



**Governors Office of Emergency Services**  
Henry Renteria, Director

**California Statewide Interoperability Executive Committee (CALSIEC)**  
**CAPITOL-BAY PLANNING AREA**

DRAFT Meeting Notes

Thursday, December 14, 2006

10:00 am -2:00 pm

Cordelia Fire Station at 2155 Cordelia Road, Cordelia

Meeting Purpose: Licensing and frequency issues and further development of the group's charter.

**NEXT MEETINGS**

- Tuesday, January 16, 2007, 10:00 am-2:00 pm
- Thursday, February 15, 2007, 10:00 am-2:00 pm

**NEXT MEETING AGENDA ITEMS**

- How many TICP's should the planning area have?
- Timeline

**ACTION ITEMS**

1. Notes will be emailed out to attendees.
2. Inventory - email to George Lowry, OES T-Com Coordinator, [George.Lowry@oes.ca.gov](mailto:George.Lowry@oes.ca.gov) regarding: what have on air now, what propose to put on air. Information to be compiled for technical workgroup.
3. Maps- Steve Overacker will work with George Lowry to coordinate existing information on 800 MHZ (licensing info, latitude/longitude for 55 sites) to minimize duplicative efforts. Currently have Placer, Sacramento, Solano, Contra Costa, and Alameda County information.
4. I-80 Corridor Governance Plan Needs fast-tracking: Bill Pennington and George Lowry of California State OES-Telecom will work with folks on this, including Steve Overacker.
5. Reflector List for Capitol Bay Planning Area CALSIEC: to be set up from emails of sign-ins by George Lowry.
6. TICP List: Vinnie Buehler, OHS will provide list for next meeting.
7. Volunteers to assist Randy Hagar to seek grant funding for consulting / engineering work to initiate the 700MHz Re-Packing Plan on behalf of the RPC6.
8. Changes to 12/5/06 document: "DRAFT CALSIEC Interoperability Channels for Authorization Process", prepared by Brent Finster, Sec, Firescope Com Specialists will be made by George Lowry.
9. Outreach: Bill Pennington, CAOES will work to get representatives of more counties attending. Bill Pennington and George Lowry, both of CA OES Telecom share this region and both will be attending.
10. SOP's- those with connections asked to get and bring to next meeting.

## ATTACHMENTS

1. CALSIEC INTEROPERABILITY CHANNELS AUTHORIZATION PROCESS DRAFT
2. Workgroup Membership List
3. Draft Charter (with revisions from 12/14 meeting)
4. CALSIEC Capitol/Bay Planning Area Membership List
5. Meeting Attendance List

## MEETING EVALUATION

- Liked the exercise to define priorities.
- Need more document time.

## INTEROPERABILITY CHANNELS AUTHORIZATION PROCESS

Brent Finster, CALSIEC member and Secretary of FIRESCOPE Communications Specialists Group drafted “CALSIEC Interoperability Channels Authorization Process” table, dated 12/5/06 (Attachment 1). George Lowry, CA OES Telecom presented this information which was requested at first formation meeting on October 27, 2006. The table (Attachment 1) prompted a number of suggestions, action items and comments:

- Great information.
- Add column with Point of Contacts.
- Add column with tone coding.
- List of transmitters: if have or see a list, get a point of contact too and add information to the chart.
- Prop Maps- Steve Overacker indicated he has some information and will work with George Lowry to coordinate existing information on 800 MHZ (licensing info, latitude/longitude for 55 sites) to minimize duplicative efforts. Currently have Placer, Sacramento, Solano, Contra Costa, and Alameda County information.
- Property Prediction Plots from PRISM- Bill DeCamp, State DGS indicated lot of data was collected and could be resurrected from the PRISM effort. In the late 90’s solution for state and locals to have a hybrid VHF 7—and 800, transparent to users. Due to budget cutbacks not pursued. Must now move in that direction of shared systems but will take longer to get that.
- Inventory what have: George Lowry encouraged folks to send him what they have on air now, what they propose to put on air. Information to be compiled for technical workgroup.
- Database on Mutual Aid Channels- question of whether a database exists with all the mutual aid channels and license files. Pres Thomson, who is the APCO frequency coordinator for 48 northern California counties, indicated there is a database, but it is also a myth since in some cases contactors will move station transmitters without giving OES notice.

- I-80 Governance Plan: Needs to be Fast-tracked and need to identify who has what. A governance plan is needed for I-80 really soon to determine what locals want, how they will talk with their neighbors, and how to pull together with others in the county. For example, if all bring up ITAC channels at same time, e.g. Roseville, State, others, no one is going to be able to talk to one another. Bill Penington and George Lowry of California State OES-Telecom will work with folks on this. Steve Overacker will help also. The I-80 Corridor group has a lot of information to share/contribute.
- Naming Scheme: Will ICALL naming scheme change? Don't think that is the case, but may for ITACS to fire interop channels and other channels. Efforts to develop consensus agreement on this continues.
- Reflector List- Sharing Information: would help to get information out to group, e.g. if have ITAC. George will set up a CALSIEC Capitol Bay reflector list.

### SAFECOM GRANTS

Holly Ziegler, State OES, talked about SAFECOM grants. SAFECOM is a communications program of the Federal Dept of Homeland Security's Office for Interoperability and Compatibility. The information on grants can be found on the website: [www.calsiec.org](http://www.calsiec.org)

### TICP & SCIP

Holly explained assistance to be provided to CALSIEC planning areas for TICP- Tactical Interoperability Communications Plans via a contractor. The idea is to have locals develop TICP's (as appropriate to a region) around California that are then coordinated into the statewide SCIP (State Communications Interoperability Plan) by January 2008.

Bill DeCamp, CA DGS said that Sacramento's TICP underwent a review in November and will be updated with the responses. Bill also provided handouts on TICP's and SCIP planning from the California Public Safety Radio Strategic Planning Committee: *2007 Statewide Integrated Public Safety Communications Strategic Plan (see www.calsiec.org) and SAFECOM (see www.safecomprogram.gov.)*

At the next meeting, the group will discuss how many TICP's should be in the region. To help with that discussion, the group wants to get TICP'S completed to review. Vinnie Buehler, from OHS, will put list together for the next meeting.

Existing TICP's mentioned by the group are:

- Sacramento County UASI (includes south to Elk Grove, Yolo and Sacramento counties)
- City and County of San Francisco
- Oakland/Contra Costa.

TICP Template: SPA-WARS handout provided which may help with TICPs, however the wording is geared to urban areas.

### PSRSPC SURVEYS- Statewide Communications Systems Assessment Survey

The on-line survey is in collaboration with the statewide Public Safety Radio Strategic Planning Committee (PRSPEC). The CALSIEC regional members need to look at it.

- Who has done them?
- Who has not?

- Need to develop a plan to validate the information so may be used by the Planning Area operations and other planning purposes.
- Everyone is encouraged to go online and complete it, if not already done so. The link is on the CALSIEC website, [www.calsiec.org](http://www.calsiec.org)

## PRIORITIY SETTING AND DISCUSSION GROUPS

The full group did a brainstorming on a wall sheet to identify priorities for the Planning Area. After identifying ideas, everyone marked the wall sheet with dots to indicate their preference. The items with the most dots are listed below from high to low dots totals:

- 14 Mutual Aid Frequencies Up and Running
- 14 Identify Equipment and Resources
- 14 Mandatory Training
- 13 Plan for ongoing sustainable funding
- 11 Technology – Keep it simple
- 8 Location of Sites (Equipment)
- 5 Consistent Exercises
- 5 Develop Policies and Procedures
- 5 Com Leader Field People - Need

Based on these priorities, participants then broke up into four discussion groups: technology, mutual aid frequencies, training, ID equipment & resources. *(Note- many in these discussion groups will now serve as members of ongoing workgroups (Attachment #2) that were adopted by the group and are noted in the draft Charter (Attachment #3).*

### Technology Group

1. Robert Fay, Smartlink Radio Network
2. Jim Goebel, SF
3. Paul Masor, Mountain top Svcs
4. Cody Kerwin, Telecom Specialist, Contra Costa Fire
5. Bill DeCamp, Sr Eng, State DGS Telecom
6. William Stinson, Comm Eng Mgr., County of Santa Clara
7. Charles Fleshman, Asst Comm Mgr, County of Sonoma

### Training Group

1. Lucian Thomas, Lieutenant, Modesto PD/Stanslaus Regional 911
2. Mike Laughlin, REP., Sacramento Regional Office, Homeland Security
3. Mary Pat Marshall, Communication Mgr, CHP- GGCL
4. Tim Hennessy, Comm Training Supv, Contra Costa Sheriff's Office
5. Mike Dumford, Communications Captain, Sacramento City Fire
6. Holly Ziegler, State OES Project Mgr.

### Mutual Aid Frequency

1. Dan Tognetti, Telecomm Sp, City of Napa
2. George Lowry, State OES T-Com

3. Steve Dupre, Radio Sys Eng, San Mateo County
4. Pres Thomson, Frequency Coordinator, NAPCO
5. Kent Eldridge, Telecom Sys Manager, County of Sacramento
6. Robert (Bob) Stevens, Radio Communications Coordinator, Sacramento Sheriff's Dept.
7. Eric Parks, Communications Mgr, County of Napa
8. Andrew Hobson, Radio Systems Engineer, YCLESA Yolo County Comm ??? SVC Agency
9. Ross Cardno, Sr Com Tech, Solano County

#### ID Equipment & Resources

1. Jon Linfor, Telecom Tech, SAC Sheriff
2. Dan Caulfield, Sales Mgr., Day Wireless System
3. John Pierce, Communications Mgr., Travis AFB
4. James Kirby, Communications Mgr., Travis AFB

#### TRAINING GROUP DISCUSSION REPORT OUT

1. Work Product to Feed to PSRSPC
  - Field Supervisor Awareness
  - Disp
  - Technicians
  - All end users,
  - Sr Command/stakeholders/policy makers
  - Task lists a la the FOG
  - 3 components: policies, documentation, and exercises
  - NIMS/ICS compliant
2. ID Topics for training-existing curriculum & curriculum development needs
  - Work with ops workgroup & other entities (e.g. firescope, etc.) to develop checklists
  - Document and publish lessons learned from training and exercises
  - Use CALSIEC website with appropriate password protection
  - KIS- Keep it Simple!
  - Appoint liaison with firescope com section
3. Survey Local Agencies, ICTAP & others for existing training
  - Develop curriculum for each level in #1
  - Compile previous lessons learned (already existing)
  - Develop secure venue for sharing info, list server, and electronic document distributions.

FUNDING ISSUES: PSRSPC/Legislative. Bob Smith interested in assisting on this.

#### 700 MHZ RE-PACKING FUNDING EFFORT

Randy Hagar, Deputy Director, GSA, Communications Dept., Alameda County who was unable to attend has offered to CALSIEC to pledge to seek funding to secure consulting / engineering

Draft Notes

12/14/06

Capitol/Bay Planning Area CALSIEC

Rev 1/8/07

work to initiate the 700MHz Re-Packing Plan on behalf of the RPC6. He has tentative approval to expend up to \$75,000 for this, but needs a few volunteers who are willing to spend time drafting a SOW for the RFP that will follow by an agency (TBD). The following volunteered to help:

- George Lowry, CA OES- Tcom, [George.Lowry@oes.ca.gov](mailto:George.Lowry@oes.ca.gov)
- Steve Overacker telecom mgr of Contra Costa County, [sover@doit.cccounty.us](mailto:sover@doit.cccounty.us)
- Bill DeCamp, Ca DGS, [Bill.DeCamp@dgs.ca.gov](mailto:Bill.DeCamp@dgs.ca.gov)

#### GOVERNANCE/CHARTER

The draft charter (see Attachment 2) discussed and amended. Complete agreement that Tim Hennessy serve as chair. Tim would ideally like a technical person to serve as vice-chair.

#### FUTURE MEETINGS

Important to get in the habit of meeting. It's very hard to reconvene once meetings stop. May have workgroups all meet first at the start of the meeting, and then all meet together right afterwards. This meeting style worked well for I-80 corridor.

ATTACHMENT #1:

Placeholder for the document that George Lowry handed out and discussed:

INTEROPERABILITY CHANNELS AUTHORIZATION PROCESS

**ATTACHMENT #2**  
**DRAFT ONLY- NEEDS VERIFICATION BEFORE SENT OUT**  
**CALSIEC BAY-CAPITOL PLANNING AREA WORKGROUPS**

Rev 12-14-06

*Based on the report outs from four discussion groups at the 12-14-06 meeting that formed based on the highest priorities identified, the full group decided on the need for four on-going Workgroups as listed below. Each Workgroup is to develop its own short-term charters/goals. Participants in the discussion groups committed to membership into the forming Workgroups.*

**1. OPERATIONAL WORKGROUP**

Suggestions on what to focus on: Governance, SOP's- (get copies) - how to use and how to go forward; on-line survey (equipment focus)

Members from participants in the Technology Group discussion.

- Robert Fay, Smartlink Radio Network
- Jim Goebel, SF
- Paul Masor, Mountain top Svcs
- Kody Kerwin, Telecom Specialist, Contra Costa Fire
  - Bill DeCamp, Sr Eng, State DGS Telecom
  - William Stinson, Comm Eng Mgr., County of Santa Clara
- Charles Fleshman, Asst Comm Mgr, County of Sonoma
- Also member: Tim Hennessy, Comm Training Supv, Contra Costa Sheriff's Office

**2. TECHNICAL WORKGROUP**

Need to do survey of what equipment out there, what age, or license, what frequency using or not. (The survey by the PSRSPC will have some of this info but needs to be validated)

Members from participants ID Equipment & Resources discussion.

- Jon Linfor, Telecom Tech, SAC Sheriff
- Dan Caulfield, Sales Mgr., Day Wireless System
- John Pierce, Communications Mgr., Travis AFB
- James Kirby, Communications Mgr., Travis AFB
- Members from participants in the Mutual Aid Frequency discussion.
- Dan Tognetti, Telecomm Sp, City of Napa
- George Lowry, State OES T-Com
- Steve Dupre, Radio Sys Eng, San Mateo County
- Pres Thomson, Frequency Coordinator, NAPCO
- Kent Eldridge, Telecom Sys Manager, County of Sacramento
- Robert (Bob) Stevens, Radio Communications Coordinator, Sacramento Sheriff's Dept.
- Eric Parks, Communications Mgr, County of Napa
- Andrew Hobson, Radio Systems Engineer, YCLESA Yolo County Comm SVC Agency
- Ross Cardno, Sr Com Tech, Solano County

**3. TRAINING & EDUCATION WORKGROUP:**

Members from participants of Training Group discussion.

- Lucian Thomas, Lieutenant, Modesto PD/Stanslaus Regional 911
- Mike Laughlin, REP., Sacramento Regional Office, Homeland Security
- Mary Pat Marshall, Communication Mgr, CHP- GGCL
- Tim Hennessy, Comm Training Supv, Contra Costa Sheriff's Office
- Mike Dumford, Communications Captain, Sacramento City Fire

**4. OUTREACH WORKGROUP:**

- A. Lucian Thomas Lieutenant, Modesto PD/Stanslaus Regional 911
- B. Charles Fleshman, County of Sonoma

ATTACHMENT #3  
**California Statewide Interoperability Executive Committee (CALSIEC)**  
**CAPITOL-BAY PLANNING AREA**

***Working Draft-Governance Template***

*Revision date of charter: 12-14-06*

1. Purpose: *Serve as regional planning group for interoperability, and to provide advice and support to statewide CALSIEC.*
2. Goals: to be determined
3. Priorities: Highest to lowest priority based on count of dots received.
  - 14 Mutual Aid Frequencies Up and Running
  - 14 Identify Equipment and Resources
  - 14 Mandatory Training
  - 13 Plan for ongoing sustainable funding
  - 11 Technology – Keep it simple
  - 8 Location of Sites (Equipment)
  - 5 Consistent Exercises
  - 5 Develop Policies and Procedures
  - 5 Com Leader Field People - Need
4. Leadership:
  - Chair: Tim Henning
  - Vice-Chair: to be determined
5. Keys to Success
  - Jurisdictional leaders back projects.
  - Consistent participation at all levels.
  - More outreach with specific agencies (e.g. CHP).
  - Include smaller jurisdictions/regions.
  - Representatives at all levels.
  - Representation not population based, small communities are key too.
  - Follow groundrules for working together at meetings.
6. Decision-making

Consensus will be used for decision-making. If unable to reach consensus on a matter of critical and immediate concern a majority vote will be used.

7. Membership Categories (see Figure 1 for member list with names):

- Ambulance- AMR
- CA OES- telecom
- Caltrans
- City/County T-Com
- CDF (local & state)
- CHP (local & state)
- County OES
- EMS
- Federal
- Fire
- Frequency Coordinators
- Health- county public health
- Military
- Police
- Regional Com Systems (CALSIEC recommends include)
- Sheriff
- Tribal
- Utilities
- Vendors & Consultants
- Volunteers

8. Workgroups

- Operational
- Technical
- Training & Education
- Outreach

8. Groundrules

Basic Meeting Ground rules

- One person
- One topic
- Participate
- Listen
- Explore
- Question
- Say “ouch” when it hurt

Other Groundrules- to be determined

9. Timeline- to be determined

HISTORICAL INFORMATION FROM FORMATION MEETING 10-27-06:  
NEEDS & INTERESTS OF PARTICIPANTS

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Central points of contact</li> <li>2. Define and assess resources</li> <li>3. Coordinated efforts needed.</li> <li>4. More outreach</li> <li>5. Minimize duplication of effort.</li> <li>6. Channels need to be coordinated and used right.</li> </ol> | <ol style="list-style-type: none"> <li>7. Continual funding as grants has dried up. Align needs with funding.</li> <li>8. Leadership to coordinate.</li> <li>9. Regional efforts work well.</li> <li>10. Establishing voice interoperability is first priority, data is second prior</li> </ol> |
|--|---|

ATTACHMENT #4  
**California Statewide Interoperability Executive Committee (CALSIEC)**

**Capitol/Bay Planning Area Membership**

*Revised 12-14-06*

(Needs to be verified)

\*Note: others who attended may have left prior to participants indicating preference to commit to membership and consistent attendance.

Organization	Last Name	First Name
1. NC APCO- Northern California	Thomson	Pres
2. CALSIEC	Finster	Brent
3. CHP-Bay Area	Marshall	Mary Beth
4. City of Modesto-Police/Stanislaus Reg 911	Thomas	Lt. Lucian
5. City Of Napa	Tognetti	Dan
6. City of San Francisco- Communications	Goebel	Jim
7. County of Contra Costa- Telecommunications	Overacker	Steve
8. County of Napa- Communications	Parks	Eric
9. County of Sacramento- Telecommunications	Eldridge	Kent
10. County of San Mateo	Dupre	Steve
11. County of Santa Clara	Stinson	William
12. County of Solano- Communciations	Cardno	Ross
13. County of Yolo- Communications	Hobson	Andrew
14. DGS-T (CA Dept. General Services, telecom)	De Camp	Bill
15. DGS-T (Local)		
16. City of Sacramento-Fire	Dumford	Captain Mike
17. Fire- Contra Costa County	Kerwin	Kody
18. Military- Travis Air Force	Kirby	Jim
19. OES-T	Lowry	George
20. OES-T	Pennington	Bill
21. OHS- Sacramento Regional	Laughlin	Mike
22. Sheriff – Sacramento	Linfor	Jon
23. Sheriff- Contra Costa County	Hennessy	Tim
24. Sheriff- Sacramento	Stevens	Robert (Bob)
25. Vendor- Infinimo	Neurman?	Tom
26. Vendor- Mountaintop Services	Masor	Paul
27. Vendor- Macom	Smith	Steve

ATTACHMENT #5  
**California Statewide Interoperability Executive Committee (CALSIIEC)**  
**CAPITOL-BAY PLANNING AREA**

Thursday, December 14, 2006

Sign-in Attendance

(\* Via Phone)

1. Vincent	Buehler	CA Office of Homeland Sec
2. Ross	Cardno	Solano County
3. Charlie	Cullen*	Palo Alto Police
4. Bill	DeCamp	California State DSG-Telecom
5. Mike	Dumford	Sacramento City Fire
6. Steve	Dupre	San Mateo County
7. Ken	Eldridge	County of Sacramento
8. Bob	Fay	Smartlink
9. Charles	Fleshman	County of Sonoma
10. Joe	Gear	AMR
11. Jim	Goebel	City of San Francisco
12. Rick	Golphin	Oakland Police
13. Jeff	Grace	Motorola
14. Tim	Hennessy	Contra Costa Sheriff
15. Andrew	Hobson	Yolo County
16. Kody	Kerwin	Contra Costa Fire
17. Jim	Kirby	Travis AFB
18. Mike	Laughlin	Sacramento Reg Office Homeland Security
19. Jon	Linfor	Sacramento Sheriff
20. Mary	Marshall	CHP-GGCL
	Pat	
21. Paul	Masor	Mountain Top Svcs
22. Spiro	Mitsavas	CAP
23. Tom	Noonan	TSG (The Sales Group)
24. Steve	Overacker	Contra Costa County
25. Eric	Parks	County of Napa
26. Bill	Pennington	CA State OES
27. John	Pierce	Travis AFB
28. Steve	Scott	Smartlink
29. Chuck	Shuler*	Folsom, PD
30. Steve	Smith	Macom
31. Robert	Stevens	Sacramento Sherriff
	(Bob)	
32. William	Stinson	County of Santa Clara
33. Lucien	Thomas	Modesto PD/
34. Preston	Thomson	NC APCO
35. Dan	Tognetti	City of Napa
36. Holly	Ziegler	CA State OES
37. Jason	Zullo	Army
38. Julia Lee,	CCP, CSUS	
39. Sarah Rubin,	CCP, CSUS	
40. George Lowry,	CA OES	