

Communications Unit Workgroup (COMU WG) Meeting

FRIDAY SEPTEMBER 10, 2021

1:00 PM

MEETING MINUTES

- 1) Meeting called to order at 1:05 PM.

Members present via teleconference: Carl Guse, Paul Hughes, Brian Jansen, Todd Lindert, Jim Stromberg, Erik Viel, and Jim Westover (joined late). Also present via teleconference: Molly Boss, Ashley Bystol, Jamie Formea, Meredith Hauge and Mike Tedeschi.

Members absent: Troy Klemstein, Rick Lange, and Bill Tyler

- 2) Review and Approval of May 10, 2021, Meeting Minutes.

Motion made by Lindert to approve the May 10, 2021 Meeting Minutes. Seconded by Hughes. Unanimous approval.

- 3) Public Comment – There was no public comment.

- 4) WI-TERT

- a) Sara Musgrove provided a TERT overview and status update
 - i) Memorandum of understanding currently under review for updates
- b) Discussed incorporating TERT members into the WEM COMU Callout Procedures
- c) Discussed having TERT members go through the INTD recognition program

- 5) PTB Final Evaluator Waiver

- a) Discussed requirements for final evaluator status
- b) Reviewed language in January meeting minutes regarding status of applicants as final evaluators

Motion made by Jansen to amend item six on the January 14, 2021 meeting minutes to reflect Jamie Formea and Mike Tedeschi are approved as final evaluators. Seconded by Lindert. Unanimous approval.

- 6) Position Task Books (PTBs)

- a) Reviewed Zieke's COML PTB

Motion to approve Zieke's COML position task book by Lindert. Seconded by Hughes. Unanimous approval.

- 7) Recognition Renewals

- a) Reviewed outstanding renewals
 - i) These individuals will no longer be recognized and would need to be reinstated
 - ii) Discussed discrepancies between what is considered “renewal” vs “reinstatement”
- b) Will review application process at next meeting

Motion made by Viel to amend item four in the May 10, 2021 meeting minutes to reflect an update from Viel to Westover. Seconded by Lindert. Unanimous approval.

- c) Discussion on William Manis Recognition Status
 - i) Unable to connect with Manis as contact information is outdated
- 8) Discussion on Evaluator vs Final Evaluator Application
 - a) Reviewed WI COMU 2020 SOG and appendices language

Motion made by Viel to add clarifying language to the SOG and the Evaluator Endorsement Application Appendix stating that an individual applying to be a final evaluator must first be an approved evaluator. Seconded by Jansen. Unanimous approval.

- 9) Encryption Slot 0889 and AES Encryption
 - a) Discussed key management
 - i) Lindert requested that the COMU team begin using encryption
 - ii) Westover reported this will begin taking place in mid-November

- 10) JPS VIA Update/Usage Status Update
 - a) Hughes provided an update on DMA's demo of JPS VIA

- 11) LTE COMU Update
 - a) 5 LTEs hired thus far, along with one still in the hiring process
 - b) 2 open positions still available
 - c) Those who are interested should reach out to Margaret Zieke

- 12) Discussion on ITSL Position Recognition Process
 - a) Jim Stromberg will do research and report back
 - i) Will discuss further at next meeting

- 13) Meeting adjourned at 2:47 PM

Motion to adjourn made by Westover. Seconded by Jansen. Unanimous approval.

Respectfully Submitted,
Ashley Bystol
DMA/OEC