

State Interoperability Executive Committee Staff Advisory Working Group Charter

1. Background

The State Interoperability Executive Committee (SIEC) was set forth in [RCW 43.105.331](#). The SIEC shall develop policies and make recommendations to the Office of the Chief Information Officer (OCIO) regarding technical standards for state wireless radio communication systems including emergency communications systems as prescribed in state law. By way of this Charter, the SIEC shall establish a Staff Advisory Working Group (SAW) in order to ensure adequate and appropriate review, input, consultation, and technical assurances for SIEC recommendations and decisions.

2. Authority

The SAW operates as a technical working group of the SIEC as allowed in the SIEC Bylaws. SIEC Bylaws state that the SIEC may establish technical working groups and define the scope, purpose, tenure, and membership of each working group.

3. Purpose

The SAW shall make recommendations on pending requests, decisions, or actions before the SIEC upon the request of an affected entity or at the direction of the SIEC. The SAW shall review and assess the intended and unintended impact of pending requests, decisions, or actions before the SIEC and report those findings to the SIEC. The SAW may also consider other interoperability or public safety/emergency communications related items which may be of interest to the SIEC but not specifically assigned to the SAW by the SIEC.

4. Scope

By way of this Charter, the SIEC shall task the SAW Group with the following scope, functions and activities:

- Review pending SIEC policies regarding technical standards for state wireless radio communications systems, including emergency communications systems. The review must address, among other things, the interoperability of systems, taking into account both existing and future systems and technologies.
- Review and assess applications and requests for licensing and use of state-designated and state-licensed radio frequencies, including the spectrum used for public safety and emergency communications on behalf of the SIEC.
- Provide technical expertise to the SIEC on matters relating to current and future allocation, use, and licensing of radio spectrum.
- Review and provide technical requirements to the SIEC and other parties such as, but not limited to, the Washington State Department of Enterprise

Services, regarding the purchase of all state wireless radio communications system equipment to ensure that any new trunked system shall be, at a minimum, project-25; and that any new land-mobile radio system utilizing advanced digital features shall be, at a minimum, project-25.

- Identify, review, and assess possible federal or other funding for wireless communications projects, activities, systems or investments which may be SIEC sponsored or SIEC approved.
- Identify, review, and assess opportunities for the SIEC to foster cooperation and coordination among public safety and emergency response organizations.
- Identify, review, and assess opportunities for the SIEC to work with wireless communications groups and associations to help ensure interoperability among all public safety and emergency response wireless communications systems.
- Perform such other duties as may be assigned by the SIEC.

5. Participation

The SIEC strives to ensure broad representation and participation from public safety and emergency wireless communication entities and professionals in SAW related activities. The SIEC encourages broad pro-activate SAW meeting notification regarding SAW activities with communities of interest. Participation in SAW meetings shall be sought from, but not limited to, the following entities:

- The Washington State Military Department
- The Washington State Emergency Management Division
- The Washington State Department of Transportation
- The Washington State Patrol
- The Washington State Department of Corrections
- The Washington State Department of Enterprise Services
- The Washington State Department of Fish and Wildlife
- The Washington State Department of Health
- The Washington State Department of Natural Resources
- The Washington State Office of the Chief Information Officer
- City and county governments
- Local law enforcement entities
- Local fire response entities
- Local emergency management entities
- Local medical entities
- Local Search and Rescue entities
- Tribal Governments and entities
- The Seattle Urban Area Security Initiative (UASI) Region
- The Regional Planning Committee for region 43
- The Federal Bureau of Investigation
- US Department of Homeland Security Agencies and organizations

6. Facilitator

The state's Statewide Interoperability Coordinator (SWIC) shall serve as the SAW Chairperson. In the absence of a state SWIC, the SAW membership shall select a Chairperson, with review and approval from the SIEC, from among SAW participants to serve as continuous meeting facilitator and coordinate meeting support.

7. Responsibilities of SAW participants

SAW participants are responsible for:

- a) Attending regular and special meetings of the SAW.
- b) Actively participating in SAW meetings and the discussions, reviews, and assessments undertaken by the SAW and generally contributing to the knowledge base of the group.
- c) Collaborating with other SAW members in the development of recommendations for SIEC consideration and action.
- d) Providing resources and efforts to develop recommendations within the Scope of this Charter to the extent possible.
- e) Disclosing any possible conflict of interest, real or perceived, as it relates to possible recommendations to the SIEC.
- f) Supporting SAW recommendations at the SIEC and after approval by the SIEC.

8. Recommendations

The SAW participants shall make recommendations to the SIEC. Recommendations should be based on consensus when possible. If consensus is not possible, the SAW shall include a majority and minority recommendation, to the SIEC. A list of meeting participants shall be included with any recommendation(s) to provide documentation of stakeholder participation and representation.

9. Meetings

Unless otherwise determined by the SIEC, the SAW shall meet no less than quarterly. The SAW Chairperson may also call special meetings.

10. Meeting support

The Chair will prepare and distribute a meeting agenda to SAW participants and the SIEC at least two working days in advance of every meeting. The Chair shall cause meeting notes to be taken at each meeting.

11. Changes to the Charter

Changes may be made to the Charter based on approval of the SIEC. The SIEC shall review and if warranted update this Charter at least annually.

APPROVED _____
Chair, State Interoperability Executive Committee

Date: _____

Document History

| Version | Date | Author(s) | Notes |
|----------------|-----------------------|------------------|---|
| 1.0 | May 10, 2012 | D. Mah | First draft |
| 1.1 | May 11, 2012 | D.Mah | Grammar correction and addition of the UASI in membership |
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