



Oregon State Interoperability Executive Council Charter Document

Adopted July 1, 2003 | Updated May 13, 2014

Mission Statement

The mission of the Oregon State Interoperability Executive Council (SIEC) is to develop recommendations for policy and guidelines, identify technology and standards, and coordinate intergovernmental resources to facilitate statewide public safety communications interoperability.¹

Goals

- Create a common understanding of communications interoperability throughout Oregon.
- Adopt common language, coordinated protocols and related standards statewide.
- Integrate existing and future interoperable communications systems.
- Identify, develop, and recommend standards for interoperable communications systems.

Objectives

- Provide leadership through the SIEC-member structure that supports interoperability and obtain the consensus of the public safety community.
- Develop standards to promote compatible design and development of public safety communications infrastructures and recommend changes in existing public safety infrastructures that are necessary or appropriate for implementation of the interoperability plan.
- Align strategic and operational public safety communications planning to include state agencies as part of regional planning, not as a separate entity.
- Focus on best business practices used by all public safety entities to enhance Oregon's interoperability capabilities.
- Enable the use of state or regional systems to improve interoperability.
- Treat public safety communications systems as a shared resource utilizing a system of systems approach. Identify, develop and promote model agreements (e.g. Intergovernmental Agreements) to be made available to participating agencies.
- Set the scope and define policy for future development of the Oregon State Radio Network.
- May act as a mediator in interoperability disputes.
- Develop an inventory of statewide interoperability requirements through a statewide Tactical Interoperable Communications Plan (TICP).
- Work with existing public safety radio system operators and user groups (e.g. amateur radio emergency services) within the state to promote collaboration on standards, spectrum planning, and technology pilots.
- Support the development and implementation of the 700 MHz Plan for Oregon.
- Pursue coordination with adjacent states and agencies at all levels of government.

¹ The Oregon SIEC adopts the following definition of interoperability from SAFECOM: "Wireless communications interoperability specifically refers to the ability of emergency response officials to share information via voice and data signals on demand, in real time, when needed, and as authorized."

- Monitor and identify funding opportunities at the local, state, federal, and tribal levels (e.g. Department of Homeland Security first responder grant initiatives).
- Research and promote potential public-private partnerships.

Stakeholder, Customers and Beneficiaries

- Governor and Legislative Assembly
- Citizens of Oregon
- SIEC Membership and Committees
- Public Safety and Public Health communities at federal, tribal, state and local levels of Government entities that provide support to the public safety community
- Private entities and vendors that provide support to the public safety community

Success Indicators

- Stakeholders and beneficiaries are aware of the SIEC's purpose and strategic plan;
- Consensus on issues of interoperability is achieved;
- Oregon meets or exceeds requirements from the National Emergency Communications Plan (NECP);
- SIEC becomes a leader, standard setter and statewide resource;
- There is measurable improvement in interoperability and sustainability of critical communications infrastructure, as measured by outcomes in the yearly SCIP Implementation Report;
- Oregon receives funding for a statewide wireless public safety communications system;
- Oregon establishes a statewide public safety communications network for mission critical voice and data and mission support services;
- Oregon completes planning, outreach, and data collection activities required for the successful implementation of the Nationwide Public Safety Broadband Network throughout Oregon;
- Oregon demonstrates successful operation of the statewide public safety radio backbone; and
- The Oregon Legislature adopts a governance structure for the State Radio Network.

Feedback Plan

- Public meetings
- Regular reports to stakeholders on progress
- Periodic solicitation of stakeholder input
- Reports to Governor and the Oregon Legislature
- Email for communications within the SIEC
- Website updates

Issues Statement

- Oregon lacks capability, capacity and infrastructure for public safety officials to communicate with one another seamlessly throughout the state.
- Oregon public safety and first responder community must prepare itself for the Nationwide Public Safety Broadband Network.

Scope and Priority

- Planning, deployment and use of the Nationwide Public Safety Broadband Network
- State of Oregon interoperability
- Coordination with adjacent states and entities as appropriate

Duties of the Council

The State Interoperability Executive Council (created under ORS 403.450) shall:

- (1) Develop, annually update and monitor implementation of the Oregon Statewide Communication Interoperability Plan, the goal of which is to achieve statewide interoperability of public safety communications systems. As part of the executive council's duties under this subsection, the executive council shall:
 - (a) Recommend strategies to improve public safety communications interoperability among state, local, tribal and federal public safety agencies;
 - (b) Develop standards to promote consistent design and development of public safety communications infrastructures and recommend changes in existing public safety infrastructures that are necessary or appropriate for implementation of the interoperability plan;
 - (c) Identify immediate short-term technical and policy solutions to tie existing public safety communications infrastructures together into an interoperable communications system;
 - (d) Develop long-term technological and policy recommendations to establish a statewide public safety communications system to improve emergency response and day-to-day public safety operations; and
 - (e) Develop recommendations for legislation and for the development of state and local policies that promote public safety communications interoperability in Oregon.
- (2) Recommend to the Governor, for inclusion in the Governor's recommended budget, investments by the State of Oregon in public safety communications systems.
- (3) Coordinate state, local and, as appropriate, tribal and federal activities related to obtaining federal grants for support of interoperability and request technical assistance related to interoperability.
- (4) Conduct and submit an annual update of the interoperability plan to the United State Department of Homeland Security, Office of Emergency Communications, aligning the update with standards established in the National Emergency Communications Plan and by the federal office.
- (5) Coordinate statewide interoperability activities among state, local, and as appropriate, tribal and federal agencies.
- (6) Advise the Governor and the Legislative Assembly on implementation of the interoperability plan.
- (7) Serve as the Governor's Public Safety Broadband Advisory Group.
- (8) Report to the Joint Committee on Ways and Means, or to the Joint Interim Committee on Ways and Means, on or before February 1 of each odd-numbered year on the development of the interoperability plan and the executive council's other activities.
- (9) Adopt rules necessary to carry out its duties and powers.

Procedures and Meeting Frequency

- Meet in accordance with Oregon Public Meeting Laws (ORS 192.610).
- Meet quarterly in a central location or at the Chair's discretion.
- Meeting notices will be sent to Council members and posted on the SIEC website.
- Agendas and minutes will be forwarded in advance.
- Meetings will be conducted using Roberts Rules of Order as a guideline.
- Attendance will be logged.
- SIEC members will provide staff services to the Council.
- Upon request, teleconference capabilities will be established for regular meetings.
- The Governor will appoint the Chair.
- The Council may elect a Vice Chair from among the Council members to carry out the Chair's duties in his/her absence.
- Council members are appointed by the Governor in accordance with Oregon Revised Statutes.
- When appropriate, the SIEC will go into executive session per ORS 192.660.

Decision Making Process

- Votes can be cast only by appointed members.
- SIEC quorum will consist of fifty percent plus one of the total appointed members.
- Motions will be carried by majority vote of those present.
- The Executive Committee, consisting of the SIEC Chair, Vice Chair and SIEC committee chairs, is authorized to perform all functions and do all acts, between meetings, which the SIEC might do during regular meetings, except for amendment of this Charter or the SIEC Strategic Plan. This committee has the power to convene or poll itself by majority vote in order to deal with time sensitive issues. During such interim period, its decision shall be final in matters determined "reasonable and proper."
- Any decision made by the Executive committee must be consistent with the formally adopted mission and be ratified at the next full SIEC meeting.

Decision Ratifying Body

- The Statewide Interoperability Executive Council

Limitations

- Refer to State Interoperability Executive Council ORS 403.450.

How Decisions are Communicated

- Meeting minutes; SIEC listserv; SIEC website
- SIEC meetings
- Formal resolutions and recommendations

Council Membership

In accordance with ORS 403.450, membership shall include:

- (1) The State Interoperability Executive Council is created under the Oregon Department of Administrative Services to be the statewide interoperability governing body serving as the primary steering group for the Oregon Statewide Communication Interoperability Plan. The membership of the council shall consist of:
 - (a) Two members of the Legislative Assembly, as follows:
 - (A) The President of the Senate shall appoint one member from the Senate with an interest in public safety communications infrastructure; and
 - (B) The Speaker of House of Representatives shall appoint one member from the House of Representatives with an interest in public safety and emergency communications infrastructure.
 - (b) The following members appointed by the Governor:
 - (A) One member from the Department of State Police;
 - (B) One member from the Office of Emergency Management;
 - (C) One member from the State Forestry Department;
 - (D) One member from the Department of Corrections;
 - (E) One member from the Department of Transportation;
 - (F) One member from the Oregon Department of Administrative Services;
 - (G) One member from the Oregon Health Authority;
 - (H) One member from the Oregon Military Department;
 - (I) One member from the Department of Public Safety Standards and Training;
 - (J) One member from the Oregon Broadband Advisory Council;
 - (K) One member of an Indian tribe as defined in ORS 97.740 or a designee of an Indian tribe; and
 - (L) One member of the public.
 - (c) The following members appointed by the Governor with the concurrence of the President of the Senate and the Speaker of the House of Representatives:
 - (A) One member from the Oregon Fire Chiefs Association;
 - (B) One member from the Oregon Association of Chiefs of Police;
 - (C) One member from the Oregon State Sheriffs' Association
 - (D) One member from the Association of Oregon Counties;
 - (E) One member from the League of Oregon Cities;
 - (F) One member from the Special Districts Association of Oregon;
 - (G) One member who is an information technology officer of an Oregon city;
 - (H) One member who is an information technology officer of an Oregon county;
 - (I) One member who represents a nonprofit professional organization interested in the enhancement of public safety communications systems; and
 - (J) One member of the public who works or resides in Federal Communications Commission Region 35.

Appointments and/or re-appointments of members will be for staggered terms, per ORS 401.871. Members of the Legislative Assembly appointed to the council are non-voting members and may act in an advisory capacity only.

Annual Review Schedule/Sustaining Plan

- The Strategic Planning Committee will review both the Charter and Strategic Plan annually to identify progress and make necessary updates. That review will be presented as a report to the SIEC at its last quarterly meeting.