

**NCC Region 43 700 MHz Planning Committee**  
**March 28, 2001**  
**Meeting Notes**

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| <b>Present:</b> | Clark Palmer, WSP<br>Brenda Hilzer, WSP<br>Gerald Farris, FEMA<br>Alan Hull, WSDOT<br>Jon Wiswell, City Of Seattle<br>Kevin Donohoe, Tacoma Fire<br>Gary Amundson, Moterola<br>Bob House, Moterola<br>Fred Radovich, Moterola<br>Kris McGowan, FCC | Denny Casto, Moterola<br>David Brush, City Of Yakima<br>Steve Leonard, Nextel<br>Allan Josue, WA EMD<br>Dean Heistand, Kitsap Co. Cencom<br>Larry Gruber, DNR<br>Bob Mizener, Pierce County<br>Spencer Bahner, SERS<br>Jay Morrison, SNO PAC |
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**Meeting was called to order at 10:04 a.m.**

**Review Of Minutes**

Brenda Hilzer, WSP, provided minutes of the last meeting. Minutes were discussed. It was brought to attention that we needed to add Steve Taylor, Ken Donohue, and Spencer Bahner to the By-law Subcommittee . Also to change the last sentence in Item 5. To read Alan Josue will send out info to By-laws committee members.

**Approval Of Minutes**

Jon Wiswell made the motion to approve the minutes with the changes. Alan Josue seconded the motion . The motion passed unanimously.

**Review of Action Items**

1. Clark Palmer as the chairperson will be applying for the NIJ grant.
2. The four new subcommittees.

**By-Law Subcommittee Report**

Jon Wiswell read the new By-laws set up by the committee and published by FCC. Modifications include:

- 1.1 Name changed to NCC Region 43 700 Mhz Planning Committee
- 2.1 Each agency needs to submit a letter naming a committee member and alternate.
- 2.1 Suspension – removal modified to 50% of meetings not attended.
- 2.1 Written Resignation is mandatory for all chair members.
- 2.1 Special Meetings must be called by the chair or vice- chair for urgent business.
- 2.1 Federal agency participation will be on a non-voting basis as defined in By-Laws.

### **Approval of By-Laws as modified**

Alan Hull made the motion to approve the By-Laws with the corrections and Dean Heistand seconded the motion. The motion passed unanimously .

### **Discussion**

Treasure to be voted at next meeting.  
2 signatures on all checks or contracts  
Do we need a WSP contract? Renburstment.  
Can the WSP act as a pass through for funds?  
Can the committee stand on its own ?

### **Sub-Committees Established with the following Conveners**

**Chair positions will be elected at the May 30, 2001 Subcommittee Meetings.**

Chairs will be reported at the May 30, 2001 1:30 p.m. meeting.

### **Miscellaneous Updates**

An Information Services Board (ISB) presentation will be given on Washington's SIEC, June 1, 2001 at the DIS forum building in Olympia, at 1:00 p.m.

### **Action Items**

Update the changes for the By-Laws .  
Roberts Rules to be purchased.  
Provide a pre-done sign up sheets.  
Treasure and Secretary to be elected at the next meeting.  
Signed letters by head of agencies for Voting Members , due at the next meeting.

### **Items for Next Meeting**

Four Subcommittees to convene morning of May 30, 2001

- Interoperability Subcommittee – Allen Josue – 8:00 a.m.
- Planning Subcommittee – Steve Talor – 9:00 a.m.
- Education/Outreach Subcommittee – Clark Palmer – 10:00 a.m.
- Technical Standards Subcommittee – Allen Hull – 11:00 a.m.

Dave Brush has a tour set up for the 911 facilities.

*\* BY-LAWS COMMITTEE*

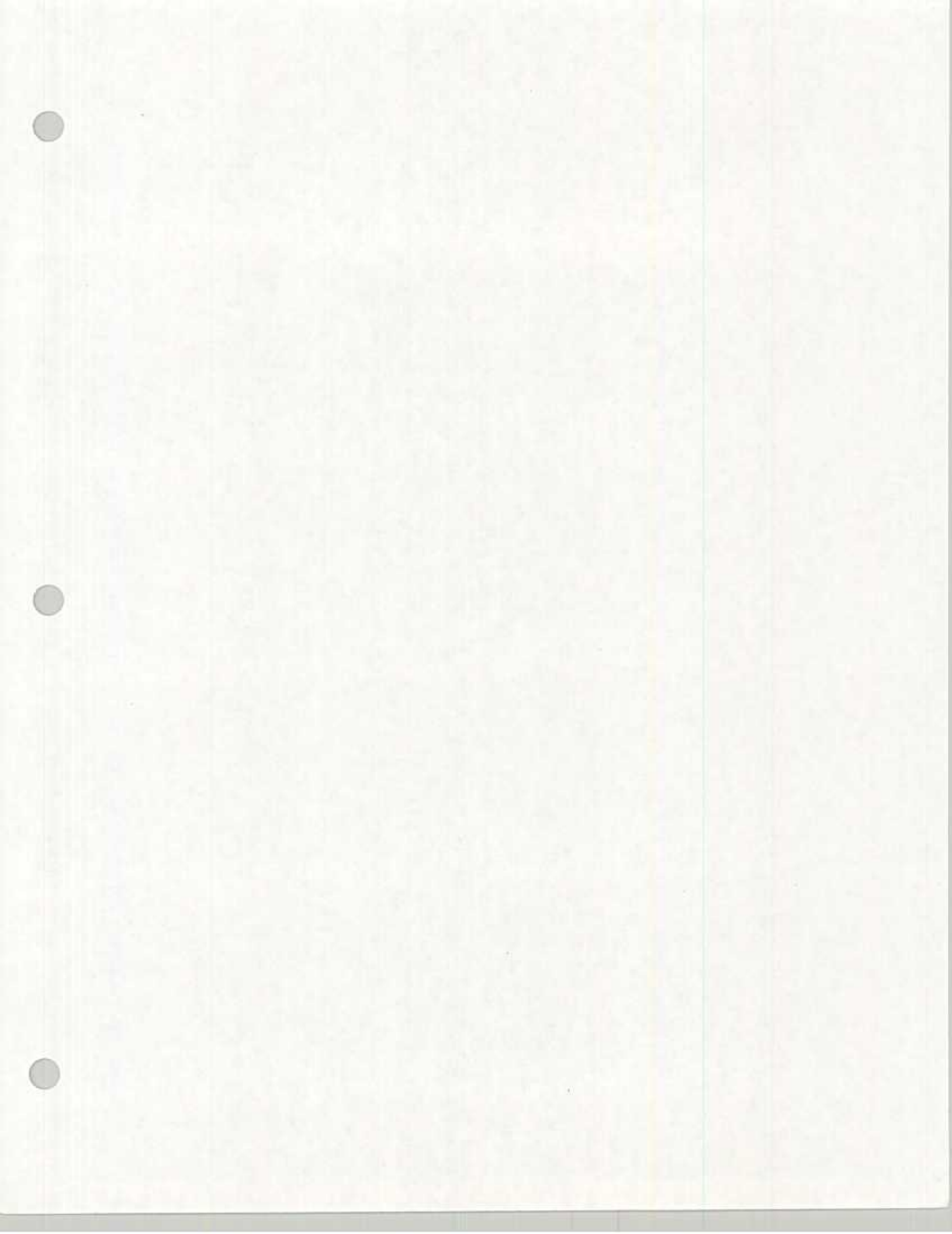
### **Good of the Order**

Email suggested hotels in the area to members. Suggestions to date are the Holiday Inn, and Double Tree.

### **Motion to Close**

Allen Hull made the motion to close the meeting and Alan Josue seconded the motion. The motion passed unanimously.

**Meeting adjourned at 11:45**



**NCC Region 43 700 MHz Planning Committee**  
**May 30, 2001**  
**Yakima Public Safety Building**  
**Meeting Notes**

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|                 |                                    |                                 |
|-----------------|------------------------------------|---------------------------------|
| <b>Present:</b> | Allen Josue, EMD                   | Jim Kelly, DNR                  |
|                 | Jon (Wiz) Wiswell, City Of Seattle | Spencer Bahner, SERS            |
|                 | Clark Palmer, WSP                  | Wayne Wantland, City of Yakima  |
|                 | Dennis Hausman, DIS                | Steve Leonard, Nextel           |
|                 | Fred Radovich, Moterola            | Dean Heistad, Kitsap CO. Cencom |
|                 | Dave Brush, City Of Yakima         | Kris McGowan, FCC               |
|                 | Gary Duncan, City of Yakima        | Bob Wentworth, City Of Spokane  |
|                 | Bruce Branlund, Moterola           | Keith Cook, Moterola            |
|                 | Allen Hull, WSDOT                  | Brenda Hilzer, WSP              |

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**Meeting was called to order at 1:15 p.m.**

**Review of Minutes**

Minutes were discussed. It was brought to our attention that the meeting location Needed to be put on the notes.

**Approval of Minutes**

Jon Wiswell made the made the motion to approve the minutes with the changes. Jim Kelly seconded the motion. The motion passed unanimously.

**Review of Action Items**

Changes made on by-laws

1. NIJ Grant?
2. New Subcommittees.
3. Vote Treasure/Secretary

**Next Meeting**

Add Canadian issues to all agendas

**Subcommittee Reports**

- ✱ **The Interoperability subcommittee started at 8:00 a.m.**  
Election of Chair: Alan Josue will chair the Interoperability subcommittee.

Members are as follows:

Jon Wiswell  
Fred Radovich  
Jim Kelly

Dennis Hausman  
Alan Hull  
Dave Brush  
Clark Palmer  
Alan Josue

**Discussion of next steps:**

5/10/02 Guidelines

Item # 6 – SEIC

-64 channels

A formal report is made in each interoperability meeting.

FCC 4<sup>th</sup> R&O

**\* Planning Subcommittee started at 9:00 a.m.**

Elected Chair: \_\_\_\_\_ ?

Members are as follows:

Dennis Hausman

Fred Radocivh

Spencer Bahner

Steve Leonard

**Discussion of next steps:**

As a very broad tool using the NPAC – 800 MHz plan and bounce it against the outline then fill in all the blanks later. The NCC guidelines & FCC reference the NCC guidelines.

700 MHz Interoperability committee does planning work.

Timeline established-

Major outline – end date.

Target goal for December 31, 2001 for the state license. State commitment to administer the Interoperability channels.

Next meeting – tentatively for the fourth week in July.

**\* Education / Outreach subcommittee started at 10:00 a.m.**

Election of Chair: Clark Palmer will chair the Education/Outreach subcommittee.

Members are as follows:

Dennis Hausman

Clark Palmer

Fred Radovich

Kris McGowan

Steve Leonard

Alan Josue

**Discussion of next steps:**

Rough draft to send out

Set up a list server

Vender community

Meeting notes and agendas posted on Internet web page with links to 700 & 800 and

Other cross links (WWDIC) (APCO)

Electronic Correspondence- guidelines- examples:

List server

RPC of adjacent states

Reach to service shop

1. Are you interested yourself

2. Customers

Next meeting scheduled tentatively for the fourth week in July.

**\* Technical Standards subcommittee meeting started at 11:00 a.m.**

Election of Chair: Co chairs –Allen Hull & Jon Wiswell

Members are as follows:

Jon Wiswell

Alan Hull

Bob House

Spencer Bahner

Bob Wentworth

Dean Heistad

Clark Palmer

Dave Brush

Steve Leonard

Gary Sulusby

**Discussion of next steps:**

NCC Interoperability Standards.

1. Relocation of translators


2. Interfacing with other technologies

3. Propagation Modes

Formulate list of things to address

Review guidelines of the NCC

Review documentation



Build list by the next meeting.

Each member bring a list of items to address in the technical meeting.

Assign tasks based on supplied lists.

**Suggestions on how to attack issues.**

FCC to bring list of all broadcasts channels.

Email topics or headings to get set up for future meetings.

Action Items:

NCC – Web Address

WTCT

Next meeting –tentatively for the fourth week of July.

**Misc. Updates of Interoperability**

ISB presentation meeting changed to June 12, 2001

Agency letter naming Committee member and alternate.

**Next Meeting:**

Wenatchee – tentatively scheduled for the fourth week of July.

Information will be forth coming on times and rooms at the APCO conference center.

**Good of the Order**

Thank you to Dave Brush and the Yakima Public Safety Building for providing

A meeting room, 911 tour, and refreshments for the May 30, 2001 meeting.

**Meeting adjourned at 1:47 p.m.**