



Integrated Public Safety Commission
Indiana Government Center North
100 North Senate Avenue, Room N825
Indianapolis, Indiana 46204 2203

Meeting Minutes Integrated Public Safety Commission (IPSC)

Tuesday, December 15, 2015

1) Welcome

- a) Chairman Douglas G. Carter, Indiana State Police Superintendent, called the Integrated Public Safety Commission meeting to order at 1:30 p.m., Tuesday, December 15, 2015. Commissioners present were: State Representative Randy Frye; Burrell Smither, Telecommunications Manager with the FBI, proxy for Anthony Russo, Assistant Special Agent in Charge (ASAC) for the FBI; Jason Carroll, Director of Public Safety - Ivy Tech Community College – Indianapolis Campus; Chief Brett Sprinkle, Newburgh Police Dept.; Kevin Lynch, Dearborn County Commissioner; Brian Jones, LeMay Enterprises; and Michael Grzegorek, St. Joseph County Sheriff. Members present thru Webex were: David Uran, Mayor, City of Crown Point. Chairman Carter welcomed all in attendance, and with a quorum attained, immediately turned to the agenda items.

2) Adopt Minutes from Tuesday, September 15, 2015

- a) Chairman Carter called for a motion to adopt the minutes of the September 15, 2015 meeting; so moved by Commissioner Sprinkle, seconded by Commissioner Grzegorek; unanimous adoption.

3) Statewide Interoperable Communications Executive Committee (SIEC)

- a) Steve Skinner, the Statewide Interoperable Coordinator (SWIC) with IPSC, reported on behalf of SIEC Chairman Col. Pete Nelson, IN National Guard.
 - i. In November, the SIEC sponsored a successful Communications Unit Leader exercise in which we were able to sign off on tasks and qualify a communications leader for the state.
 - ii. Discussion was held on the Statewide Communications Interoperability Plan (SCIP)
 - iii. Also discussion on interoperability options within the state and with adjoining states
- b) Policies Review/Adoption – Mr. Skinner gave an overview of standard operating procedures and policies for the Commission’s review and adoption:

- i. Policy I – Policies of the Integrated Public Safety Commission**
Chairman Carter called for a motion to adopt Policy I; so moved by Commissioner Lynch, seconded by Commissioner Jones; unanimous adoption.
- ii. Policy II – Eligible Users**
Chairman Carter called for a motion to adopt Policy II; so moved by Commissioner Sprinkle, seconded by Commissioner Grzegorek; unanimous adoption.
- iii. Policy III – Voluntary Participation**
Chairman Carter called for a motion to adopt Policy III; so moved by Commissioner Grzegorek, seconded by Commissioner Jones; unanimous adoption
- iv. Policy IV – Commercial Use of the Radio System**
Chairman Carter called for a motion to adopt Policy IV; so moved by Commissioner Sprinkle, seconded by Commissioner Smither; unanimous adoption
- v. Policy V – Memorandum of Agreement**
Chairman Carter called for a motion to adopt Policy V; so moved by Commissioner Jones, seconded by Commissioner Carroll; unanimous adoption
- vi. Policy VI – Hardware System Key Requirements**
Chairman Carter called for a motion to adopt Policy VI; so moved by Commissioner Lynch, seconded by Commissioner Smither; unanimous adoption
- vii. Policy VII – Radio De-Programming**
Chairman Carter called for a motion to adopt Policy VII; so moved by Commissioner Grzegorek, seconded by Commissioner Smither; unanimous adoption
- viii. Policy VIII – Programming Code-Plugs**
Chairman Carter called for a motion to adopt Policy VIII; so moved by Commissioner Carroll, seconded by Commissioner Jones; unanimous adoption
- ix. Policy IX – Privately Owned Radios on the System**
Chairman Carter called for a motion to adopt Policy IX; so moved by Commissioner Grzegorek, seconded by Commissioner Sprinkle; unanimous adoption
- x. Policy X – Trunked System Talkgroup Security**
Chairman Carter called for a motion to adopt Policy XI; so moved by Commissioner Sprinkle, seconded by Commissioner Grzegorek; unanimous adoption
- xi. Policy XI – Willful or Detrimental Interference**
Chairman Carter called for a motion to adopt Policy XI; so moved by Commissioner Lynch, seconded by Commissioner Carroll; unanimous adoption
- xii. Policy XII – Violation of Policy or Agreement**

Chairman Carter called for a motion to adopt Policy XII; so moved by Commissioner Carroll, seconded by Commissioner Jones; unanimous adoption

A copy of these policies is attached to these minutes

- c) Commissioners had further policy discussion – Commissioner Grzegorek enquired about violations of these policies and termination of agreement. Mr. Skinner explained that IPSC would work with entities that are in violation of these policies before terminating their agreement and disabling their equipment. Dave Vice, IPSC Exec. Director said the MOU does have a provision addressing policy violation. First time violators would not immediately have radios turned off. Commissioner Sprinkle had concerns if violators from one county would affect other users within that county in which Mr. Skinner explained that violators would be pin pointed.

4) Executive Director's Report

- a) Office Move - Mr. Vice provided the Commission with an Executive Director's report beginning with IPSC's new office space. IPSC administrative staff moved to the 8th floor of the Indiana Government Center North in November. IPSC radio technicians will be moving into the ISP garage area by the end of the year.
- b) P25 Upgrade update:
 - i. Phase 1 migration is tentatively scheduled to begin the week of January 25th. This date will be communicated to local and state agencies.
 - ii. Current active radio projects:
 - i) Howard County – have been in negotiations with E.F. Johnson to put in a stand-alone county wide system that will have programming capability with state agencies' talk groups.
 - ii) Tippecanoe County – they've always had a stand-alone system, but have negotiated a Motorola contract for the P25 migration, therefore state agencies, particularly ISP, will be able to program in some of their law enforcement talk groups. Tippecanoe County will be able to utilize the Lafayette ISP Post radio tower. Chairman Carter informed the Commission how various entities (hospitals, businesses) have expressed interest in buying the old property from the Redkey, Connersville, Seymour & Terre Haute ISP Posts which all closed in 2009. ISP is not inclined to sell these properties, though, due to the radio towers still on these properties.
 - iii) St. Joseph County – the City of Mishawaka is moving to the state system, bringing 2 sites from their current system, the county is dropping one of the sites they added, totaling 6 sites for St. Joseph County. Commissioner Grzegorek expressed his appreciation to Mr. Vice and John Asher, IPSC Field Operations Director, for assisting the City of Mishawaka with this endeavor.

- iv) Jasper County – was able to receive funding to add an additional site at Rensselaer
 - v) LaPorte County – looking to add 2 sites: one at Michigan City P.D. and one at Rolling Prairie
 - vi) Steuben County – has reached an agreement with Motorola and will be adding 6 sites in their county. Mr. Asher will be at the staging this week for their equipment.
 - vii) Blackford County – IPSC has been meeting with the Montpelier Police Chief working on coverage problems. They’ve obtained funding and identified the water tower they can utilize.
 - viii) Evansville/Vanderburgh County – they put out an RFP in which Motorola and Harris have both responded. IPSC has been in discussions with them and waiting to see which vendor they choose.
 - ix) Hendricks County – looking at adding 2 sites: one in Brownsburg and one in the N.W. part of the county in Belleville, particularly for fire related issues.
 - x) IN Dept. of Corrections – Branchville will be coming onto the system; Mr. Asher will be attending their equipment staging on December 29th.
 - xi) Mr. Vice mentioned that he has told Motorola that IPSC needs to attend all these local discussions in order to convey to the counties what the state will or will not do regarding the P25 upgrade.
- c) FirstNet LTE Broadband Project –
- i. Mr. Vice introduced audience member, Tim Pierce, the Region 5 FirstNet Consultation & Outreach Lead. Mr. Pierce attended this morning’s SIEC meeting as well.
 - ii. Last week, the FirstNet Board approved the RFP to be released the 2nd week of January. An RFP timeline was provided to Commissioners. Interested parties are given 30 days to send in questions to the RFP, in which responses will be issued within 60 days. The emphasis in the RFP evaluation is on partnerships with rural telecommunication providers, as well as the plan to leverage existing infrastructure to speed deployment in rural America.
 - iii. November 19th, Mr. Vice spoke at the LTE North America 2015 Conference in Dallas. His topic was on the emphasis of local and statewide challenges. Mr. Vice was also a speaker at the Indiana Broadband & Technology Association conferences in September and December updated attendees on FirstNet progress.
 - iv. Mr. Pierce gave a 2016 FirstNet overview – plans include 4 categories:
 - i. Outreach & Education expansion – Mr. Pierce plans to visit IPSC again in late January to discuss Indiana’s needs
 - ii. Consultation Task Teams – how to implement in Indiana
 - iii. Executive Consultation – executive level personnel
 - iv. Formal Governance Body Briefing – formal FirstNet update

- v. Mr. Vice met with the BMV Administration to discuss dedicated funding source to make sure IPSC would not be adversely be affected by any changes in their code sites. Also discussed the Sunset Provision which is in their code for IPSC's funding in 2019. This will be discussed with legislative administrative staff to determine the appropriate time to remove this Sunset provision.
 - vi. Mr. Vice has also been meeting with the IN Finance Authority staff to discuss legislation that was passed last year allowing for management of state owned communication infrastructure and land. The revenue received from this will be deposited into the bicentennial account.
 - vii. Indianapolis news station Fox 59 reported that the City of Indianapolis was cancelling their CAD/RMS contract with InterAct. Mr. Vice has been working with ISP anticipating questions about the state's contract, and informed Commissioners that there are no issues with the state contract. Additional counties and agencies continue to get added. Commissioner Grzegorek asked if Indianapolis went with a new company. Mr. Vice responded based on the news report that the city addressed their original RFP with Tiburon.
- d) Commissioner Sprinkle asked the possible start date of Phase 2, in which Doug Cochrane, IPSC Logistics Director, explained there will be eight weeks between phases, so the start date will be in March.

5) Logistics Report

- a) Doug Cochrane, IPSC Logistics Director, began by informing Commissioners that IPSC is currently working with a Fort Wayne ISP detective regarding misuse of some radios.
- b) Regards to P25 migration, 15 of the 19 site circuits are ready to start testing with Motorola. Still waiting on 2 remote site circuits to be turned up. Once all the circuits are in, the target date will be the week of January 25th.
- c) Grephen Latif, Sr. Communications Analyst with IPSC Network Operations Center, (NOC Center), began with an overview of the NOC Center. The NOC monitors the statewide IPSC Communication Network; coordinates IPSC system service and repairs with Motorola, AT&T and IPSC Microwave; maintains IPSC radio I.D. records and radio I.D. inventory records; and now assigns P25 I.D.s as well as processes radio I.D. requests.
- d) System growth:
 - i. 2,429 remaining unreserved IDs –
 - a. 954 analog
 - b. 1,475 digital
 - ii. 765 IDs reserved, including the Director's 765
 - iii. 5,691 recovered/reused I.D.s so far for 2015
 - iv. 475 remaining digital I.D.s
 - v. 628 remaining analog I.D.s
 - vi. Total remaining I.D.s YTD = 1,732
 - vii. Radio I.D.s processed YTD = 7,578
 - viii. Since 2010, 5,691 total I.D.s have been recovered

- e) P25 launch phases:
 - i. Phase 1 - completed as of April 29th
 - ii. Phase 2 – 2 counties still working on I.D. inventories
 - iii. Phase 3 – 8 counties still working on I.D. inventories
 - iv. Phase 4 – 9 counties still working on I.D. inventories
 - v. Phase 5 – 12 counties still working on I.D. inventories
 - vi. Phase 6 – 3 counties still working on I.D. inventories
- f) P25 I.D.s Summary
 - i. Of the 92 counties, 58 total counties are now complete (63% completion)
 - ii. Total number of P25 IDs issued to counties alone is 25,526
 - iii. Zone 1 – total of 58 counties in which 26 have been issued P25 I.D.s
580,000 total allotted I.D.s
 - iv. Zone 2 – total of 34 counties in which 32 have been issued P25 I.D.s
340,000 total allotted I.D.s
 - v. Grand Total – P25 I.D.s assigned and issued YTD = 35,033
P25 I.D.s allocated = 1,720,000

6) Operations Report

- a) John Asher, IPSC Field Operations Director, presented an operations update.
- b) State radio programming is finally complete with approximately 15,000 radios now programmed over the last ten months. Mr. Asher expressed his appreciation to the IPSC technical staff for all their hard work and efforts. Projects now include working on deprogramming some state radios and preparing for miscellaneous items for state surplus. IPSC technical staff will be moving offices to the ISP garage area in January.
- c) IPSC has a test site set up at the east side office which locals have been using to test some of their P25 radio programming.
- d) State Excise Police have requested an MOU to come onto our system.
- e) Site maintenance – all 153 radio tower site maintenance have been going well with no major expenditures for repairs.
- f) Another radio technician resigned last week leaving a total of 4 radio tech positions open.

7) Planning & Training

- a) Sally Fay, IPSC Communications Director reported the loss of three Planning & Training staff members in the last few months. Vivian Nowaczewski, former Training Coordinator retired; Aaron Gurley, former Outreach Coordinator resigned; and Jon Allen, former Outreach Coordinator moved to a Data Tech position with Kelly Dignin, the CAD Administrator. Ms. Fay introduced her newest staff members: the new Training Director, Mike Watkins, former Johnson County 911 Director, and a new Outreach Coordinator, Tyler Clements, formerly with the State Dept. of Health and former SIEC member.

- b) Ms. Fay explained that the Training & Outreach Program is all about IPSC's mission which is "to strengthen community safety and security by minimizing the financial and technological barriers to interoperable communications thru inter-agency cooperation."
- c) Outreach program statistics:
 - i. 44,000 miles traveled this year
 - ii. Attended 40 district planning council meetings
 - iii. Held the FirstNet Consultation meeting in September
 - iv. Had some FirstNet focus groups
 - v. Have hit every county with various individual meetings as well as district planning council meetings
 - vi. P25 – focus has been on Phases 1 & 2 counties by providing inventories
 - vii. Have attended several Association meetings and events
- d) Tyler Clements, the new Outreach Field Coordinator for the south region, covers Districts 5,7,8,9,&10. Prior to coming to IPSC, Mr. Clements was the Communication Mgr. for the Bioterrorism Dept. in the State Dept. of Health. Mr. Clements summarized Phase 1 readiness – 67% of counties are completed/33% not complete. Five counties are nearing completion of P25 migration programming: Harrison, Floyd, Clark, Ripley and Franklin.
- e) Mike Watkins, the new Training Coordinator, former Johnson County 911 Director, began by covering a training survey he conducted for the 2016 calendar year. This survey was sent to local agencies to evaluate training preferences for next year. Results included:
 - i. 75 total responses
 - ii. Responders preferred web-based training
 - iii. Responders preferred quarterly training sessions
 - iv. Various training preferences included programming for counties and communications director; NIMS 300 & 400; and APX CPS
 - v. Trainings have been set up in January and February in the southern part of the state with Dearborn and Randolph counties.
 - vi. Pursuit training will continue as well

8) CAD/RMS System Implementation Report

- a) Kelly Dignin, the CAD Administrator for IPSC, gave an update on the CAD/RMS system implementation. Ms. Dignin explained the new MADDEN Center, formerly known as the CAD Lab. MADDEN stands for Map Analytics Data Driven Exchange Network. Three large screen monitors have been ordered for the new MADDEN Center to enable monitoring the state system.
- b) A system upgrade is scheduled for the end of January which will include:
 - i. eight new servers located on the 5th floor of the IN Govt. Center North and six additional ISP Regional Dispatch servers
 - ii. CAD 10.3.4.3 will also be upgraded and will include a new communications piece between the CAD system and the mobile system. Commissioner Frye questioned if this data is captured for

“the next run” and available for other first responders to use on different shifts. Ms. Dignin explained that the current CAD/RMS system has this capability, but the upgrades will take this to a new level.

- iii. Mobile 10.7 will be upgraded to the latest version
 - iv. A Mapp improvement project will include the next generation mapping affecting the visual of the map
 - v. To support this upgrade, ISP is purchasing an entire new “train the trainer”
- c) Interim Improvements:
- i. DIS system – allows auto populating
 - ii. AVL-automatic vehicle location
 - iii. Training – improving the database
 - iv. Database Pruning
 - v. AD Hoc Reporting
 - vi. Mile Marker Index
 - vii. Map fixes/tweaks/testing
 - viii. District 53 (Putnam) Move – moved from the Bloomington region to the Indianapolis region
- d) Upgrade Phases:
- i. Initiating/Planning
 - ii. Design of the CAD system
 - iii. Implementation
 - iv. Training – creating a user test group
 - v. Test – touch all 1,500 ISP mobiles
 - vi. InterAct Mobile deployment
 - vii. Ongoing/PM
- e) Putnam and Clay counties have signed; Sullivan County is on deck as well as Tell City, Dept. of Corrections and BMV.

9) Other Discussion

- a) No further discussion was held
- b) 2016 meeting dates:
 - March 15
 - June 21
 - September 20
 - December 20

These meetings will be held at the IPSC Office located in the Indiana Government Center North at 100 N. Senate Ave, Room N825, Indianapolis, IN 46204. Please contact Julie Sheppard for additional information – jsheppard@ipsc.in.gov.

- c) Hearing no other business, Chairman Carter adjourned the meeting of IPSC at 2:50 p.m.