

Meeting Minutes

Steering Committee for the National Alliance for Public Safety GIS

Date: Tuesday, September 5 from 1:00 - 4:00 PM

Location:

National Emergency Number Association Headquarters
4350 North Fairfax Drive, Suite 750, Arlington, VA 22203

Present:

Rob Martin (NENA, Exec Dir)
John Krabel (NENA, VP)
Robert Munn (NENA, President)
Patrick Halley (NENA, Director, Govt Affairs)
Jonathan Moore (IAFF, GIS Manager)
Ed Plaughter (IAFC, Director, National Programs)
Susan Kalish (IAFC, Corporate Marketing)
Jennifer Schottke (ESRI, Public Safety and Health)
Tom Wiczorek (CFAI, Exec Dir)

Invited and unable to attend:

Patrick Libby (NACCHO, Exec Dir)
Lori Moore (IAFF, Asst to Gen President)
Bob O'Neill, (ICMA, Exec Dir)

Minutes:

The first meeting of the steering committee for the National Alliance for Public Safety GIS (NA-PSG) was held to begin discussions for developing the definitive written agreement to govern the partnership into which our respective organizations have entered.

1. NA-PSG Purpose

The broad role of NA-PSG should be:

- a. Considering how inputs and outputs to GIS systems can be standardized to facilitate broader use among partner member clientele.
- b. Structuring a framework to go about making decisions: set of guidance.
- c. Its about building a template --
- d. Best Practices – does this meet the business process requirements?
- e. Supporting set of resources to help sort that out for respective clientele

These points were generally agreed upon and should be developed and word-smithed for the final version of the business plan.

2. Governance Structure: decision making process, membership, and financial management

- **Decision making:** The Alliance Steering Committee will meet twice annually to consider Task Force Recommendations, approve new partners, discuss general Alliance business activities. The governing process will include:
 - Simple majority vote for conducting normal alliance business (approval of new partners will require 2/3 vote, see below). Voting will occur electronically within a week of notice via email. Partners who were not able to participate in the discussion on a given topic under consideration may request a one week postponement of voting for clarification.
 - Alliance will use rotating chairs to facilitate alliance business activities. The seated chair will call and facilitate steering committee meetings and other communications. ESRI has agreed to assume the Chair position through February 2007. Jennifer Schottke will represent ESRI as Alliance Chair for the balance of that time.
- **Membership:** Partnership in the Alliance is defined by the existing MOU document. We will hold off on creating a more formal organizational structure for now, and participation in Alliance activities involves the following:
 - Partner structure: New partners approved by 2/3 majority of steering committee during steering committee meetings.
 - Request a seat through an existing partner via a one page letter of request which describes organization and reasons for consideration as a partner.
 - Qualifications for partnership will be developed by next Steering Committee meeting
 - Agree to accept the rotational chair
 - Partners can consider establishing projects/task forces
 - Member structure: NA-PSG will not accept general memberships at this time, rather will put a list-serv on the website for communicating with individuals interested in supporting the mission. Participation in Alliance projects and task forces will be coordinated and assigned through their respective partner organizations.

It was noted that representation in the Alliance is missing from several key communities of interest, most notably law enforcement, county management, and emergency management.

□ **Action:** *On behalf of the NA-PSG Steering Committee, Jennifer will send a letter to the following five organizations with an invitation to become NA-PSG partner organizations:*

International Association of Chiefs of Police (IACP)
National Sheriffs' Association (NSA)
Commission on Accreditation for Law Enforcement Agencies (COLEA)
International Association of Emergency Managers (IAEM)
National League of Cities (NLC)

- **Financial Management:** There will be no fees at this time. NA-PSG is not incorporated and therefore has no direct mechanism for handling funds. Alliance Partners proposing activities and task forces will assume the full burden of fiduciary responsibility for activities associated with those projects.

3. Technology initiatives, Projects and Task Forces

Tom Wieczorek and Jennifer Schottke described two technology initiatives in which CPSE is currently engaged: These were discussed as being representative of the kinds of activities the Alliance might want to consider being involved in. From this discussion, the following framework was developed for establishing task forces to conduct alliance activities:

Partner organizations may propose activities to the steering committee. Upon acceptance, the committee will appoint a new or existing task force to manage the project. The steering committee will oversee coordination of all alliance activities through regular reporting by Task Force Chairs.

To bring prospective projects or task forces to the alliance, the proposing partner group accepts responsibility for the chairmanship of that task force and the full burden of managing the project. This includes:

- fiduciary responsibility
- start date – end date
- and communications (regular reports).

Each partner organization a seat on each task force approved by the Steering Committee, and can choose to opt in or out of participation in that activity at any time.

The following is a summary of the two potential “technology projects” Tom and Jennifer described to the group as examples of programs NA-PSG could consider:

a. VISION: a web based capability to support a process for identifying risks, hazards, and values at risk and provide analysis from which communities can develop a standards of cover.

The genesis of VISION started with a federally funded project called RHAVE: Risk Hazard and Valuation. Developed by IAFC and funded by USFA, the purpose for RHAVE was to help local jurisdictions assess risk levels for fire. The original RHAVE product was desktop only, didn't have a GIS interface, and didn't have an ongoing funding support mechanism. It became an inactive program.

CPSE took RHAVE, put about 150K into it, and redeveloped it as VISION. The trademark for VISION is owned by CPSE, and access to the program is based on a subscription purchase fee to generate funding for program maintenance and support. The system is developed under the direction of the existing CFAI steering committee structure, and physically hosted by Emergency Reporting, the contractor developing the application.

Version one of VISION has been released with some additional functionality beyond what the original RHAV program offered: web-based, the program can import ISO data and can perform base-line benchmarking to compare data with other agencies of similar characteristics.

In 2005, CFAI, IAFC, IAFF, NIST and Worcester wrote a grant to look at underlying risk categorization and deployment patterns to enhance the algorithms used by VISION for determining risk values. A three year grant was awarded, beginning with the 2006 fiscal year. The research to develop these models is under-way.

The following enhancements, made possible by grant funding, are planned for future releases of VISION:

- Add risk assessment for EMS
- Use GIS as a built in function to determine response times and deployment
- export ISO data and results back to participating agencies.

The Fire Act grant administrators for the VISION project are interested in including other risks (beyond fire) – and want to leverage existing programs like HAZUS and Homeowners through distributed architectures to provide a consistent methodology for communities to measure and assess risks for all hazards. CPSE is engaging ESRI to review risk assessment business processes VISION stakeholders want the program to support, and to recommend possible approaches for leveraging existing data and technologies within distributed architectures.

b. Software Bundles: CPSE will be sponsoring purchase vehicle for ESRI software bundles. ESRI and CPSE are willing to open the arrangement to other Alliance partners.

Action: Recommendation #1 from Ed to form a Task Force on Best Practices. IAFC to chair.

Objective: Connecting the dots to help answer the questions and give respective clientele some places to turn to for effective implementation and use of GIS to support their respective business processes.

Assigned Tasks:

- A. Determine what to call it. An option to consider: “Model Practices”
- B. Recommend to steering committee what the task force’s agenda should be.
Options to consider include
 - a. Vision
 - b. Bundles
 - c. Other items described in NA-PSG Purpose, Role of Alliance above
- C. Bring recommendations back to steering committee for review at January meeting

4. Immediate Actions and Next Steps

Three immediate actions are specified in the MOU Exhibit 1, Section C which NA-PSG should move forward on:

- Establish a Web site using the NA-PSG URL: “publicsafetygis.org”

Action: Jennifer to work with Susan to develop content for web site with basic info (meeting minutes, task force roster, etc.). Will run by steering committee for review before posting.

- Plan and schedule the workshops which ESRI has already agreed to sponsor.

Recommendation #2 from Jennifer to form a task force on workshops and training. ESRI to chair.

Objective: Identify existing and needed guidelines and resources to support the development of GIS capability

Assigned Tasks:

- A. Review existing plans for workshops and provide input to program development and logistics.
 - B. Review immediate actions specified in MOU Exhibit 1, Section C (* see below) and develop work plan for task force to assist in meeting these objectives.
 - C. Bring recommendations back to steering committee for review at January meeting
- Recommendation #3 from Tom to form a task force on GIS credentialing. CPSE to chair.**

Objective: Develop a process and mechanism for credentialing GIS public safety personnel.

Assigned Tasks:

- D. Identify existing credentialing programs for public safety GIS (ie NWCG GIST)
- E. Identify existing initiatives to develop credentialing programs for public safety GIS (ie NIC standards and credentialing workgroups)
- F. Bring recommendations back to steering committee for review at January meeting

5. Next Steps:

Action: In compliance with the NA-PSG MOU, the Steering Committee will develop the NA-PSG written agreement/business plan via email. Jennifer will initiate by distributing a draft plan to the group for input and comment. The first draft will be based on the original Exhibit 1 from the NA-PSG MOU, discussions at the meeting, and outcome of electronic voting.

Steering committee meetings scheduled for:

- Note date change!: Jan 25 or 26, 2007 (Washington, DC co-located with ESRI Fed UC)
- Monday April 16, 2007. (New Orleans in conjunction with the annual GIPSE conference).

Designated Steering committee members are:

IAFC: Ed Plaugher, Alternate = Susan Kalish
IAFF: Lori Moore, Alternate = Jonathan Moore
NENA: Rob Martin, Alternate = Bill Munn

CPSE: Tom Wieczorek, Alternate = Randy Bruegman
ESRI: Jennifer Schottke, Alternate = Russ Johnson

ICMA and NACCHO: please send names of steering committee designee and alternates to Jennifer.

Agenda for next steering committee meeting:

1. consider process/qualifications for adding new partners
2. Vote on new partners
3. Reports from Task Forces

Summary of Actions and Recommendations:

- Action: On behalf of the NA-PSG Steering Committee, Jennifer will send a letter to five organizations with an invitation to become NA-PSG partner organizations*
- Action: Jennifer to work with Susan to develop content for web site with basic info (meeting minutes, task force roster, etc.). Will run by steering committee for review before posting.*
- Action: In compliance with the NA-PSG MOU, the Steering Committee will develop the NA-PSG written agreement/business plan via email. Jennifer will initiate by distributing a draft plan to the group for input and comment. The first draft will be based on the original Exhibit 1 from the NA-PSG MOU, discussions at the meeting, and outcome of electronic voting.*
- Recommendation #1 from Ed to form a Task Force on Best Practices. IAFC to chair.*
- Recommendation #2 from Jennifer to form a task force on workshops and training. ESRI to chair.*
- Recommendation #3 from Tom to form a task force on GIS credentialing. CPSE to chair.*

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