.

Discussion from the floor brought up the following points:

- With the allocation being set up and sorted the way it is (via the NPSTC database), we aren't yet sure what regulatory standards the RPC will have to enforce.
- The Plan must be specific about what types of contour studies and coverage mapping software will be allowed in an application. Different software programs commonly result in different contours and coverage areas.
- We need to identify specific technical parameters for a model that the Region will require, yet leave enough flexibility to accommodate varying technologies that may be used by different vendors, or developed in the future.
- If the RPC can accomplish the above-described goal, there would be minimal requirements to adopt amendments to the Plan in the future.

Bill Carter made a motion, seconded by Mike Donatelli, that the Technical Subcommittee review, as generally as possible, the technical parameters for a model to be used by applicants for 700 MHz channels, developing minimum criteria that an applicant would

**REGION 54 700 MHz REGIONAL PLANNING COMMITTEE
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have to submit to the RPC, while keeping flexibility for the plan overall. The motion passed unanimously.

SECRETARY & RULES SUBCOMMITTEE REPORT

Mike Celeski, Secretary & Chair of the Rules subcommittee, distributed copies of a draft of the Plan's Appendix E: *The Bylaws of Region 54 700 MHz Planning Committee*. This draft was also published on the RPC's listserver and comments were solicited. Chairman Carter asked those in attendance to review the document during the meeting if they had not done so previously.

Later in the meeting, Tony Stantz made a motion to accept the Bylaws as the initial draft under which the Region 54 700 MHz Planning Committee would operate. The motion was seconded by Tom Ward. A voice vote was taken with all ayes, no nays.

Mike also provided an initial draft of the Plan structure. This document was developed from the NCC's Implementation Committee Guidelines and Outline. It also is posted on the listserver. Mike reported that he had inserted some wording in various sections for review, comment and further development. Attached to the document was a list of 26 comments to initiate discussions among the RPC's subcommittees.

Throughout this document, the proposed Region 54 text is typed in normal font. Instructions or comments from the NCC are typed in Italics. It was decided that the subcommittee chairs should be contacted and encouraged to start working on their assigned sections. Bill Carter assumed temporary leadership of the Membership Subcommittee, but we are still awaiting a permanent Chair.

GENERAL QUESTIONS & DISCUSSION

A question was raised from the floor regarding the State of Illinois' intentions for the Interoperability channels and the 2.4 MHz being allocated directly to each state. Mike Celeski responded that the State of Illinois currently has three (3) initiatives underway that are closely tied to these issues:

1. The State has recently signed a contract with Motorola to construct a leased-access, statewide radio network initially using the NPSPAC channels, but capable of incorporating the 700 MHz frequencies as well.
2. The State of Illinois intends to request the 2.4 MHz of spectrum being made available on a geographic basis.
3. The State also intends to administer the 700 MHz Interoperability channels, relieving the RPC's (Region 13 & 54) from this responsibility in their Plans.

Carl Guse reported that the State of Wisconsin had so far intended to leave administration of the 700 MHz I/O channels to the Regional Planning Committees. Tony Stantz

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reported that the State of Indiana intended to administer them. The ensuing discussion focused on the pros and cons of each State versus each RPC performing this function.

Mike Celeski noted that while the Commission did not require each State to administer these channels, it felt that states were in the best position to do so. This position was based on the fact that, in general, states are best equipped to coordinate large-scale operations involving multiple jurisdictions and agencies. Many states already have an Incident Command Structure in place. The ICS is the suggested method of inter-agency command, control and communications for such events.

The FCC also recommended that if a state elects to administer these I/O channels, a State Interoperability Executive Committee (SIEC) or "equivalent" should be established to administer a State Interoperability Plan.

Mike explained that in Illinois there exists a committee called I-STAR consisting of several state agencies whose mission is to foster interoperability throughout the state. In its letter to the FCC stating its intent to administer the 700 MHz I/O channels, the State of Illinois will use the I-STAR committee as the foundation, expanding it to include county and local public safety agency representatives.

Carl raised a question as to whether the State Committees should assume responsibility for all I/O channels, since there are new ones released in UHF and VHF. Bill Carter stated that Region 54 should have representation on the state's committee. Tom Ward voiced a concern that the state I/O committee might not have the technical representation that is needed for administration of the channels and establishment of technical parameters.

Other discussions were held briefly on the issue of who would be responsible for providing equipment for the I/O channels. Should the RPC require applicants to purchase and install transmitters, repeaters, and other hardware necessary to implement these channels?

The result of these initial discussions was to wait until after December 31, 2001 to consider courses of action with respect to the 700 MHz Interoperability channels. This date is the deadline for States to set forth a plan to the FCC for administering them. If a state doesn't meet that deadline the responsibility then defaults to the Regional Planning Committees as of January 1, 2002.

The meeting adjourned at approximately 3:30 p.m.

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REGION 54 PLANNING COMMITTEE ATTENDANCE SHEET

October 16, 2001

Name	Agency	City or State	Phone	Fax	EMAIL
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