

Communications Unit Workgroup (COMU WG) Meeting

THURSDAY, JANUARY 14, 2021

3:00 PM

MEETING MINUTES

1. Meeting called to order at 3:05 PM.

Members present via teleconference: Carl Guse, Paul Hughes, Brian Jansen, Rick Lange (late), Todd Lindert, Jim Stromberg, Erik Viel, James Westover. Also present via teleconference: Molly Boss, Jamie Formea, Meredith Hauge, and Margaret Zieke.

Members absent: Bill Tyler and Kevin Wernet.

2. Review and Approval of November 4, 2020 Meeting Minutes.

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

3. Public Comment

- A. Stromberg notified the group about an opportunity for a virtual AuxComm course to be held March 5-7.

4. Position Task Books (PTBs)

- A. Review/Initial Approvals

- 1) Matt Benson – Communications Technician (COMT)

Motion to approve the PTB for Matt Benson by Lindert. Seconded by Guse. Unanimous approval.

- B. 2020 Recognized COMU Personnel Renewal Applicants

- 1) Matthew Donovan – Communications Unit Leader (COML)
- 2) Jamie Formea – Communications Unit Leader (COML) and Communications Technician (COMT)
- 3) Brian Jansen – Communications Unit Leader (COML) and Communications Technician (COMT)
- 4) Gerald Krueger – Communications Unit Leader (COML)
- 5) Jennifer Lord – Communications Unit Leader (COML)
- 6) Gary McClelland – Communications Unit Leader (COML)
- 7) Mark Rasmussen – Communications Unit Leader (COML)
- 8) Bradley Schlosstein – Communications Unit Leader (COML)
- 9) Tim Slater – Communications Technician (COMT)
- 10) Michael Tedeschi – Communications Unit Leader (COML) and Communications Technician (COMT)
- 11) Christoffer Trossen – Communications Unit Leader (COML)

Motion to approve the PTB Renewal for all of the COMU Personnel Renewal Applicants by Guse. Seconded by Westover. Unanimous approval.

C. Discussion and Possible Action

1) Andy Stenberg's Recognition Status

- Consensus was that there is no action to be taken, all feel that Andy Stenberg was legitimately recognized, just an administrative issue resulting in missed final evaluator signatures.

2) Erik Engle's PTB Status

- Westover will reach out to Erik Engle to make one last attempt to see if he ever finished his PTB.

D. Discuss next steps for missed 2020 Renewals

1) General discussion on this topic.

Motion to allow anyone who was a recognized COML or COMT as of December 31, 2020 to maintain their status through April 1, 2021 by Westover. Seconded by Lindert. Lange and Viel abstained.

5. COMU Callout Procedure for WEM Duty Officer

- A. Hughes provided an update and asked for feedback on this procedure.

6. Review COMU PTB Evaluator Applicant(s)

- A. Jamie Formea
B. Mike Tedeschi

Motion to approve Jamie Formea and Mike Tedeschi as evaluators by Jansen. Seconded by Lindert. Westover abstained.

7. COMU WISCOM TG Policy

- A. Viel presented the draft WISCOM TG Policy for review and discussion. The group will further review and propose edits outside of the meeting.

8. Type of Encryption for COML, and a Timeline for Implementation

- A. This was discussed but no decisions were made.

9. Kenosha Communications After Action Discussion

- A. Zieke informed the group that an AAR (After Action Report) is progressing well. There will be a call on January 25th for all involved to review the final draft and discuss the second Kenosha event.

10. COMU LTE Personnel Charter

- A. Zieke provided an update on the creation of COMU LTE positions to help non-state employees participate in incidents and events.
B. Zieke will schedule a meeting with the non-state employee COMU Workgroup members to discuss further.

11. Proper ICS Terminology and Use

- A. General discussion on COMU personnel creating or reformatting established forms, such as a custom 205, and how this is unacceptable. Proposed conducting a training session on how to properly fill out a 205.

12. COMU Deployability and Sustainability

- A. Stromberg shared that CISA would like to assist the state in maturing the communications programs and helping to develop communication plans further to incorporate the whole communications life cycle. Stromberg and his office are anxious and willing to help review processes to assist with this program maturation.

13. Review Exercise Schedule for PTB Eligibility

- A. No exercises to be reviewed.

14. Meeting adjourned at 4:53 PM.

Motion to adjourn by Jansen. Seconded by Lindert. Unanimous approval

Respectfully Submitted,
Meredith Hauge
DMA/OEC