



FloridaNet Technical Committee Meeting

2/17/15

The FloridaNet Technical Committee had a meeting on February 17, 2015, online. The following members and guests participated:

| Name | Affiliation |
|---|---|
| TECHNICAL COMMITTEE | |
| Greg Holcomb, Technical Committee Chair | Lake County Public Safety |
| Rob Fortner, Region 1 | Bay County Sheriff's Office |
| Terry Nehring, Region 4 | City of Tampa |
| Rich Steiner, Region 5 | Orange County |
| Bob Finney, Region 6 | Collier EMS |
| Cindy Cast, Region 7 | Miami-Dade County |
| Norm Poe, UASI | Orlando |
| Phil Royce | SWIC |
| OTHERS | |
| Larry Gowen, FloridaNet Director | FL Department of Highway Safety & Motor Vehicles |
| Josh Mindick | Boca Raton Police Department for FPCA |
| Pam Montanari | DHS-OEC |
| Carlton Wells | FL Department of Management Services |
| Amy Serles | FL Department of Highway Safety & Motor Vehicles |
| Craig Prusansky | Palm Beach County Fire-Rescue |
| Danny Jonathan | |
| Don Nagle | L.R. Kimball Consulting |
| Elke Ursin | FL Department of Health |
| Frank Ullven | St. Petersburg Police Department |
| Ira Pyles | Hillsborough County |
| John Wilgjs, FloridaNet Ex Officio | Florida Hospital Association |
| Kevin McGeary | Mission Critical Partners |
| Tom Madden | Verizon Wireless |
| Marc Rocque | Harris Corporation |
| Mark Snyder | |
| Mary E. Buzzelli | Mission Critical Partners |
| Greg Prescott | FL Department of Management Services |
| Bill Skukowski | FL Fish and Wildlife Conservation Commission |
| Michael Sole | Florida Power & Light |
| Tammy Young | ISF |
| Wink Infinger | FL Department of Management Services |
| Brian Whaley | Motorola Solutions |
| Rich DOrazio | Collier County EMS |
| Stacy Stratton | Science Applications International Corporation (SAIC) |
| Brian Rintoul | Orange County Sheriffs Office |



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| Jonathan Franklin | Signal Communications |
| Dr. Peter Pappas, FloridaNet Ex Officio | Holmes Regional Medical Center |

Called to order at 10:30am.

The following topics were discussed:

1. Contract Vehicle Data Collection Pilot
2. Status Update on mapping tool
3. Around the table
4. Action Items

1. Contract Vehicle Data Collection Pilot

The survey was sent out and we received 22 responses through email, but once the web link was provided, there was more of a response through that rather than the email. At this time, there have been 93 responses and we have not officially closed the survey. The findings are in the attached summary. One interesting finding was that text messaging was the top mission-critical concern.

Feedback from Region 5:

Greg Holcomb commented that this was a learning lesson. It was extremely hard to get the contact list for all agencies. A request for contacts was sent out on 1/6/15. And then being anxious to get the survey out, it was sent out three days later on 1/9/15. This caused confusion for some responders receiving both emails. Regarding the contact list, we found out that no one manages that list. Originally, it was thought that Department of Emergency Management (DEM) would have that list but it was found to be outdated and/or incomplete. We then went to Region 5 of the RDSTF but they only had the public safety side and not the other side, e.g. utilities, hospitals, etc. This led to a bit of a struggle in the beginning since some contact info was out of date. The stats came in slow. In most instances 20% would mean that the survey was doing well, but overall it was frustrating since two of the counties did not respond. There were also partially completed surveys because of various reasons. So how do we engage people to take the survey? We relied on blast emails rather than individual emails. Since the emails were only linked to one individual and then those individuals forwarded them to others, then it became a problem. Once the generic web link was put into place, then it helped.

Norm Poe commented that it was a work in process and they kept actively pushing the survey since they have a pretty active Yahoo mailing list. Larry Gowen said FloridaNet could help scrub the data. We will put together a report that will likely come out later to include the entire state's results but for now Region 5 survey results have been provided to demonstrate the raw data.

Concerns over whether there was a way to validate the data as it comes in, some sort of quality control. Once we receive the data, then we can send it back over to the appropriate people to validate. We knew that we did not have the most accurate or updated information but we are hoping to feed those lists back to DEM, the Domestic Security Oversight Council (DSOC), Interoperability (I/O) chairs or



whoever will need it. We will keep it within the confines of the first responder community to ensure protection of potential public safety sensitive information.

From the contact lists and the survey, a list was generated showing the responsive, unresponsive and partially completed surveys. This list along with the survey results can be provided to the region chairs for validation and/or scrubbing of potentially duplicate or false data.

Norm suggested adding 'N/A' as an option for a response to the questions just in case there is no alternative. Also there were some questions that elicited an 'Other' response with a description so those alternatives will be incorporated into the survey. We will also add 'unknown' or 'unable to provide' as a response. All of this will help build the contact list as they pass the survey along to the person best suited to take the survey. Another option would be to send out a preliminary survey and let the receiver decide who the proper person is to take the survey or they could be instructed to say 'Respond back to ___' to allow the receiver to direct us towards the proper person.

It was suggested that we should update the survey, move to get approval from the Executive Committee to go statewide with the survey, contact the Florida Department of Law Enforcement (FDLE) regional contacts to let them know this is coming and then provide the weblink. Deshawn McCall (FDLE) can work on reaching out to the State Working Groups (SWG) and regional planners so that this could be started beforehand.

How long should we give for the survey? Suggested: 30 day window to complete, 15-day reminder/follow-up for those that have not responded to let them know the statistics and then give them a 15 day time limit to complete the survey. An alternative would be to not close it out, since there is a potential for stragglers and we might miss out on necessary data. We could still have a timeframe to complete.

So moving forward, we should get approval from the Executive Committee, then contact the State Working Groups, FDLE, etc. and present them with the survey, then gather volunteers and set up a date to distribute statewide.

Greg commented on the invitation from Norm to do a presentation for the regional Emergency Operation Centers (EOC) meeting. It was helpful since you got to see/meet all of the other responders who work emergencies that you may not consider, such as DOT. So Greg encouraged each region to reach out to their emergency managers and their monthly/quarterly meetings and get invited to present to them our mission. You might pick up some extra individuals that you normally would not consider.

We should possibly have another Technical Committee meeting prior to kick-off statewide. We need to determine when the next SWG – Executive Board (EB) meeting will be. Identify who the points of contact are for DSOC and I/O chairs and if they overlap, and then invite them to join us for our Technical Committee meeting, so we can have their input prior to moving forward. *Update: Next SWG/EB meeting is set for 4/28 – 5/1/2015 in Tallahassee.*



2. Status Update on mapping tool

Since FloridaNet is grant funded, it did not seem appropriate to set the state up with a tool that did not stick around when the funds ran out. In searching out where we were going to find money, we started looking at CASM NextGen that is an Office of Emergency Communications (OEC) tool through Department of Homeland Security (DHS). Currently, it is a Land Mobile Radio (LMR) tool that is extremely valuable and would be even more valuable if we can get Broadband and Long-Term Evolution (LTE) added to it. Director Rhodes reached out to Director Hewitt of OEC and got the blessing to move forward with this tool.

Our intent will be to develop this tool to establish Florida as a leader and build this for the nation's use. We are currently scheduling follow-up meetings with Pam Montanari (OEC) and Jeff Lilly (Lafayette Group) to discuss specifics before giving it to the Technical Committee.

There's a lot of security in this tool. A lot of people are familiar with this tool and have used it in the past but have had concerns. It's either that there is not a lot of money to update it, so people don't use it, or they are not going to use it because it's not up to date. Our suggestion would be to use State and Local Implementation Grant Program (SLIGP) funds to update it and drive data collection efforts for the state. Currently, a lot of these contact lists could be imported into CASM NextGen to further strengthen the tool. In the past, the challenge has been the difference between CASM's format and our format. Previously, it was cumbersome. But by cleaning it up and making it usable, this will be beneficial to Florida, but we will need some sensitivity moving forward.

3. Around the table

Larry selected as Ex Officio of the SWG.

FloridaNet's current mission statement is a little 'fuzzy' and Rob Fortner will offer up a new one.

Bob Finney asked about the monthly meetings that were scheduled between FloridaNet and FirstNet/NTIA. There was an initial one that happened in January but it was very programmatic. From this point on, the Technical Committee will be invited to attend the meetings. There is a meeting scheduled for following Friday (2/27).

Rich Steiner asked about the upcoming Request for Proposal (RFP) that FirstNet will release. Until they release that RFP, Florida will be in a holding pattern but we will continue our data collection efforts. We will find out more on Friday's (2/20) State's Single Point of Contact (SPOC) conference call that Larry will be attending (listening).

Terry Nehring encouraged FloridaNet to speak to the Regional Domestic Security Task Force (RDSTF) general assembly.

Phil Royce was very interested in the contact list since there is a very high turnaround in this state. Encouraged a tree level of responsibility. Liked CASM NextGen.



Greg Holcomb impressed by participation statewide and our collaborative involvement benefits the state.

On a side note, Brett Boston is no longer on the project and has since moved onto Department of Corrections (DOC) and we wish him well.

4. Action Items

- **Contract Vehicle Survey**
 - Once we receive the data, then we can send it back over to the appropriate people for validation
 - Add 'N/A' as an option for a response to the questions
 - Add new options from the questions that elicited an 'Other' response so those alternatives will be incorporated into the survey
 - Send out a preliminary survey and let the receiver decide who the proper person is to take the survey or they could be instructed to say 'Respond back to ____'

- **Survey Timeline**
 - Present to Executive Committee and ask for approval to move forward with the survey statewide
 - Contact the State Working Groups, FDLE, etc. and present them with the survey
 - Gather volunteers
 - Set up a date to distribute statewide

- **Determine when the next SWG – Executive Board (EB) meeting will be**
 - *4/28 – 5/1/2015 in Tallahassee*

- **CASM Next Gen**
 - Schedule follow-up meetings with Pam Montanari (OEC) and Jeff Lilly (Lafayette Group) to discuss specifics before giving it to the Technical Committee
 - Import contact lists into CASM NextGen to further strengthen the tool

- **Work on FloridaNet's mission statement**
 - Rob Fortner
 - Send up chain of command for approval

- **Invite Technical Committee to monthly FirstNet/NTIA meetings**

- **Start reaching out to local emergency managers to get them engaged**



- ***Previous action items:***

- *Create draft charter for Technical Committee*

Meeting adjourned at 11:13am.