

# STATEWIDE INTEROPERABILITY GOVERNING BODY

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## CHARTER



January 2010

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## **Section 1: INTRODUCTION**

The Statewide Interoperability Governing Body (SIGB) is committed to cooperatively addressing the challenge of communications interoperability. This document describes the purpose, authority, outcomes, scope, operating principles, membership and management by which the Statewide Interoperability Governing Body (SIGB) will achieve success.

## **Section 2: PURPOSE**

This board exists to address the challenges facing interdisciplinary communications across multiple jurisdictions. It was established to create a centralized interoperable communications planning and implementation capacity for Oklahoma. The board's goals are encompassed in the Vision and Mission defined in the Statewide Communications Interoperability Plan (SCIP):

### **Vision**

- All public safety entities in the state of Oklahoma will possess the knowledge, resources and technology to seamlessly communicate as authorized through voice and data, on demand and in real-time, during day-to-day operations and public safety events. This operating environment would ensure the effectiveness of response capabilities to mitigate potential damage to life and property that could occur from the inability to properly communicate.

### **Mission**

- To support the highest level of communications interoperability for all public safety entities throughout the state of Oklahoma by fostering an effective organizational structure to oversee that proper planning, training and resources are provided to responders at all levels.

It is necessary for public safety organizations to communicate or share critical voice or data information with other jurisdictions in day-to-day operations, natural disasters, emergency response scenarios and terrorist incidents. Failure to accomplish the mission in each situation can result in the loss of lives and property.

This board exists to establish a partnership among local, county, tribal, state, federal and non-governmental organizations (NGO) in order to enhance communications interoperability capabilities.

This board provides a forum for each public safety entity to discuss related public safety communications initiatives that may or may not impact the work of this board. This helps ensure individual projects have an opportunity to align with the Statewide Communications Interoperability Plan (SCIP).

### **Section 3: AUTHORITY**

- A. This board has been tasked with evaluating the state of both current and emerging communications interoperability in the state of Oklahoma, creating a plan for statewide communications interoperability, overseeing implementation of the plan and developing appropriate policies, procedures and guidelines.
- B. All policies, plans and projects will be submitted to and approved by the Oklahoma Office of Homeland Security (OKOHS) as the State Administering Agency (SAA).
- C. Pursuant to Executive Order 2007-42, the Director of the Oklahoma Office of Homeland Security selected the initial membership for this group based on recommendations from local, county, state, tribal, federal and non-governmental organizations (NGO). Although the individuals may come from one particular discipline within a jurisdiction or region, they will represent the overall interests of all disciplines in the jurisdiction or region while serving on the board.

### **Section 4: OUTCOMES**

The desired outcomes that the board will accomplish are listed below:

- A. Conduct an assessment to better understand the current baseline of communications interoperability in the state of Oklahoma.
- B. Develop a working group to identify and recommend future technologies that will enhance the communications interoperability capability in the state of Oklahoma.
- C. This board will work to identify sources of funding allotted through cross-discipline and cross-jurisdictional coordination.
- D. Recommend a Statewide Communications Interoperability Strategy.
- E. Coordinate implementation of the Statewide Communications Interoperability Plan (SCIP).
- F. Recommend statewide Standard Operating Procedures (SOPs) based on the results of the Kimball Consulting Local Asset Inventory and other assessments that may be conducted.
- G. Implement After Action Reports across the state of Oklahoma to incorporate best practices.

- H. Recommend statewide best practices, policies, procedures and protocols for communications interoperability and incorporate them into existing regional interoperability agreements.
- I. Recommend the training of key communications personnel—especially dispatchers and dispatch center supervisors as well as technical communications support staff.
- J. Coordinate training and exercise opportunities around communications interoperability and ensure they are available to all necessary and authorized public safety practitioners.

## **Section 5: SCOPE**

### **A. Inclusion**

The board will initially focus on first response entities and associated support groups and incorporate additional disciplines in future phases.

### **B. Function**

This board will address the technological and operational components of communications interoperability. Technical means equipment standards and maintenance. Operational means authorization, standard operating procedures, Incident Command and training and exercises.

### **C. Communications Type**

This board will focus on voice communications interoperability in the short term, with the expectation that data will be addressed in the foreseeable future.

### **D. Usage**

This board has identified four distinct levels of interoperability to address:

- Day-to-Day—Routine within a jurisdiction (interdisciplinary)
- Day-to-Day—Routine inter-jurisdictional (mutual aid)
- Unplanned Critical Incident (interdisciplinary/inter-jurisdictional)
- Planned Event (interdisciplinary/inter-jurisdictional)

## **Section 6: OPERATING PRINCIPLES**

- A. Consider each jurisdiction's or region's unique needs—recognize and respect them, and attempt to address them if they negatively impact regional and statewide communications interoperability capabilities.

- B. Think interdisciplinary.
- C. Use a phased approach. Do not attempt to solve all problems at once.
- D. Ensure all strategic initiatives fit within the desired future goals and strategy.
- E. Identify matters within the board's control, and apply resources toward those matters rather than areas that are not within the board's control.
- F. Coordinate a statewide strategy with the other statewide interoperability strategies.
- G. Strive to achieve a balance between infrastructure and subscriber unit needs.
- H. Distribute the responsibility of managing communications interoperability so that it does not rest on any one individual, agency or technology.
- I. Ensure the state of Oklahoma takes on a collaborative approach in dealing with the issue.
- J. Stay aligned with other statewide systems.
- K. Avoid acronyms and codes to eliminate confusion or misunderstanding.
- L. Speak with one voice when reporting externally. Follow the newsletter and meeting minutes.
- M. Do not lose the sense of urgency that the Oklahoma City bombing (Alfred P. Murrah Federal Building bombing), natural disasters and the September 11<sup>th</sup> terrorist attacks brought to this issue.
- N. Keep the issue of communications interoperability in front of policy makers as they are elected and administrations change.
- O. Though both voice and data interoperability are within the scope of the board, work toward achieving voice interoperability solutions across disparate systems in the short term (2-3 years out).
- P. Consider security concerns during the planning of future communications solutions.

## **Section 7: MEMBERSHIP**

- A. The following disciplines will represent this board as voting members:

- Law Enforcement\*
- Fire Service (including volunteer fire service)\*
- Emergency Medical Service (EMS)
- Emergency Management\*
- State of Oklahoma
- Federal Agency
- Oklahoma Wireless Information Network (OKWIN) Project Manager
- Oklahoma Wireless Information Network (OKWIN) Owner\*
- Harris (M/A-Com) Owner
- Federally Recognized Tribe\*\*
- Department of Health
- Military
- OKOHS Region 1
- OKOHS Region 2
- OKOHS Region 3
- OKOHS Region 4
- OKOHS Region 5
- Central Oklahoma Urban Area Security Initiative (COUASI)
- Tulsa Urban Area Security Initiative
- Oklahoma Department of Transportation (ODOT)

\*Both state and local jurisdictions will represent these disciplines. (Law enforcement will include a representative from the county level in addition to local and state representatives.)

\*\*Tribal representation will include more than one discipline.

B. The following disciplines will represent this board as non-voting members:

- Statewide IOC Planning Coordinator
- Non-governmental organization (NGO)
- Utilities

C. To the extent possible, the following jurisdictional levels will be reflected on this board:

- Local
- County
- Tribal
- State
- Federal
- Non-governmental organization (NGO)

D. Voting members are to be responsible for representing their jurisdiction or region. If a voting member is unable to attend a board meeting, a named alternate voting member from that

jurisdiction or region may be appointed for that meeting. The voting member must notify the Oklahoma Office of Homeland Security (OKOHS) prior to the meeting that an alternate has been designated to represent him/her at the meeting, and an official letter designating the alternate must also be on file with the Oklahoma Office of Homeland Security (OKOHS). Without such prior notification, the alternate will not count when determining if a quorum has been established or be allowed to participate in votes during the meeting.

- E. After two consecutive absences, the jurisdiction or region of the represented board member will be notified by the Oklahoma Office of Homeland Security (OKOHS) on behalf of the Statewide Interoperability Governing Body (SIGB) to recommend another representative to be appointed by the Oklahoma Office of Homeland Security (OKOHS) Director.
- F. Attendance via teleconference will be permitted.
- G. Advisory members are part of the board by virtue of their position and ensure that all disciplines are represented on the board. These members are required to attend all board meetings and provide feedback to the voting members for decision-making purposes. However, they will not vote. Additionally, a number of regional and state agencies provide advisory members to represent the views of their organization and provide coordination for implementing aspects of the Statewide Communications Interoperability Plan (SCIP).
- H. The board may add ad hoc members as necessary. These members may come from local (including surrounding jurisdictions), regional, state, tribal or Federal public safety agencies or planning organizations. They may sit on the board on a temporary basis as needed.

## **Section 8: DECISION MAKING**

- A. Board Decision Making Process
  - Each jurisdiction or region has one vote to be cast by its voting member. If the voting member is unable to attend, the alternate voting member will cast the vote for the jurisdiction or region.
  - Votes submitted electronically will be counted.
  - Simple majority rules. All decisions and recommendations approved by a simple majority will be considered a decision or recommendations of the board when presented to the Oklahoma Office of Homeland Security (OKOHS) for consideration. As much as possible, the majority opinion will be reflected. Board members are free to express to their authorizing body or office how they voted/stood on the position.



- This Charter shall be adopted upon approval of fifty (50) percent plus one (1) of voting members.
  - A two-thirds majority vote is required for charter amendments.
- B. Decisions and recommendations of the board will be reported to the Oklahoma Office of Homeland Security (OKOHS), as the State Administering Agency (SAA).
- C. This board will report status, actions and recommendations to a larger audience through following a communications plan developed in partnership with the Oklahoma Office of Homeland Security (OKOHS). This communications plan will be developed independent of this charter.

## **Section 9: LOGISTICS**

- A. Board meetings will take place the second Thursday of January, April, July, and October at 9:30 a.m. and as needed.
- B. The board will meet at facilities designated by the Oklahoma Office of Homeland Security (OKOHS).