

Communications Unit Workgroup (COMU WG) Meeting

WEDNESDAY, SEPTEMBER 15, 2020
10:00 AM

MEETING MINUTES

1. Meeting called to order at 10:02 AM.

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

Members absent: none.

2. Review and Approval of July 15, 2020 Meeting Minutes.

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

3. Public Comment - There was no public comment.

4. Position Task Books (PTBs)

- A. Discussion

- 1) Erik Engle PTB

- Harris-Fatty asked for a status update on Engle's PTB, as he had previously been given an extension. Westover will look into whether he has attended an eligible event.

- 2) Margaret Zieke COML PTB Extension

- Viel shared that Zieke did not complete her PTB within the allotted time frame due to reprioritized duties at WEM. She recently assisted with communications surrounding the events in Kenosha, Wisconsin. Viel is proposing a one-year extension, so that she does not have to retake the class.

Motion to approve an extension of one-year from September 15, 2020 for Margaret Zieke to complete her PTB by Tyler. Seconded by Westover. Unanimous approval.

- B. 2020 Recognized COMU Personnel Renewal Applicants

- 1) Group discussion as to whether COMU renewal applicants should receive a certificate or not. The consensus was to simply send renewal candidates an email notice of their renewed status.

5. Kenosha Communications After Action Discussion

- A. Viel led a discussion about a planned AAR (After Action Report), the scope, and who should be involved.

6. Define PTB Evaluators – Tabled for the next meeting.

7. COMU WISCOM TG Policy – Tabled for the next meeting.

8. NI-FOG Status Update

- A. Currently in the comment review stage.
 - B. Input is being categorized under general topics for consideration.
 - C. Will include recently released Federal DOJ 25 City Channels.
9. COMU Callout Procedure for WEM Duty Officer
- A. Hughes reviewed the draft Emergency Coordination Call document with the group.
10. COMU Support of Search and Rescue/Air Coordination Group Missions for Possible Inclusion in the COMU Training and Future WI-FOG updates
- A. Wernet led a discussion about the importance of coordinating the communications between air and ground during searches. Wernet also proposed including proper instruction in the WI-FOG for this.
11. Review the Incident Communications Activity Report
- A. Jarvis reviewed this document with the group, sharing that the goal is for this to be used as part of a standard process at any incident across the country. This will help CISA develop tools to help local users improve their communications.
 - B. The document is still in draft form but may be used in Wisconsin when finalized.
12. COMU Radio Frequencies and Encryption
- A. Westover led a discussion about COMU Talkgroups and the need for encryption. Tyler will draft a policy for the group to review at the next meeting.
13. Review Exercise Schedule for PTB Eligibility
- A. Hughes shared some background of the WebEOC exercise tool.
 - B. Harris-Fatty shared that there are no new exercises for review.
 - C. Wernet shared that most exercises have been pushed to the spring of 2021.
 - D. Lindert shared that he is attending a one-day SIMCOM event.
14. Other Business
- A. Hughes shared a number of updates with the group:
 - 1) Doug Lofreddo will be back from his deployment next week.
 - 2) An AREDN mesh kit has been purchased, Hughes will share more about it at a later date.
 - 3) An emergency services quick reaction group is being formed as a result of the Adjutant General's observations in Kenosha.
 - 4) An Overhead Incident Management Team Plan is moving forward.
 - B. Jarvis asked about the status of a state-sponsored COML event and AUXCOM for this year.
 - 1) Lindert shared that the state-sponsored COML event would be pushed to next year. Viel will follow-up with Jarvis on the AUXCOM event.
 - 2) Wernet suggested pushing both till after January 2021.
 - C. Boss asked about a COMU update on the Kenosha event for the WEM Governor's Conference.
 - 1) Viel shared background on the request for content for the Conference.
 - 2) There was discussion about having a joint presentation from the COMU and the WEM IMT.
15. Meeting adjourned at 12:07 PM.

Motion to adjourn by Tyler. Seconded by Lange. Unanimous approval

Respectfully Submitted,
Meredith Hauge
DMA/OEC