
Arkansas Interoperable Communications Committee Charter and Bylaws - Draft

August 2008

Prepared by Penny Rubow

Table of Contents

Section 1: Introduction.....	3
Section 2: Purpose.....	3
Section 3: Authority.....	4
Section 4: Outcomes.....	4
Section 5: Scope.....	5
Section 6: Operating Principals.....	6
Section 7: Membership.....	7
Section 8: Decision Making.....	10
Section 9: Logistics.....	10

Section 1: Introduction

The Arkansas Interoperable Communications Committee (AICC) is committed to cooperatively addressing the challenge of communications interoperability. This document describes the purpose, authority, outcomes, scope, operating principles, membership, and management by which the Arkansas Interoperable Communications Committee will achieve success.

Section 2: Purpose

The AICC was formed to address the challenges facing interdisciplinary communications across multiple jurisdictions. The AICC exists to establish a partnership among law enforcement, fire departments, state agencies, cities and counties in order to enhance communications interoperability capabilities.

The AICC's goals are to:

- Develop and maintain an outcomes based strategic plan that is used to guide decision-making.
- Ensure the participation of relevant state executives and political leaders in the decision making process.
- Build relationships at the local, regional, state, and federal levels.
- Ensure that a broad range of local-level public safety responders are represented.
- Assure participatory decision making.
- Maintain a public safety Grade of Service (GOS) for all users of the Arkansas Wireless Information Network.

It is necessary for public safety organizations to communicate or share critical voice or data information with other jurisdiction in day-to-day operations, natural disasters, emergency response scenarios, and terrorist incidents. Failure to accomplish the mission in each situation can result in the loss of lives and property.

This AICC provides a forum for each public safety organization, city, county or state agency to discuss related public safety communications initiatives that may or may not impact the work of this committee. This helps ensure individual projects have an opportunity to align with the statewide strategic plan.

Section 3: Authority

The Arkansas Interoperable Communications Committee has the authority to evaluate the current state and maintain a statewide plan for communications interoperability in the State of Arkansas, oversee the implementation of the plan, and develop appropriate policies, procedures and guidelines.

All policies, plans, and procedures will be submitted to and approved by the Arkansas Interoperable Communications Committee Executive Committee.

The Arkansas Interoperable Communications Committee can make recommendations to help direct the use of state or federal funds earmarked for capital improvements and operational upgrades to improve local or statewide public safety interoperable communications.

The AICC should identify additional sources of funding allotted through cross-discipline and cross-jurisdictional coordination.

The members of the AICC were selected in accordance with the guidelines as set forth by SAFECOM and interoperable communications best practices. Although the individuals may come from one particular discipline within a jurisdiction or region, they will represent the overall interests of all disciplines in the state while serving on the committee.

Section 4: Outcomes

The desired outcomes that the AICC will accomplish are listed below:

1. Conduct a yearly assessment of the Arkansas Wireless Information Network to ensure that communications interoperability is maintained at optimal levels.
2. Task a working group to identify and recommend future technologies that will enhance the communications interoperability capability in the State of Arkansas.
3. Create and maintain a statewide interoperable communications plan.
4. Ensure the on-going operations of the Arkansas Wireless Information Network System Management Center, including staffing and training of key technical communications support staff.

Section 5: Scope

The AICC will address several areas that are related to, or impacted by the states interoperable communications system.

A. Government

The committee will:

- a. Work towards identifying initiatives that improve statewide public safety communications interoperability.
- b. Work with federal and state agencies to prevent duplication of effort. This includes coordination of procurement efforts.
- c. Ensure that local initiatives address the various initiatives in the statewide interoperability plan.
- d. Designate working groups as appropriate to address issues facing interoperable communications in the State of Arkansas.

B. Inclusion

The initial focus for interoperable communications in Arkansas is to serve law enforcement, fire response, emergency management, and each county's command and control structure and incorporate additional disciplines and users in future projects.

C. Level

The AICC will ensure that the needs of all levels (Executive, Emergency Operations Centers, Dispatch/Communications Centers, Incident Command, and Tactical) of emergency response are addressed.

D. Function

The AICC will address both technological needs and operational issues. Technological means equipment procurement and maintenance. Operational means authorizations, Standard Operating Procedures, Incident Command and training.

E. Communications Type

The AICC will address voice communications in the first phase of development with data and video to be addressed in subsequent phases.

F. Usage

The AICC will designate appropriate working groups to review existing policies and procedures, and to address any additional needs in these distinct levels of interoperability:

- Local Event
- Entity to Entity Interoperability
- Multi-jurisdictional or State-wide Emergency
- Hailing

Section 6: Operating Principals

The AICC will use the following guidelines regarding how the membership will interact, and the ground rules for meetings and standards for member accountability. Premier to the AICC's Operating Principals is the definition of interoperable communications.

Interoperable communications is allowing all responders at an incident to communicate by ensuring that:

- the commanders of responding agencies present at an incident can communicate with one another via the AWIN system
- responders from different agencies can communicate with each other by either the AWIN System or their native system
- that multiple communication tools (such as satellite phone, computer, VOIP) may be accommodated
- and that the National Incident Management System's guidelines are utilized.

Overarching Principals

Keep in mind the reason the Arkansas Wireless Information Network exists: to serve the first responders of the State of Arkansas, and ultimately the people of the State of Arkansas

- A. Maintain the sense of urgency that 9/11 and Hurricanes Katrina and Rita brought to the issue of communications interoperability.
- B. Ensure the issue of communications interoperability remains in front of elected officials as administrations change.
- C. Speak with one voice when reporting externally – present a unified front.
- D. Ensure that the State of Arkansas takes on a collaborative approach in dealing with issues regarding the operations, expansion, or management of the system.

Planning and Management Principals

- A. Think not in terms of local, county, or even statewide interoperable communications. Think in terms of nationwide interoperable communications.
- B. Think interdisciplinary.
- C. Use a phased approach to strategic planning.
- D. Ensure all capitol initiatives fit within the desired future goals and strategies.
- E. Distribute the responsibility of managing communications interoperability so that it does not rest on any one individual, agency, or technology.
- F. When considering new projects ensure that the entire life-cycle of the project is addressed (include both cost and personnel).

- G. Avoid the use of acronyms and codes to eliminate confusion or misunderstanding.

Technology Principals

- A. Consider the integrity of the Arkansas Wireless Information Network when reviewing requests from new users to participate on the system. Recognize and respect that each discipline has unique needs and attempt to address them if they create a negative impact on the statewide system.
- B. Consider the impact on the citizens of the State of Arkansas when considering any changes that will affect the operations of the Arkansas Wireless Information Network.
- C. Identify a balance between infrastructure and subscriber needs.
- D. Consider security concerns during the planning of future communications solutions.
- E. The scope of the Arkansas Wireless Information Network is voice and data; work towards achieving interoperability solutions across disparate systems (cell phone, satellite phone, I.P.) in the short term.

Section 7: Membership

Roles and Responsibilities

- A. The AICC is established to provide the Arkansas Interoperable Communications Executive Committee (AIC Executive Committee) with insight about the communications needs of Arkansas' citizens, as well as advice about the establishment, operation, maintenance, and management of the interoperable communications network.
- B. AICC Members:
 - 1) Governor's designee;
 - 2) Senate Co-chair of the Joint Committee on Advanced Communications and Information Technology or their designee;
 - 3) House Co-chair of the Joint Committee on Advanced Communications and Information Technology or their designee;
 - 4) Director of the Department of Finance and Administration or their designee;
 - 5) Director of the Department of Information Systems or their designee;
 - 6) Director of the Arkansas State Police or their designee;
 - 7) Director of the Arkansas Department of Emergency Management or their designee;
 - 8) President of the County Judges Association or their designee;

- 9) President of the Arkansas Association of Fire Chiefs or their designee;
- 10) President of the Arkansas Sheriffs' Association or their designee;
- 11) Executive Director of Arkansas Municipal League or their designee;
- 12) President of the Arkansas Association of Chiefs of Police or their designee;
- 13) President of the Arkansas Quorum Court Association or their designee;
- 14) President of the Arkansas Emergency Management Association or their designee;
- 15) President of the Arkansas Hospital Association or their designee;
- 16) Director of the Arkansas Department of Health and Human Services or their designee;
- 17) Director of the Arkansas Department of Corrections or their designee;
- 18) Director of the Arkansas Highway and Transportation Department or their designee;
- 19) Director of the Arkansas Game and Fish Commission or their designee;
- 20) Director of the Arkansas Department of Parks and Tourism or their designee;
- 21) Director of the Arkansas Forestry Commission or their designee;
- 22) Adjutant General of the Arkansas National Guard or their designee;
- 23) Representative of the Federal Bureau of Investigation;
- 24) Representative of the Federal Marshall's;
- 25) Representative for the Urban Areas Security Initiative (UASI);
- 26) Representatives of the state's utility companies;
- 27) Representatives of service organizations that provide emergency response, such as the Red Cross and the Salvation Army;
- 28) The regional planning committee chairpersons for 700 and 800 MHz;
- 29) Representatives from the five Emergency Management regions.

C. A Chair and Co-Chair will be elected by the membership of the AIC Executive Committee at the first meeting of the committee.

- 1) The Chair and Co-Chair will serve a 2 year term. They may be re-elected. The Chair is responsible for ensuring that an agenda is developed for each Executive Committee meeting

D. AIC Executive Committee will provide strategic planning and direction concerning the establishment, operation, and management of interoperable communications in the State of Arkansas. This includes, but is not limited to:

- 1) The coordination of communications between systems in the state;
- 2) Priorities for the state's investment in communications systems;
- 3) The development of policies and procedures;
- 4) The development and implementation of any state strategic communications plan; and
- 5) The concerns and views of state and local agencies responsible for emergency response and the provision of basic governmental services.

E. AIC Executive Committee Members:

- 1) Governor's designee;
- 2) Senate Co-chair of the Joint Committee on Advanced Communications and Information Technology or their designee;
- 3) House Co-chair of the Joint Committee on Advanced Communications and Information Technology or their designee;
- 4) Director of the Department of Finance and Administration or their designee;
- 5) Director of the Department of Information Systems or their designee;
- 6) Director of the Arkansas State Police or their designee;
- 7) Director of the Arkansas Department of Emergency Management or their designee;
- 8) President of the County Judges Association or their designee;
- 9) President of the Arkansas Emergency Management Association or their designee.
- 10) Adjutant General of the Arkansas National Guard or their designee

- F. Term of Office for members is unlimited, and is dependent on their re-appointment by their discipline, or organization.
- G. Members of the public, including representatives from the vendor community may attend meetings. Periodically, if the AICC needs information or education on a topic, the AICC will facilitate vendor presentations and provide opportunity for all those that are appropriate.

Voting

- A. Voting members (AICC Executive Committee) are to be responsible for representing their discipline, organization or agency. If a voting member is unable to attend a committee meeting, an alternate voting member from that discipline, organization or agency may be appointed for that meeting. The voting member must notify the committee chair prior to the meeting that an alternate has been designated to represent him/her at the meeting. Without such prior notification, the alternate will not count when determining if a quorum has been established or be allowed to participate in votes during the meeting.
- B. AICC members are part of the committee by virtue of their position and to ensure that all disciplines are represented in the committee. These members are required to attend all committee meetings and provide feedback to the voting members for decision-making purposes. However, they will not vote.
- C. The AICC may add ad hoc members as necessary. These members may come from local, state, or federal agencies, service providers, or other organizations that may have expertise in a given area under consideration by the committee. They may sit on the committee on a temporary basis as needed. These ad hoc members will not vote.
- D. The AICC or the AIC Executive Committee may designate working groups as necessary to address issues facing interoperable communications in the State of Arkansas. These working groups should be formed for a short duration and disbanded when their work is complete.

Section 8: Decision Making

A. Committee Decision making process

- Each AIC Executive Committee member has one vote to be cast. If the voting member is unable to attend, the alternate voting member will vote in the members place.
- The AIC Executive Committee will work towards consensus based decision making. However, if a consensus cannot be reached a vote will be taken and simple majority rules. All decisions and recommendations approved by a simple majority will be considered a decision or recommendation of the committee when presented to the Joint IT Committee for consideration.
- A two-thirds majority vote is required for changes to the charter, or the strategic plan.
- The chairman will determine if a quorum is achieved. If not votes will be tabled until the next meeting.

B. All AICC members will be held accountable by the discipline, organization or agency that appointed them. The discipline, organization or agency has the final decision in all matters related to committee participation.

C. Decisions and recommendations will be reported to the Joint IT Committee through the AIC Executive Committee chair.

D. This committee will report status, actions, and recommendations to a larger audience through following the communications plan established by the Arkansas Wireless Information Network Program Management Office.

Section 9: Logistics

A. AICC Meetings:

1. The AICC will meet quarterly, (March, June, September, and December).
2. The AICC will meet in the Multi-Agency Complex, 4th Floor Conference Room; other locations may be used when sufficient notice is given to membership.
3. The AICC meetings will be open to the public unless otherwise determined in advance.

B. AICC Executive Committee

1. The AIC Executive Committee will meet monthly, on the 1st Wednesday of the Month at 1:00 p.m. (Address Executive Sessions)
 2. The AIC Executive Committee will meet at facilities provided by the Arkansas State Police, the Arkansas Department of Emergency Management, and the Department of Information Systems on a rotating basis. Other facilities will also be considered, based on the needs of the members, and the program.
- C. The Department of Information Systems is responsible for providing administrative support for all meetings. In specific:
1. Maintenance of the AICC roster;
 2. Development and distribution of meeting agendas;
 3. Facilitation of meetings;
 4. Recording and distribution of meeting minutes;
 5. Assignment and tracking of action items, if the item is assigned outside of the committee membership.