

CHARTER

ESTABLISHING THE STATEWIDE INTEROPERABILITY EXECUTIVE COMMITTEE

1. Introduction

The Kansas Statewide Interoperability Executive Committee 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 Kansas Statewide Interoperability Executive Committee will achieve success.

This committee 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 Kansas.

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 committee exists to establish a partnership among public safety agencies in order to enhance communications interoperability capabilities.

This committee provides a forum for each agency to discuss related public safety communications initiatives that may or may not impact the work of this committee. This helps ensure individual projects have an opportunity to align with the statewide plan.

2. Authority

A. This committee has the authority to evaluate the state of both current and future communications interoperability issues within the State of Kansas, create a plan for statewide communications interoperability, oversee implementation of the plan, and develop appropriate policies, procedures, and guidelines.

B. All policies, plans, and projects will be submitted to and approved by the Commission on Emergency Planning and Response.

C. This committee can make recommendations to help direct the use of Public Safety Interoperable Communications, Homeland Security, or other federal and state grant funds earmarked for capital improvements and operational upgrades to improve statewide public safety communications and interoperability.

D. This committee should identify additional sources of funding allotted through cross-discipline and cross-jurisdictional coordination.

E. The members of the committee were selected by agency or organizational leaders and have been given the authority to represent the views of their agency or organization. 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 committee.

3. Outcomes

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

- A. Conduct an assessment to better understand the current baseline of communications interoperability in the State of Kansas.
- B. Task a working group to identify and recommend future technologies that will enhance the communications interoperability capability within the State of Kansas.
- C. Create a Statewide Communications Interoperability Plan.
- D. Manage implementation of the Communications Interoperability Plan.
- E. Create Statewide best practices, policies, procedures, and protocols for communications interoperability.
- F. Ensure the training of key communications personnel.
- G. Ensure training opportunities around communications interoperability are available to all necessary and authorized public safety practitioners.

4. Government

The committee will:

- A. Work toward identifying initiatives that improve statewide public safety communications interoperability while understanding that there is the possibility that a statewide initiative could improve the statewide response.
- B. Work with federal and state agencies to prevent duplication of effort. This includes coordination of procurement decisions.
- C. Use its relationship with the Commission on Emergency Planning and Response to educate public officials to increase awareness and ensure the success of communications interoperability initiatives.

5. Inclusion

The committee will initially focus on public safety and incorporate additional disciplines in future phases.

6. Function

This committee will address the technical and operational components of communications interoperability. Technical means equipment procurement and maintenance. Operational means authorization, SOPs, Incident Command, training.

7. Communications Type

This committee will address voice and data communications interoperability.

8. Usage

This committee 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 Major Event (interdisciplinary/inter-jurisdictional)
- A. Consider the unique need of each agency, recognize and respect them, and attempt to address them if they negatively impact statewide communications interoperability capabilities.
 - B. Think interdisciplinary.

- C. Use a phased approach. Do not attempt to solve all the problems at once.
- D. Ensure all strategic initiatives fit within the desired future goals and strategy.
- E. Identify matters within the committee's control, and apply resources toward those matters rather than areas that are not within the committee's control.
- F. Ensure the state takes on a collaborative approach in dealing with the issue.
- G. Avoid acronyms and codes to eliminate confusion or misunderstanding.
- H. Speak with one voice when reporting externally.
- I. Keep the issue of communications interoperability in front of politicians as they are elected and administrations change.
- J. Though both voice and data interoperability are within the scope of the committee, work toward achieving voice interoperability solutions across disparate systems in the short term (2-3 years out).
- K. Consider security concerns during the planning of future communications solutions.

9. Membership

- A. The Statewide Interoperability Executive Committee shall be of open-ended term and be comprised of an agency head, secretary, or person with that authority from each of the following agencies or organizations:
 - 1. Kansas Adjutant General
 - 2. Kansas Highway Patrol
 - 3. Kansas Department of Transportation
 - 4. Kansas Sheriff's Association
 - 5. Kansas Association of Chiefs of Police
 - 6. Kansas State Association of Fire Chiefs
 - 7. Kansas Emergency Management Association
 - 8. Kansas Emergency Medical Services Association
 - 9. Kansas Chapter of Association of Public Safety Communications Officials
- B. Voting members are to be responsible for representing their agency or discipline. If a voting member is unable to attend a committee meeting, an alternate voting member from that agency or discipline may be appointed for that meeting. The voting member must notify the committee chair prior to the meeting that an alternate has been designated to represent him/her at the meeting. Without such prior notification, the alternate will not count when determining if a quorum has been established, or be allowed to participate in any voting process during the meeting.
- C. Advisory members are part of the committee by virtue of their position and ensure that all disciplines are represented in the committee. These members are required to attend all committee 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 plan.
- D. The committee 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 committee on a temporary basis as needed.
- E. The Chairperson will be selected annually by the members.
- F. The Vice-Chairperson shall be designated by the Chairperson.

10. Decision making

- A. Each member has one vote to cast.
- B. If the voting member is unable to attend, the alternate voting member will cast the vote for the voting member.
- C. Simple majority rules. All decisions and recommendations approved by a simple majority will be considered a decision or recommendation of the committee when presented to the Commission on Emergency Planning and Response for consideration. As much as possible, the majority opinion will be reflected.
- D. A two-thirds majority vote is required for charter amendments.
- E. Quorum will be met when 5 out of the 9 voting members (or their designated alternates) are present. If a sufficient quorum is not achieved, votes will be tabled.
- F. Decisions and recommendations of the committee will be reported to the Commission on Emergency Planning and Response through the committee chair.

11. Meeting frequency

- A. The committee will initially meet as necessary in order to establish a statewide communications interoperability plan. Once the plan is completed and approved, this committee will meet as needed to implement the initiatives set forth in the plan.
- B. The committee will meet at times and in locations that balance the need for time management and inclusion of members throughout the state.