

INTEROPERABILITY COUNCIL SUBCOMMITTEE BY-LAWS

WHEREAS, the Interoperability Council is created under Wis. Stats. 15.315(1) to advise the Department of Military Affairs in implementing interoperable public safety communications, and

WHEREAS, the 9-1-1 Subcommittee is created under Wis. Stats. 15.315(2) to advise the Department of Military Affairs and the Interoperability Council in the planning, implementation, and operation of Next Generation 911 (NextGen9-1-1) and the statewide emergency number system, and

WHEREAS, the Interoperability Council has established the Wisconsin Interoperable System for Communications (WISCOM) Subcommittee to assist in its statutory responsibilities under Wis. Stats. 323.29(2), and

WHEREAS, the Interoperability Council has established the Land Mobile Radio (LMR) Subcommittee to assist in its statutory responsibilities under Wis. Stats. 323.29(2), and

WHEREAS, the Interoperability Council has established the Nationwide Public Safety Broadband Network (NPSBN) Subcommittee to assist in its statutory responsibilities under Wis. Stats. 323.29(2), and

WHEREAS, the Department of Military Affairs, under Wis. Stats. 323.29(3)(a)(1), is to provide staff support to the Interoperability Council and oversight of the development and operation of a statewide public safety interoperable communications system, and

WHEREAS, the Department of Military Affairs, under Wis. Stats. 256.35(3s)(b), is to invite bids to be submitted for the creation, operation, and maintenance of an emergency services IP network to provide all public safety answering points with the network necessary to implement Next Generation 911, and

WHEREAS, the Department of Military Affairs and the Interoperability Council seek to focus their respective statutory duties on and implement the strategic vision, goals, and objectives reflected in the Wisconsin Emergency Communications Strategy,

NOW, THEREFORE, the Interoperability Council hereby establishes its governance structure with the following by-laws:

MISSION STATEMENTS

1. LMR SUBCOMMITTEE

The mission of the LMR Subcommittee is to:

- a. Advise and make recommendations to the Interoperability Council to manage statewide public safety radio communications frequencies other than WISCOM, as well as the interoperability between those frequencies and WISCOM.
- b. Manage the day-to-day use of Wisconsin's statewide mutual aid frequencies and ensure the resource is equitably available to all public safety agency users within Wisconsin consistent with the goals, objectives and policies reflected in the Wisconsin Emergency Communications Strategy (WECS).
- c. Ensure there is cooperation, communication, and coordination to establish and maintain a viable and effective Communications Unit (COMU) recognition system to enhance the professional credibility of COMU positions.

2. WISCOM SUBCOMMITTEE

The mission of the WISCOM Subcommittee is to:

- a. Advise and make recommendations to the Interoperability Council in all areas related to WISCOM.

The mission of the WISCOM system is to:

- b. Provide reliable and responsive statewide communications interoperability between fire, law enforcement, rescue, emergency medical services, emergency management and other government services.
- c. Provide a cost-effective alternative to local agencies to enhance their public safety communications by investing in local build-out of the statewide system with capacity to meet local requirements for day-to-day, operational, and/or portable radio coverage needs, rather than building isolated local systems.

3. NPSBN SUBCOMMITTEE

The mission of the NPSBN Subcommittee is to:

- a. Advise and make recommendations to the Interoperability Council in all areas related to the nationwide public-safety wireless broadband (PSWB) project.
- b. Develop and implement a plan to collect and assess information related to the nationwide PSWB project within the State of Wisconsin.

4. 9-1-1 SUBCOMMITTEE

The mission of the 9-1-1 Subcommittee is to:

- a. Promote, assist, and make recommendations for the implementation of a public safety system where anyone can use one number, on any device, at any time, from anywhere, using any media to obtain a standard level of emergency service.

RESPONSIBILITIES

1. LMR SUBCOMMITTEE

The LMR Subcommittee shall be responsible for:

- a. Managing certain radio frequencies in Wisconsin on behalf of the Interoperability Council in order to improve and facilitate radio communications interoperability in Wisconsin.
- b. Liaising with other entities that perform similar duties for other radio systems in Wisconsin, including the WISCOM Subcommittee, to ensure a coordination of efforts.
- c. Liaising with other entities that perform similar duties for other radio systems in adjacent states to ensure a coordination of efforts.
- d. Serving as a resource and making recommendations to the Interoperability Council concerning radio communications interoperability issues in Wisconsin as needed.
- e. Reviewing and considering recommendations from the Communications Unit Workgroup (COMU WG) for individuals seeking recognition status for Type 4 and Type 5 position-specific roles within the Incident Command System (ICS) COMU structure.
- f. Issuing certificates to those individuals granted recognition status consistent with the current COMU WG Standard Operating Guidelines (SOG) and notifying the individual's home agency(ies) of such recognition status.
- g. Reviewing and considering any recommendations for revocation, renewal, historical recognition, or other status changes to position qualification recognitions granted to COMU personnel issued by the COMU WG.

- h. Considering and responding to any appeals made by COMU position recognition applicants in accordance with the COMU WG SOG.
- i. Performing any other functions as deemed necessary by the Interoperability Council.

While working to fulfill the above responsibilities, the LMR Subcommittee shall:

- j. Encourage local and tribal officials and decision makers to participate in LMR Subcommittee business and deliberations.
- k. Consider the unique needs of public safety first responders and other participating entities throughout the state of Wisconsin.
- l. Seek to balance infrastructure and user needs.
- m. Recognize and respect stakeholder concerns, and address those concerns that could negatively impact Wisconsin's interoperable radio communications systems.
- n. Ensure that LMR systems do not rest on any single individual, agency or technology.
- o. Ensure all strategic initiatives support established future goals and strategies, including coordination with the WECS.
- p. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
- q. Promote a collaborative approach in dealing with issues.

2. WISCOM SUBCOMMITTEE

The WISCOM Subcommittee shall be responsible for making recommendations on all aspects of the WISCOM system to the Interoperability Council, in order for the Interoperability Council to make recommendations on the system to the Department of Military Affairs (DMA) per Wis. Stats. §323.29. These recommendations are to include but are not limited to:

- a. Technical and operational standards for WISCOM.
- b. Operational guidelines and procedures for using WISCOM.

While working to fulfill the above responsibilities, the WISCOM Subcommittee shall:

- c. Encourage local and tribal officials and decision makers to participate in WISCOM Subcommittee business and deliberations.
- d. Consider the unique needs of public safety first responders and other participating entities throughout the state of Wisconsin.
- e. Seek to balance infrastructure and user needs.
- f. Recognize and respect stakeholder concerns, and address those concerns that could negatively impact Wisconsin's WISCOM system.

- g. Promote a high level of accessibility to the WISCOM system by recommending non-proprietary solutions and technologies based on open, interoperable standards.
- h. Ensure all strategic initiatives support established future goals and strategies, including coordination with the WECS.
- i. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
- j. Promote a collaborative approach in dealing with issues.

3. NPSBN SUBCOMMITTEE

The NPSBN Subcommittee shall be responsible for the development and implementation of a plan to collect and assess information related to the nationwide PSWB project in Wisconsin, including but not limited to:

- a. Identifying potential goals and objectives for Wisconsin's implementation of the nationwide PSWB project.
- b. Determining the level of understanding of PSWB and other emerging technologies by local stakeholders.
- c. Identifying a means of outreach and education of local stakeholders regarding PSWB.
- d. Identifying existing wireless data systems and their capabilities as they relate to PSWB.
- e. Identifying PSWB needs and gaps by region, including potential users for the PSWB network.
- f. Serving as a resource and making recommendations to the Interoperability Council regarding the PSWB project as needed.
 - 1. When applicable, or requested, the NPSBN Subcommittee may provide recommendations to the Interoperability Council regarding distribution of funds and resources related to the implementation and operation of the PSWB project in Wisconsin.
- g. Performing any other functions as deemed necessary by the Interoperability Council.

While working to fulfil the above responsibilities, the NPSBN Subcommittee shall:

- h. Encourage local and tribal officials and decision makers to participate in NPSBN Subcommittee business and deliberations.
- i. Consider the unique needs of public safety first responders and other participating entities throughout the state of Wisconsin.
- j. Seek to balance infrastructure and user needs.
- k. Recognize and respect stakeholder concerns, and address those concerns that could negatively impact Wisconsin's PSWB capabilities.

- l. Ensure that Wisconsin's PSWB project does not rest on any single individual, agency or technology.
- m. Ensure all strategic initiatives support established future goals and strategies, including coordination with the WECS.
- n. Identify issues within the Interoperability Council's control and recommend that the Interoperability Council apply resources to address those matters.
- o. Promote a collaborative approach in dealing with issues.

4. 9-1-1 SUBCOMMITTEE

Under Wis. Stats. §256.35(3s)(d) the 9-1-1 Subcommittee shall be responsible for:

- a. Advising DMA on Next Generation 911 emergency services IP network contracts.
- b. Advising DMA on the statewide efforts, leveraging of existing infrastructure, and industry standards that are necessary to transition to Next Generation 911.
- c. Making recommendations to DMA regarding federal sources of funding and the sustainable funding streams that are required to enable public safety answering points to purchase and maintain equipment necessary for Next Generation 911.
- d. If funding is made available for DMA or another state agency to make grants to public safety answering point for training or upgrading facilities or services or for implanting Next Generation 911, advising DMA or other state agency on making grants, including advising on eligibility criteria for the grants. The criteria shall include basic training and service standards that grant applicants must satisfy.
- e. Conducting a statewide 911 telecommunications system assessment.
- f. Developing recommendations for service standards for public safety answering points.
- g. Promoting, facilitating, and coordinating interoperability across all public safety answering points with respect to telecommunications services and data systems, including geographic information systems.
- h. Promoting, facilitating, and coordinating consolidation of public safety answering point functions where consolidation would provide improved service, increased efficiency, and cost savings.
- i. Undertaking all of its duties in a manner that is competitively and technologically neutral.

As a subcommittee of the Interoperability Council under Wis. Stats. §15.315(2)(a), the 9-1-1 Subcommittee shall also be responsible for:

- j. Advising the Interoperability Council on all matters related to the development, deployment, and maintenance of the statewide emergency

number system, including all of the subcommittee's responsibilities under Wis. Stats. §256.35(3s)(d).

- k. Assisting the Interoperability Council in developing recommendations under Wis. Stats. §323.29(2)(f) related to technical and operational standards, guidelines and procedures, and minimum standards related to public safety interoperable communications systems, including certification criteria for persons who operate such systems for dispatch centers.

While working to fulfill the above responsibilities, the 9-1-1 Subcommittee shall:

- l. Encourage local and tribal officials and decision makers to participate in 9-1-1 Subcommittee business and deliberations by creating a transparent environment for decision makers to present their agencies' concerns.
- m. Identify opportunities within the Interoperability Council's control and recommend the IC apply resources and address the opportunities.
- n. Consider the unique needs of Public Safety Answering/Access Points (PSAPs), (both large and small), public safety first responders, and other participating entities throughout the state of Wisconsin.
- o. Promote a cost effective 9-1-1 system that is both redundant and reliable.
- p. Promote funding to PSAPs to develop inter/intra state-to-state operability.
- q. Promote a grant funding process that creates a fair opportunity for all PSAPs.
- r. Use industry and/or organizational standards to implement best practices for PSAPs.
- s. Promote a cost-effective legacy to future transition system coupling for both state and local needs for PSAPs and providers.
- t. Promote a standard Geographic Information System (GIS) format for PSAPs.
- u. Develop basic training standards for PSAPs.
- v. Promote a collaborative approach in dealing with issues.
- w. Promote a transparent and technically agnostic solution to NextGen9-1-1.

MEMBERSHIP

1. ALL SUBCOMMITTEES EXCEPT THE 9-1-1 SUBCOMMITTEE:

- a. All members of the Interoperability Council subcommittees shall be appointed by the Interoperability Council, with confirmation by simple majority vote.
 - 1. The Interoperability Council shall issue a public notice when the Council intends to fill a subcommittee vacancy at least thirty (30)

days prior to confirming any appointment to the vacancy, thereby establishing a nomination period.

2. The Office of Emergency Communications shall accept written letters of nomination on behalf of the Interoperability Council during the nomination period and present all received nominations to the Council and subject subcommittee for consideration once the nomination period has closed.
 3. The Interoperability Council will consider nominations originating within the subject subcommittee.
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- b. Membership terms begin on the date of the next meeting of the subcommittee following confirmation or appointment by the Interoperability Council and expire at the end of the appointment period defined in these by-laws for the specific subcommittee position being filled.
 - c. The Interoperability Council may remove subcommittee members with good cause after reasonable notice of thirty (30) days has been provided to the individual members, as well as to the agency/association they represent, if applicable. Causes for removal may include, but are not limited to:
 1. Engagement in conduct that is inconsistent with the mission of the Interoperability Council or its subcommittees.
 2. Failure to fulfill the membership expectations set forth in these by-laws, including regular attendance and active engagement in subcommittee business.

2. ALL SUBCOMMITTEES INCLUDING THE 9-1-1 SUBCOMMITTEE:

- a. Voting members of one Interoperability Council subcommittee may not be voting members of any other Interoperability Council subcommittee.
- b. Members of all subcommittees must complete a Conflict of Interest Disclosure Statement prior to beginning their term, or upon occurrence of any other change that may introduce a new, or change an already-disclosed, conflict of interest.
- c. Members of all subcommittees must complete required training related to open records and open meeting laws prior to beginning or renewing their term.

3. LMR SUBCOMMITTEE

The LMR Subcommittee shall consist of eighteen (18) voting members.

The following members shall be confirmed by the Interoperability Council for three (3) year terms:

- One (1) representative from the Region 45 800 MHz NPSPAC RPC
- One (1) representative from the Region 54 800 MHz NPSPAC RPC
- One (1) representative from a federally recognized American Indian tribe or band in Wisconsin
- State EMS Communications Coordinator (or their designee)
- State Frequency Coordinator (or their designee)
- One (1) Local Law Enforcement Representative
- One (1) Local Fire Service (volunteer or full-time) Representative

The following members shall be appointed by the Interoperability Council for two (2) year terms based on Secretary, Association, or agency head recommendation:

- One (1) representative from each of the six (6) Wisconsin interoperability regions
- One (1) representative from the Wisconsin Department of Justice
- One (1) representative from the Wisconsin State Patrol
- One (1) representative from the Wisconsin Department of Natural Resources
- One (1) representative from the Wisconsin Department of Military Affairs
- One (1) representative form a federal entity

The Statewide Interoperability Coordinator (SWIC) shall serve as a non-voting member of the LMR Subcommittee.

When the State is actively served by Regional Interoperability Coordinators (RICs) or equivalent, each coordinator shall serve as a non-voting member of the LMR Subcommittee.

4. WISCOM SUBCOMMITTEE

The WISCOM Subcommittee shall consist of twenty (20) voting members.

The following members shall be confirmed by the Interoperability Council for three (3) year terms:

- Two (2) representatives from each of the six (6) Wisconsin interoperability regions, representing daily user agencies of the WISCOM system in that region.
 - If a region does not have two (2) current daily user agencies on the WISCOM system, a non-daily user may be appointed in place of each unfilled daily user agency representative.
 - To the extent possible, representatives from any single region should represent different public safety disciplines (e.g., fire, EMS, law enforcement).

The following members shall be appointed by the Interoperability Council for two (2) year terms based on Secretary or agency head recommendation:

- One (1) representative from the Wisconsin Department of Justice
- One (1) representative from the Wisconsin State Patrol
- One (1) representative from the Wisconsin Department of Natural Resources
- One (1) representative from the Wisconsin Department of Health Services
- One (1) representative from the Wisconsin Department of Military Affairs
- One (1) representative from the Wisconsin Department of Corrections
- One (1) representative from an American Indian tribe or band Wisconsin who is a daily user of the WISCOM system
 - If there is not a daily user of tribal or band representation, a non-daily user tribal or band representative shall be appointed.
- One (1) representative from a federal entity which is a daily user of the WISCOM system.
 - If there is not a federal daily user of the system, a non-daily user shall be requested to serve on the subcommittee

When the State is actively served by Regional Interoperability Coordinators (RICs), each coordinator shall serve as a non-voting member of the WISCOM Subcommittee.

5. NPSBN SUBCOMMITTEE

The NPSBN Subcommittee shall consist of sixteen (16) voting members.

The following members shall be confirmed by the Interoperability Council for three (3) year terms:

- One (1) representative from the Wisconsin Police Executive Group
- One (1) representative from the Wisconsin Chiefs of Police Association
- One (1) representative from the Badger State Sheriffs' Association
- Two (2) representatives from Wisconsin fire services, of which:
 - One (1) appointee represents a career fire agency, and
 - One (1) appointee represents a volunteer or paid-on-call fire agency
- Two (2) representatives from Wisconsin emergency medical services

The following members shall be appointed by the Interoperability Council for two (2) year terms based on Secretary, or agency head, recommendation:

- One (1) representative from the Wisconsin Department of Transportation
- One (1) representative from the Wisconsin Department of Natural Resources
- One (1) representative from the Wisconsin Department of Administration, Division of Enterprise Technology

- One (1) representative from the Public Service Commission of Wisconsin
- One (1) representative from the Wisconsin Department of Justice
- One (1) representative of a federally recognized American Indian tribe or band in Wisconsin
- One (1) representative from a Wisconsin professional public safety communications association
- One (1) other person with relevant experience or expertise in wireless broadband data communications and/or networks
- One (1) representative from the Department of Military Affairs

The Statewide Interoperability Coordinator (SWIC) shall serve as a non-voting member of the NPSBN Subcommittee.

6. 9-1-1 SUBCOMMITTEE

The 9-1-1 Subcommittee shall consist of nineteen (19) voting members.

Under Wis. Stats. §15.315(2)(a), the following members shall be appointed by the Governor for three (3) year terms:

- An individual recommended by an association of Wisconsin cities, villages, or towns
- An individual recommended by an association of Wisconsin counties
- An individual recommended by a Wisconsin association, or a Wisconsin chapter of an association that promotes a universal emergency telephone number system
- An individual recommended by an association of Wisconsin county sheriffs
- Two (2) individuals, each of whom represents a different commercial mobile radio service provider, as defined in Wis. Stats. §196.01(2g), operating in Wisconsin:
 - one serving a primarily regional market, and
 - one serving a national market
- Two (2) individuals recommended by a Wisconsin association, or a Wisconsin chapter of an association of public safety communications professionals
- Two individuals recommended by an association of Wisconsin telecommunications providers, as defined in Wis. Stats. §196.01(8p), each of whom represents an incumbent local exchange carrier
- An individual who represents a competitive local exchange carrier
- An individual who represents a voice over internet protocol provider.
- A police chief recommended by an association of Wisconsin police chiefs
- A fire chief recommended by an association of Wisconsin fire chiefs
- An individual recommended by a Wisconsin association that promotes emergency management

- An individual who represents a video service provider, as defined in Wis. Stats. §196.01(12r)
- An individual recommended by a Wisconsin association of emergency medical service providers
- An individual recommended by an association of land information professionals

One (1) individual shall be appointed by the Adjutant General for a three (3) year term.

Membership terms begin on the date of appointment by the Governor or Adjutant General.

GOVERNANCE AND DECISION-MAKING PROCEDURES

All subcommittees of the Interoperability Council shall follow common governance and decision-making procedures.

1. SUBCOMMITTEE OFFICERS

Each subcommittee shall elect a chairperson and vice-chairperson (or alternatively, co-chairpersons), at the first meeting of each calendar year.

Duties of each subcommittee chairperson:

- Coordinate all subcommittee activities and meetings, including establishing the agenda, time, and location of each meeting.
- Ensure all subcommittee activities comply with all applicable Wisconsin laws.
- Preside over all regular and special subcommittee meetings, including ensuring timely public notice of meetings, recording meeting minutes, and disseminating meeting minutes to each subcommittee member in a timely manner.
- Serve as the point of communication between the subcommittee and the Interoperability Council, including reporting any subcommittee decisions and recommendations to interested parties.
- Monitor the status of subcommittee membership and make recommendations to the Interoperability Council to address related issues, including dismissal of inactive members, modifications of membership composition, and filling vacancies.

Duties of each subcommittee vice-chairperson:

- f. Assist the chairperson in the performance of his/her duties.
- g. Preside over subcommittee meetings in the absence of the chairperson.

2. MEETINGS

Each subcommittee shall schedule and conduct regular meetings at a frequency of no less than once per calendar quarter. The Interoperability Council chair may approve, or optionally defer to the Council for consideration and approval, a request to conduct less frequent meetings, made in writing by subcommittee chair.

To the extent possible, each subcommittee should determine an advance schedule of the minimum required quarterly meetings for the next calendar year at the last meeting of the previous year, and any other expected regular meetings, in cooperation with the Interoperability Council.

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern meetings in all cases to which the rules are applicable and when such rules are not inconsistent with any special rules of order the Interoperability Council may adopt for itself or its subcommittees.

3. QUORUM

The presence of a simple majority of the voting members (including any approved, designated alternates) in-person, or via teleconference, shall constitute a quorum. If a quorum is not present, the meeting may be adjourned.

If any voting member is unable to attend a subcommittee meeting, an alternate from the respective region, agency, association, or discipline, as appropriate, may be designated to attend the meeting, subject to prior notice and approval by the chairperson. Approved alternates shall be counted as members when establishing quorum.

It is recommended that a minimum of twenty-four (24) hours' notice is given to the subcommittee chairperson by any member planning to designate an alternate to attend a meeting in his/her place; failure to provide sufficient advanced notice may prevent the chairperson from approving an alternate.

Each voting member of a subcommittee has one vote. If an alternate for an absent voting member has been approved by the chairperson, that person may cast all votes in place of the named voting member for whom he/she serves as an alternate.

A simple majority is required for approval of subcommittee decisions and recommendations.

MEMBERSHIP EXPECTATIONS AND STAFF SUPPORT

The Interoperability Council has standing subcommittees to focus on programs that are vital to the success of public safety interoperability in the state of Wisconsin. Accordingly, it is compulsory upon the named members of each subcommittee to invest the necessary time and effort into the work of the subcommittee to effect positive change and forward progress in each critical program area.

1. MEMBER EXPECTATIONS

Duties of each subcommittee member:

- a. Become familiar with the mission, vision, and statutory authority of the Interoperability Council as each relates to the subject subcommittee.
- b. Become familiar with the mission and responsibilities of the subject subcommittee.
- c. Complete training programs required for compliance with applicable rules and regulations, to include, but not limited to open records and open meeting laws.
- d. Attend all regular meetings of the subcommittee as called by the chairperson, and if unable to attend in-person, make reasonable attempts to attend remotely, or designate a suitable alternate to the chairperson in advance of the meeting in accordance with these by-laws.
- e. Review meeting materials, meeting minutes, report drafts, and all other relevant materials in support of the subcommittee's work.
- f. Prepare and submit feedback, proposals, and other input to the subcommittee, representative of the agency, association, public safety discipline, region, or other population appointed to represent.
- g. Engage actively in open and honest deliberations.
- h. Support the decisions and actions of the subcommittee and seek endorsement from respective agencies, associations, etc.
- i. Provide relevant updates on subcommittee activities and initiatives to representatives of the agency, association, public safety discipline, or other user group represented by the member.
- j. Maintain a level of technical and/or operational understanding of appropriate systems and technologies to satisfactorily represent the needs and expectations of the represented agencies, associations, and/or disciplines.

2. STAFF SUPPORT

Under Wis. Stats. §323.29(3)(a)(1), the Department of Military Affairs provides staff support for the Interoperability Council and oversight of the development and operation of statewide public safety interoperable communication system. This

support is provided through the staff of the Office of Emergency Communications (OEC).

PERIODIC REVIEW AND CHANGES TO THE BY-LAWS

These by-laws shall be reviewed on at least a biennial basis, coincident with a review of the Wisconsin Emergency Communications Strategy by the Interoperability Council.

Each subcommittee is authorized to petition the Interoperability Council for changes to these by-laws for the common good and to better facilitate the realization of public safety interoperability in the state of Wisconsin.

These by-laws have been approved by the Wisconsin Interoperability Council under the authority of Wis. Stats. §15.315.

Adopted: September 26, 2019

Revised: