



MEETING MINUTES – June 11, 2007

9:00 a.m. – 4:00 p.m.

Waller Creek Center, 625 E. 10th Street, Room 104, Austin, TX

1. The meeting was called to order at 9:05 a.m. First item of business was confirmation of a records secretary to take minutes of the proceedings. Chuck Brotherton, Travis County Wireless Manager, was made records secretary by unanimous approval.
2. Peter Collins gave brief opening remarks, noting that this effort was our one chance to create a document (a Statewide Communication Interoperability Plan) that will qualify the state to receive and appropriately allocate federal grant funds being made available this year.

Austin City Councilman Mike Martinez, a former Austin fire fighter, said that the work we're doing will live for years to come.

Jim Harrison, with the Governor's Office of Homeland Security, reiterated that this group, organized under City of Austin leadership, is charged with leading this effort on behalf of the state.

3. Introductions were made around the room.
4. Mike Simpson, Carol Sutherland, and Joe Peters reviewed TxRC objectives and provided updates. Mike stated that his job is to facilitate the planning process. If the process is successful, governance structure becomes crucial.
 - Joe Peters said that the conventional wisdom in D.C. indicates that Texas stands to receive as much as \$100 million in federal [PSIC](#) grant funding.
 - The PSIC grant program web cast of June 4th was reviewed. Audio and other files are still available at <http://www.ntia.doc.gov/otiahome/dtv/publicsafety.html>.
5. Governance structure was reviewed. **Motion to approve the preliminary governance framework (Executive Committee, Steering Committee, Working Groups) was made by Jeff Haislet, seconded by Robert Adelman, approved unanimously.**
6. [Working Groups](#) were identified and confirmed:
 - Governance
 - Capabilities Assessment
 - Strategic Planning
 - Technology
 - Implementation
 - Standard Operating Procedures & NIMS
 - Training & Exercises
 - Funding
7. The [Planning Process](#) was discussed. Carol asked that the group approve the process as presented. **Motion was made by Robert Adelman, seconded by Dan Scrivner, approved unanimously.**

8. The [SCIP \(Statewide Communications Interoperability Planning\) Process Roadmap](#) was reviewed and discussed. The 5 Strategic Questions were reviewed and discussed. Modifications were proposed and adopted as follows:
 - Q.1 changed to: "Does your radio system have the capacity and coverage you need to perform your job effectively?" The original Q.1 was moved to Q.2; the original Q.2 was deleted.
 - Q. 4-B changed to: "Has a NIMS-certified communications unit leader been identified?"
 - **Motion to accept and approve these changes and the other questions as written was made by Robert Adelman, seconded by John Chaney, approved unanimously.**
9. Bob Pletcher of DPS and the [TSIEC](#) asked for people to attend and participate in APCO Project 25 planning. The National P-25 Users Needs Committee (which Bob also chairs) meets four times each year (one meeting always at the national APCO conference). New members are welcome.
10. The [SCIP & PSIC Grant Program Timeline](#) was discussed. Deadlines were noted, in particular the 7/30/07 deadline to select and finalize the (maximum) 15 initiatives to be included in our new statewide plan.

Motion to accept the timeline as presented was made by Robert Adelman, seconded by Jeff Haislet, approved unanimously.

11. [Working Group assignments](#) were discussed and volunteers chosen. It was decided to merge the SOP and Training groups.
12. The need for a web site was discussed. Chuck Brotherton said one could be created as a subdomain on the Region 49 site. **(UPDATE: This has been done. The TxRC web site went live on 6/20/2007. The URL is <http://txrc.region49.org>.)**
13. John Chaney gave a report from the Technology working group. He noted that a MotoBridge connection has been established between the Harris County and Austin/Travis County radio systems via leased line.
14. After closing comments from Mike Simpson, the meeting adjourned at 4:00 p.m.