

**DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**  
**Public Safety State Interoperability Executive Committee**

**November 27, 2007 Minutes**  
**DOT Research Lab, 280 West Street, Rocky Hill, CT 06067**

**WELCOME, PUBLIC COMMENT AND REVIEW OF MINUTES:**

The meeting was called to order at 1305 hours by the Co-Chair, Bill Hackett. The following individuals were in attendance: Nick Begin (FEMA), Stephan Brown(DOT), George Carbonell (DOT), Andy Cella (Motorola), David Coyle (DPS), Anthony Diaz (Hamden), Bob DiBella (DEMHS), Mike Dion (Military), Eric Fine (Region 1), Mike Gardner (CEMA), John Gustafson (CMED-NH), Bill Hackett (DEMHS), Paul Jakubson (CPCA), John Masciadrelli (OSET), Phil Mikan (DEMHS), Tyler Millix (CFCA), Bernie O'Donnell (DOIT), Jeff Otto (Reg 4), George Pohorilak (OSET), Jerry Sakalouski (DOC), Gordon Shand (DPH), Mike Stemmler (DPS), Robert Stielau (ARC), Lee Toffey (DEMHS), Bob Tolomeo (DPS), Nick Varanelli (DEP), Michael Varney (DOIT), Keith Victor (Region 3), Ed Wilds (DEP), and Paul Zito (DPS). Also DOIT consultants William Kramer and Bill O'Connell.

Motion to accept the minutes of the October 16, 2007 meeting by John Gustafson, second by George Carbonell, accepted unanimously.

There were no public comments.

**PSIC GRANT UPDATE** – by Michael Varney. The grant application is due on Monday, Dec. 3<sup>rd</sup>, and will be transmitted by secure portal upload. SCIP was submitted to DHS and changes were made based on their feedback. It is over 90% complete with some formatting left to be done. Once completed it will be sent to all committee members and posted to the DEMHS website. The Investment Justification has not changed in scope but the semantics have been modified leaving the basic premise the same. IJ #1 is 99% ready to be transmitted. IJ#2-The military equipment was reviewed on this list and the scope was refined for clarification purposes. IJ#3-The final language was hammered out after feedback from DHS, Enhancement of systems and the progression to 700 MHz. 95% complete. IJ#4-Interoperable Coordinator position will be decided on by DEMHS, DPS and DOIT along with the funding scale at tomorrow's meeting (11-28-07). Discussion.

Mike Varney also wished to thank the consultants for all the hard work and dedication they put into the PSIC Grant project.

**PRESENTATION BY FEMA REGION 1** – Nathan Greene and Nick Begin

**SUB-COMMITTEE REPORTS:**

- A. Technical Committee: Presented by George Carbonell and Mike Varney. Last of the STOCs boxes will be tested and then turned over to DEMHS for tagging. The guidance documents will be sent in the next few weeks and distribution should be some time in the beginning of February. A mass mailing will take place with a form that will need to be returned and then scored by a selected group, which has yet to be determined.
- B. Training & Exercise Workgroup: No report. A Winter Storm Exercise was held at the armory on November 20, 2007.

#### **REPORT OF INTEROPERABILITY USAGE AND INCIDENTS:**

- A. DPS submitted an ITAC/ICALL usage report for the month of October. M/Sgt Coyle advised that most of the issues during testing come back to human error. Problems include, but not limited to, low volume on unit, user error, antennas not connected, and the inability to access the equipment. Discussion ensued on ITAC/ICAL and CSPERN systems. Outcome is that decisions need to be made and issues addressed with Training, Policy, Usage, and Testing of the systems.

#### **OLD BUSINESS:**

- A. Portable Radio Inventory & Training Program: Updated inventory was sent to DEMHS by Mike Stemmler. The replacement radios for the discontinued radios are the same cost and can use the same charger set. Batteries still need to be distributed/picked up by many municipalities.
- B. Homeland Security Grant Program: The Preparedness report due on January 4, 2008 will include an Interoperable Communications component.
- C. Prime Mover Radios & Licensing: In process is an application for a STA until the re-banding issue is rectified by the FCC.
- D. Transit Security Grant: No report. Discussion on the conceptual design in the project. The Technical committee will need to get involved in this in the near future.
- E. NIMS Plain Language Document: Attached to end of minutes. Motion to accept as written by Tyler Millix, second by Bob DiBella, discussed and unanimously approved.
- F. APCO Conference: George Pohorilak advised that the three day event was well attended and very successful.

#### **UPDATES FROM THE DEMHS REGIONS:**

- REGION 1** – Eric Fine – the Fairfield County Regional Response vehicle is almost complete. Final inspection will be some time in December and the vehicle should be up and running in January. ESF 2 is updating the tactical interoperability plan. ICS300 classes are being held in Bridgeport. Fairfield County Police Chief's Association received a \$250, 000 grant to enhance the radio system.
- REGION 2** – John Gustafson – Finalization of the planning team is pending. Much of the last month spent working on the SCIP plan.
- REGION 3** – Keith Victor – Windsor Locks has a new VHF repeater to enhance communications.
- REGION 4** – Jeff Otto – The governance structure is complete and the bylaws are accepted. Next meeting is tomorrow (11-28-07).
- REGION 5** - Tom Vannini – Submitted resignation letter.

#### **NEW BUSINESS:**

- A. Mike Varney spoke about a FCC and FEMA meeting regarding 700 MHz system and a group to oversee the administration of a block of frequencies for public safety use with the overflow to go to private industry use.
- B. Bill Hackett has been picked to be a member of the Public Safety Spectrum Trust. The first meeting will be in Washington DC on Dec. 14<sup>th</sup>.

C. Mike Varney and Bill Hackett advised that a new sub-committee is being formed. Bernie O'Donnell and George Pohorilak will co-chair the 700MHz Planning Committee. Any one wishing to join this committee, please see one of them.

**CORRESPONDENCE/GRANT REVIEWS:**

SHSGP grant reviews – Fairfield County Regional Response; UCONN Police Department; and DPS simulcast, were reviewed.

**NEXT MEETING:**

Next regular meeting will be **December 18, 2007, at 1300 hours**, DOT Central Lab, Rocky Hill. Meetings open to the public.

Motion to adjourn by Keith Victor; second by Tyler Millix; approved.  
Meeting adjourned at 1500 hours.

## **National Incident Management System (NIMS) Checklist for Local Jurisdiction Compliance**

All elements must be checked off as completed in order for the Agency/Organization to be NIMS Compliant.

**There are 17 elements of NIMS Compliance. This Policy Statement refers to the use of plain English communications in order to meet the element listed below.**

### **Communications and Information Management**

□ Element 17

Apply standardized and consistent terminology, including the establishment of plain English communications standards across the public safety sector.

*Example of compliance:*

- *The organization's emergency management program documentation reflects an emphasis on the use of plain English by staff during emergencies.*
- *These procedures shall be used during actual emergencies and drills.*

#### **Plain Language: Communication Personnel Duties and Responsibilities**

**A. Avoid the use of codes and signals**

Emergency communication personnel shall direct all operations (actual emergencies, drills) in plain language by avoiding the use of radio codes and signals that may confuse personnel.

**B. Transmit Information Properly**

- (a) Whenever transmitting information, hold the microphone button down firmly and speak slowly and clearly at a normal speaking volume, following the operational instructions provided with the equipment.
1. If an audible or visual indicator occurs that indicates you cannot transmit. Release the talk button until your unit indicates you are now clear to transmit, re-key the button, then begin your message.
- (b) Think about what you want to say before speaking. Press the button and hesitate a moment to allow radio circuits to activate and speak calmly and clearly, without mumbling or shouting.
- (c) Adjust the rate of speech to the type of information delivered or, if information must be written, speak slowly.

**C. Enunciate Clearly**

- (a) **Use the standard NATO Phonetic Alphabet**  
Certain words may be misunderstood because of the similarities in sound to other words. Use phonetic spelling to spell out words, which are prone to misunderstanding. Phonetic spelling should be used for unusual names and locations and for the letters in a vehicle registration. The following are standard NATO phonetic terms:

A = Alfa	G = Golf	M = Mike	T = Tango
B = Bravo	H = Hotel	N = November	U = Uniform
C = Charlie	I = India	O = Oscar	V = Victor
D = Delta	J = Juliet	P = Papa	W = Whiskey
E = Echo	K = Kilo	Q = Quebec	X = X-ray
F = Foxtrot	L = Lima	R = Romeo	Y = Yankee
		S = Sierra	Z = Zulu

(b)

**Numbers**

The enunciation of some numbers should be exaggerated. Each digit of a multiple number is pronounced separately except for the terms "hundreds" or "thousands." Such as:

1 – one	6 -- six
2 – two	7 -- seven
3 – three	8 – eight
4 – four	9 -- nine
5 -- five	0 – zero

70 -- seven zero  
84 -- eight four  
131 -- one, three, one  
500 -- five, zero, zero  
1,468 -- one, four, six, eight  
7,000 -- seven thousand