

## Communications Unit Workgroup (COMU WG) Meeting

MONDAY NOVEMBER 15, 2021

12:00 PM

### MEETING MINUTES

1. Meeting called to order at 12:09 PM.
  - A. Members Present: Carl Guse (joined late), Paul Hughes, Troy Klemstein, Rick Lange, Todd Lindert, Jim Stromberg, Erik Viel, and Jim Westover (joined late). Also present via teleconference: Molly Boss, Jamie Formea, and Meredith Hauge.
  - B. Members absent: Brian Jansen and Bill Tyler.

2. Review and Approval of September 10, 2021 Meeting Minutes.

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

3. Public Comment – There was no public comment.

4. Position Task Books (PTBs)

- A. Review/Initial Approvals

- 1) Margaret Zieke – Communications Technician (COMT)

*Motion to approve the PTB for Margaret Zieke by Lindert. Seconded by Lange. Unanimous approval.*

- B. 2021 Recognized COMU Personnel Renewal Applicant

- 1) William Manis – Communications Unit Leader (COML)

*Motion to approve the PTB Renewal for Manis by Lindert. Seconded by Hughes. Unanimous approval.*

5. National Qualification System (NQS) Update

- A. New initiative funded by the Emergency Management Performance Grant (EMPG)

- 1) Phase one is to establish a system and a program
- 2) Phase two requires validation

- B. Two LTEs will be hired to assist with implementation and credentialing

- C. Advisory group will be established to create a credentialing body

6. ITSL Updates

- A. ITSL Position Update

- 1) Reviewed position history
- 2) Pilot program will take place this December in North Carolina
- 3) ITSL courses will be scheduled over the next few months

- B. Discussion on ITSL Position Recognition Process – Tabled for the next meeting

7. Discussion and Possible Action to Approve Edits to the SOG and SOG Appendices

- A. Discussed evaluator vs final evaluator requirements

- B. Discussed requiring three evaluations with at least one real world event, to be considered for Final Evaluator Endorsement
  - C. OEC will draft a revised SOG for consideration at the next meeting
8. COMU Training and Exercise Updates
    - A. SIMCOM scheduled for February 15-17, 2022
    - B. DARES planning in progress
  9. LTE COMU Update – Tabled for the next meeting
  10. Kenosha AAR Findings and COMU Best Practices – Tabled for the next meeting
  11. Satellite Interoperability –Tabled for the next meeting
  12. Training Forecast COML/COMT Kevin Wernet
    - A. Reviewed transition to an Integrated Preparedness Plan (IPP)
    - B. Looking at multiuser approach as to when COML and COMT trainings will take place over the next three to five years
  13. Reviewed Exercise Schedule for PTB Eligibility
    - A. No new exercises to review
  14. Meeting adjourned at 1:23 PM.

*Motion to adjourn by Lindert. Seconded by Lange. Unanimous approval.*

Respectfully Submitted,  
Ashley Bystol  
DMA/OEC