

MINUTES
NCC Region 43 Regional Planning Committee
February 20, 2002
1000 to 1040
Conference Call Meeting at 206-205-1111

1. Roll Call and Introductions

The meeting was called to order at 1005 by Chairperson Kevin Kearns.
The following individuals participated in the call:

- Kevin Kearns – King County
- Dennis Hausman – Washington State DIS
- Alan Josue – Washington State Emergency Management
- Bob Wentworth – City of Spokane
- Hai Phung – King County
- Alan Hull – Washington State DOT
- Julie Chen – Port of Seattle
- Emery Washington – SatCom Systems

2. Approval of Minutes of October 30, 2001 and January 30, 2002

Due to the limited participation in the call, formal approval of the minutes was deferred to our meeting on March 27th.

3. Information Updates – Kevin Kearns

- **January 31/February 1 NCC Meetings in Washington DC**

<http://www.fcc.gov/realaudio/#jan31>

The FCC did a streaming video webcast of the NCC meetings. Archives of these will be available for a limited time on the FCC web site for anyone who wants to review what transpired at the meeting.

- **Web Site** www.region43.org

The Region 43 web site is up and operational. There are still some refinements being done by the development staff so for now this URL redirects to a development server in King County. Once the site is stabilized it will be moved to its own server. Please take a look at the site and provide Kevin Kearns with any suggested changes.

- **Listserver**

Work is still underway to get listserver functionality up and running that is closely linked with the web site. It looks like this will be successful in the next couple of weeks, but if it isn't, Kevin will be establishing a list on Yahoo.

- **NPSTC Financial Support**

It has been confirmed that we did not apply for our \$2,500 of planning support from the National Public Safety Telecommunications Council (NPSTC). Application has now been made and even though the deadline has passed, we believe we will be able to secure this funding. Attachment 1 describes what this funding can be used for.

4. Work Program for 2002 – Kevin Kearns

The proposed work program for 2002 was discussed and no modifications were offered, so this will be the work program for 2002.

- March 27th meeting (Westside) - Debate and discussion on a straw-horse document
- May 29th meeting (Eastside) - Approval of a final draft for vetting among eligible entities in the Region
- July 31st meeting (Westside) - Debate and work out final edits based on input from Region-wide comments
- September 25th meeting (Eastside) - Vote out a final document to send to the FCC for approval
- November 20th meeting (Westside) – Celebrate FCC approval of our plan (or further work on issues they reject)

5. Education/Outreach Committee – Kevin Kearns

- **Identification of a Chair**
- **Discussion of a work program**

Alan Josue was the only person originally identified as a participant in this Committee on today's call. It was not clear if Clark Palmer was still interested in Chairing this work, so further discussion of leadership for this Committee and its work program was deferred to the March 27th meeting.

6. Drafting Committee Update – Spencer Bahner

Spencer Bahner was not on the call so there was no update on any progress in getting a draft plan developed. All members are encouraged to review the draft outlines from the NCC and the plans we've obtained from other Regions and feed ideas to Spencer. Every attempt will be made to have a straw-horse document circulated in advance of the March 27th meeting.

7. Other Items/Good of the Order

The Chair noted that so far only the following letters are on file designating formal membership on the Committee:

- Walt Pierce – Snohomish County PUD
- Spencer Bahner – Snohomish County Emergency Radio System
- Jon (Wiz) Wiswell – City of Seattle
- Kevin Donohoe – Tacoma Fire Department
- Guy Cranor – Office of State Procurement
- Hai Phung – King County Metro
- Kevin Kearns – King County ITS

Everyone is encouraged to get letter submitted so we build our formal membership roster.

8. Adjourn

The meeting was Adjourned at 1040.

ATTACHMENT 1



The Regional Planning Committee Support Funding Program is being made available by the National Institute of Justice AGILE Program to promote the efforts of Regional Planning Committees convened to plan for the use of the newly allocated 700 MHz public safety spectrum. Funds are distributed through the National Public Safety Telecommunications Council (NPSTC) Support Office as hosted by the University of Denver.

Requests for funding must be initiated by the designated regional convener or by the established 700 MHz RPC chairperson. In order to obtain funding, each region must identify a single public safety host organization that agrees to take fiduciary responsibility for the proper allocation of the awarded funds through a simplified accountability process based on a standardized form for financial summary reporting.

The maximum funding available to any Regional Planning Committee under the 2001 support funding program is **\$2500.00**. This funding may be requested on a **one-time basis** as either a preliminary funding of anticipated expenses with the responsibility of annual financial summary reporting specifying each area of expenditure (until all such funds are depleted); or, as reimbursement funding for authorized, documented expenses incurred by the Regional Planning Committee during a period prior to the request but **NOT before January 1, 2000**. Copies of expense receipts are required to be submitted with the financial summary reports.

GUIDELINES FOR AUTHORIZED EXPEDITURE

START UP COSTS FOR REGIONAL PLANNING

(Suggested fund allotment: *\$300.00*)

- Funding to advertise the first meeting and inform the various services. (This would require a concise write up outlining the new spectrum and the process of regional planning.)
- Publication of this material in the state or regional publications of the police, fire, EMS and city and county government associations at least one month prior to the meeting date.

REGIONAL PLAN PREPARATION AND DISTRIBUTION

(Suggested fund allotment: *\$1400.00*)

- Funding for plan preparation. (This could be used to compensate a lead agency for personnel time spent on the project, or to pay professional writers to prepare the Plan.)
- Funding to print and distribute the Plan to a limited number of agencies. (Placement of the Plan on appropriate web pages for public access, review and comment is strongly encouraged.)
- Funding to provide a published telephone number for the Regional chairperson or a designated contact representative for at least one year.
- Miscellaneous administrative costs associated with the business of the Regional Planning Committee. (This may include office supplies, postage, travel, mileage, lodging, or other professional services.)

REGIONAL DATA BASE TRAINING

(Suggested fund allotment: *\$800.00*)

The proposed NPSTC Computer Assisted Pre-coordination Resource and Database (CAPRAD) system will greatly facilitate regional coordination and the development of uniform plans. Adequate training must be given to a few selected individuals in each region to ensure the success of this program. Ideally this would occur in an actual live session, but cost may make this prohibitive. At a minimum, one individual from each Region must be charged with

the responsibility of managing the regional database, of preparing the material for data entry, and forwarding it in a timely fashion to the hub of the system .

The NPSTC Support Office will provide numerous training sessions for the use of the new CAPRAD system during late 2001 as the system comes on-line. These funds could be considered for:

- Travel to the location of scheduled training
- Per Diem and expenses related to attending scheduled training
- Costs incurred to **host** a training session

PROHIBITED USE OF FUNDS

The use of funds obtained through this support funding program is subject to review at any time. Certain uses of these funds are prohibited and include but are not necessarily limited to those listed below.

Funds may **NOT** be used for:

- **The purchase of alcohol, alcoholic beverages, tobacco, tobacco products, or any illegal substance**
- **The purchase or acquisition of equipment (includes computers, electronics, furniture or other office equipment)**
- **Salaries or compensation for hours worked by committee members (except as noted in the plan preparation section)**
- **Lobbying efforts**

INSTRUCTIONS

- Complete the top portion of RPCSFP: Form A. If the form was obtained electronically, please print the form.
- Select one of the options for requesting funding. Select either **OPTION 1 PRELIMINARY FUNDING** **or** **OPTION 2 REIMBURSEMENT FUNDING**.
- Sign the form next to the option you chose.
- If you chose **OPTION 1 PRELIMINARY FUNDING**, send the Form A containing the original signature to the address shown below. (Complete RPCSFP: Form B, Financial Summary Report, indicating itemized expenditures. Mark the Form B as [**X**] **Annual Report** and submit when funds are depleted or annually as required. Attach receipts corresponding to expenditures.)
- If you chose **OPTION 2 REIMBURSEMENT FUNDING**, send the Form A containing the original signature along with a completed and signed RPCSFP: Form B, Financial Summary Report, showing all claimed, itemized expenditures. Mark the Form B as [**X**] **Reimbursement Report** and attach receipts corresponding to the expenditures.

Send Regional Planning Committee Support Funding Program (RPCSFP) Forms to:

National Law Enforcement and Corrections Technology Center
2050 East Iliff Avenue, Denver CO 80208
ATTN: David L. Funk (RPCSFP)