

## Communications Unit Workgroup (COMU WG) Meeting

THURSDAY, JULY 15, 2020  
3:00 PM

WEB & TELECONFERENCE

### MEETING MINUTES

1. Meeting called to order at 3:00 PM.

Members present via teleconference: Carl Guse, Brian Jansen (joined late), Rick Lange (joined late), Todd Lindert, Bill Tyler, Erik Viel and Kevin Wernet. Also present via teleconference: Molly Boss, Jamie Formea, Meredith Hauge, Heather Harris-Fatty, and Paul Hughes.

Members absent: James Westover.

2. Review and Approval of March 5, 2020 Meeting Minutes.

*Motion to approve the meeting minutes by Tyler. Seconded by Guse. Unanimous approval.*

3. Public Comment - There was no public comment.

4. Position Task Books (PTBs)

A. 2020 Recognized COMU Personnel Renewal Applicants

- Carl Guse - COML/COMT

*Motion to approve the PTB Renewal for COML and COMT for Carl Guse by Tyler. Seconded by Lindert. Unanimous approval.*

- John Schrader – COMT

*Motion to conditionally approve the COMT PTB Renewal for John Schrader pending submission of the COMU Recognition Renewal Application, to include the Agency Certification by Tyler. Seconded by Lindert. Unanimous approval.*

- Todd Neumann - COML/COMT

*Motion to approve the PTB Renewal for COML and COMT for Todd Neumann by Guse. Seconded by Lindert. Unanimous approval.*

- B. Discussion regarding planned events versus real world events for PTB sign off.

1) 5/30/2020 George Floyd Rally, Madison WI

- The consensus of the group was that unplanned incidents such as the George Floyd Rally should be classified as a real-world event and do not require the COMU Exercise/Event Review form.

- 2) Exercise Review Form
  - After discussing the use of the COMU Exercise Review Form versus the use of the WEM Portal; the Workgroup determined that going forward, this form will be called the “Exercise Review Worksheet”, and will be used in conjunction with the WEM Portal to authorize PTB signoff at planned events.
  - The group also outlined some edits to be made to the COMU SOG (pending the IC’s authorization):
    - (a) The parameters for authorized evaluators should be updated to state “The evaluator or final evaluator must be present at preplanned events to personally witness the trainee performing the task or must supervise the trainee during real world events or incidents.”
    - (b) The following will be added as a new section to address unforeseen and unique circumstances: “To effectively handle any unforeseen or unique circumstances that may arise, the SWIC may deviate from these guidelines at their discretion, and they will notify the COMU Workgroup of any such deviations.”.
5. Non-WISCOM Interop Problem Resolution and COMU Callout Procedure for WEM Duty Officer
  - A. Hughes led a discussion on interop issue resolution and corresponding communications callout procedures. He will draft a policy for this and will present it to the group for review.
6. COVID-19-Time Extension for PTB completion for Candidates and Renewal Candidates
  - A. Lindert led a discussion on giving PTB candidates an extension due to the lack of PTB signoff opportunities resulting from COVID-19.
  - B. The consensus of the group was to give an 18-month extension to all PTB candidates regardless of whether they have already initiated their task book or not.
7. CASM Policy
  - A. Review and discussion.

*Motion to approve the CASM Policy for LMR Subcommittee review by Viel. Seconded by Tyler. Unanimous approval.*
8. COMU WG Operating Procedures
  - A. Review and discussion.

*Motion to approve the COMU WG Operating Procedures by Tyler. Seconded by Lindert. Unanimous approval.*
9. Define PTB Evaluators – Tabled for the next meeting.
10. COMU WISCOM TG Policy – Tabled for the next meeting.
11. NI-FOG Status Update – Tabled for the next meeting.
12. Review Exercise Schedule for PTB Eligibility – Tabled for the next meeting.
13. Meeting adjourned at 5:11 PM.

Respectfully Submitted,  
Meredith Hauge  
DMA/OEC