

Oklahoma Public Safety Broadband Network Initiative

Project Charter



State of Oklahoma
Office of Management and Enterprise Services
Information Services Division

TABLE OF CONTENTS

Table of Contents.....	2
Table of revisions.....	3
SECTION I - Introduction.....	4
SECTION II – Vision & Mission	5
SECTION III - Governance.....	8
SECTION IV – Funding.....	14
SECTION V – Signatures	15

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TABLE OF REVISIONS

DATE	VERSION	REVISION DESCRIPTION
4/15/2013	Draft	Initial, under Steering Committee review
4/23/2013	Draft	Under Governance Board & Legal Review
5/15/2013	1.0	Changes incorporated
6/18/2013	1.0	Replaced Mr. Herb Bradshaw with Chief Keith Bryant to represent OK. Fire Chief's association

SECTION I - INTRODUCTION

House Bill1304, the Information Technology Consolidation and Coordination Act charged the State Chief Information Officer (CIO)'s office with increasing the effectiveness and efficiency of the State's technology services. This would be achieved through the consolidation of all IT services and personnel into a single enterprise.

The Information Services Division (ISD) of the Office of Management and Enterprise Services has been tasked with three objectives.

1. Reduce the size of government;
2. Improve transparency of IT spending; and
3. Increase accountability of IT activities and services.

The State of Oklahoma has two major operational public safety land mobile radio systems managed by two state agencies in collaboration with several local and Tribal government entities. Other state entities also operate radio assets for other related missions. There are over 230 radio tower assets being used and maintained in various levels of service in our state.

Through previous work performed by the State, it was clear that the capital and operating cost associated with a statewide network would be a challenge. Therefore, particular attention in the plan will be given to identifying ways to tap in to greater sources of the state assets and financial resources of public safety agencies and other affiliated state institutions including interested private partners when applicable. In addition to a careful collection of public safety's minimum requirements, the plan will seek other requirements for interested partners for adoption of the new service provided by the National Public Safety Broadband Network (NPSBN).

The financial models once developed will consider including non-public safety users such as utility companies and their associated revenues, and therefore, the State envisions collecting adoption information from first responder agencies, second responders, and other government agencies. The process seeks to provide an effective basis for a viable and equitable business plan that could govern the implementation of the NPSBN within the State of Oklahoma.

In February 2012, Congress enacted The Middle Class Tax Relief and Job Creation Act of 2012, containing landmark provisions to create a nationwide public safety broadband network that will provide police, firefighters, emergency medical service professionals and other public safety officials wireless broadband communication services on a nationwide network. The law's governing framework for the deployment and operation of this network is the new "First Responder Network Board" known as FirstNet, an independent authority within NTIA. FirstNet will hold the spectrum license for the network, and is charged with taking "all actions necessary" to build, deploy, and operate the network, in consultation with Federal, State, Tribal and local Public Safety entities, and other key stakeholders.

With the passage of the Federal statute, Title IV Middle Class Tax Relief and Job Creation Act of 2012, public safety is offered a tremendous opportunity to evolve and improve dramatically the capabilities of public safety communications. The Act creates a NPSBN concept and calls for FirstNet, the board governing the network and its creation, to consult with state and local governments to ensure its success. The consultation with the states is to be conducted primarily through the State and Local Implementation Planning Grant Program (SLIGP). The State of Oklahoma is preparing for the implementation of its SLIGP grant to produce a state plan that will help the state interface with the national initiative.

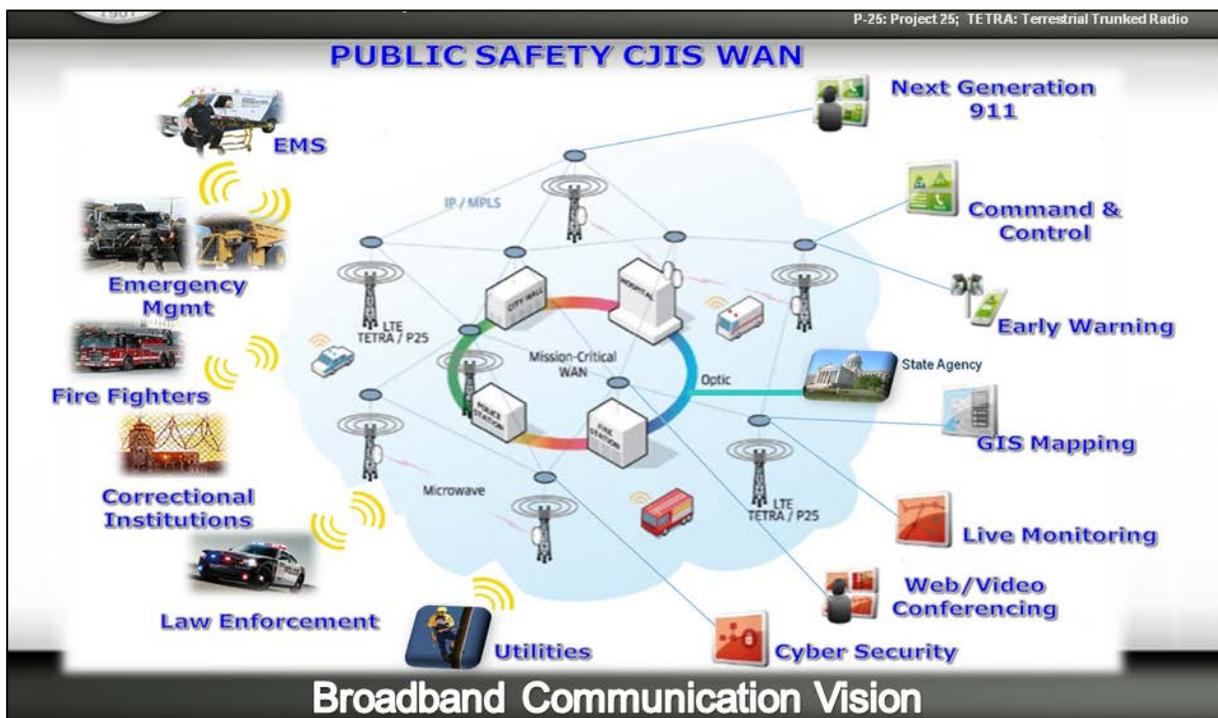
SECTION II – VISION & MISSION

FirstNet is congressionally mandated to establish a nationwide wireless broadband network that enables police, firefighters, emergency medical technicians and other first responders to effectively communicate with one another during emergencies and to use new technologies to improve response time, keep communities safe and save lives.

1.01 Project Vision.

To overcome the communication challenges experienced during the September 11, 2001 terrorist attacks, the Oklahoma City bombing and natural disasters like hurricanes Katrina and Rita. To participate in the implementation of a nationwide public safety broadband network to support emergency responders in the State of Oklahoma. Furthermore, will enhance interoperability and effectiveness of existing state communication assets via centralized governance.

The graphic below summarized the vision of a future consolidated, centrally managed, broadband network that uses existing and other state assets to effectively provide the conduit for a modern public safety communication service.



2.01 Project Mission.

To make a positive difference in public safety services by providing cost effective, innovative, centralized, broadband network accessible to all Public Safety practitioners statewide.

3.01 Values.

Sustainable LTE broadband solution, without compromising the values on current investments regarding Land Mobile Radio (LMR).

4.01 Scope.

The scope of this initiative is limited to addressing radio based communication services that support Public Safety, and Emergency first responders in our state. That is defined as State Department of Transportation, Police, Fire, Medical Emergency, Utility services, Correctional officers, Forestry, other regulatory enforcement service providers, State EOC affiliates, Oklahoma Military Department, etc.

5.01 Major High Level Objectives.

The major objectives for the implementation of the Oklahoma portion of the NPSBN (OKPSBN) are that the network will be:

- Support a consolidated single statewide radio voice/data service that replaces the multiple systems in operation today, effectively saving cost of operation and adding efficiencies where applicable.
- Highly adopted within the state, and therefore, meet the cost, functional, and performance needs of the state's public safety users. For this to be accomplished through equitable governance process and standards based consolidated broadband radio service.
- That the network be sustainable within the means and budgets of the State of Oklahoma. Financial model to be recommended that takes in to consideration current state assets once evaluated. Furthermore, the design will leverage, enhance and not compromise current investments in land mobile radio services in our state.
- That interoperability is enhanced in the state as a result of the network. The State's goal for this plan is to collect the required information that will ensure that the network will meet these objectives to the greatest extent possible. At the end of the State's SLIGP program, the State intends to deliver a multi phased plan to the state Governor, FirstNet and NTIA that outlines a blueprint for a successful and sustainable OKPSBN implementation within the state of Oklahoma.

6.01 Tasks Identified within the Objectives.

The tasks associated with the plan, a number of which may occur in parallel, include the following:

- **Task 0: Grant Preparation Activities** - In order to secure funding for the program, the State will prepare some level of grant application materials. This task includes the development of those materials.
- **Task 1: Initial Administrative Tasks** - This step in the process includes activities required to ramp up the entire program including governance, updating state interoperability plans, establish governance charters and bylaws, and establish contracts to establish elements of the team.
- **Task 2: Create Stakeholder List** - This step will involve the identification of public safety and government stakeholders statewide that will be involved in the data collection effort. This step also includes outreach to the stakeholders. The stakeholder list will be refined to minimize gaps in the data collection process.

- **Task 3: Create User List** - This step will ensure that the appropriate information will be collected by all required entities throughout the state. The user list will be refined to minimize gaps in the data collection process. Specific emphasis will be given to rural jurisdictions and the Tribal areas of the state during this process.
- **Task 4: Agency Specific Needs and Assets Collection** - This step will involve the collection of requirements and assets of public safety and government agencies throughout the state. Individual counties and cities will be queried during this process, largely via the Public Safety Answering Point contacts. The focus of this effort will be to establish the criteria for each agency to adopt OKPSBN as a service. This work will be conducted via face to face meeting to include online surveys and web-based online sessions.
- **Task 5: Statewide Requirements Assessment** - This task will involve the collection of requirements that will apply to the entire state. This work will be conducted under the governance process identified within our state public safety practitioners and the state CIO's office managing the SLIGP program. The work will be conducted largely in collaboration with reputable consultant assisting the state to lead an equitable assessment that is inclusive of all of the potential stakeholders statewide.
- **Task 6: Regional requirement assessment** - This task will involve the collection of requirements that will apply to our neighboring states as it relates to our communities in our border areas. Furthermore, network implementation synergies will be identified to harvest mutual benefits.
- **Task 7: Partner Analysis** - The identification of viable partners that can help the state fulfill its objectives bringing assets, resources, and other benefits to the state.
- **Task 8: Implementation Modeling** - The plan will articulate how consolidation of the state's radio service could be accomplished while maintaining all mission critical public safety grade radio services remain intact. The development of the required system designs and financial models will determine the viability of constructing a sustainable solution that meets the needs of the state.
- **Task 9: Detailed Asset Information Collection** - Collection of detailed information for individual assets including the evaluation for service fitness and assessment of value. Evaluation of each relevant asset to its current use and its fitness to be considered for use in the NPSBN.
- **Task 10: Development of the Final Plan/Recommendation** - The blueprint of the State's proposed plan to FirstNet for a successful statewide consolidated broadband network implementation. Will include user needs and requirements for adoption, state and local assets and financial resources, partner information, subscriber information, and other information that may be relevant or required by FirstNet.

The State CIO's office with the help of qualified/experienced wireless radio network consultants will work to achieve the objectives and tasks listed above. As the governance process matures additional objectives or tasks may be identified that may take precedence above or in conjunction with what is identified so far.

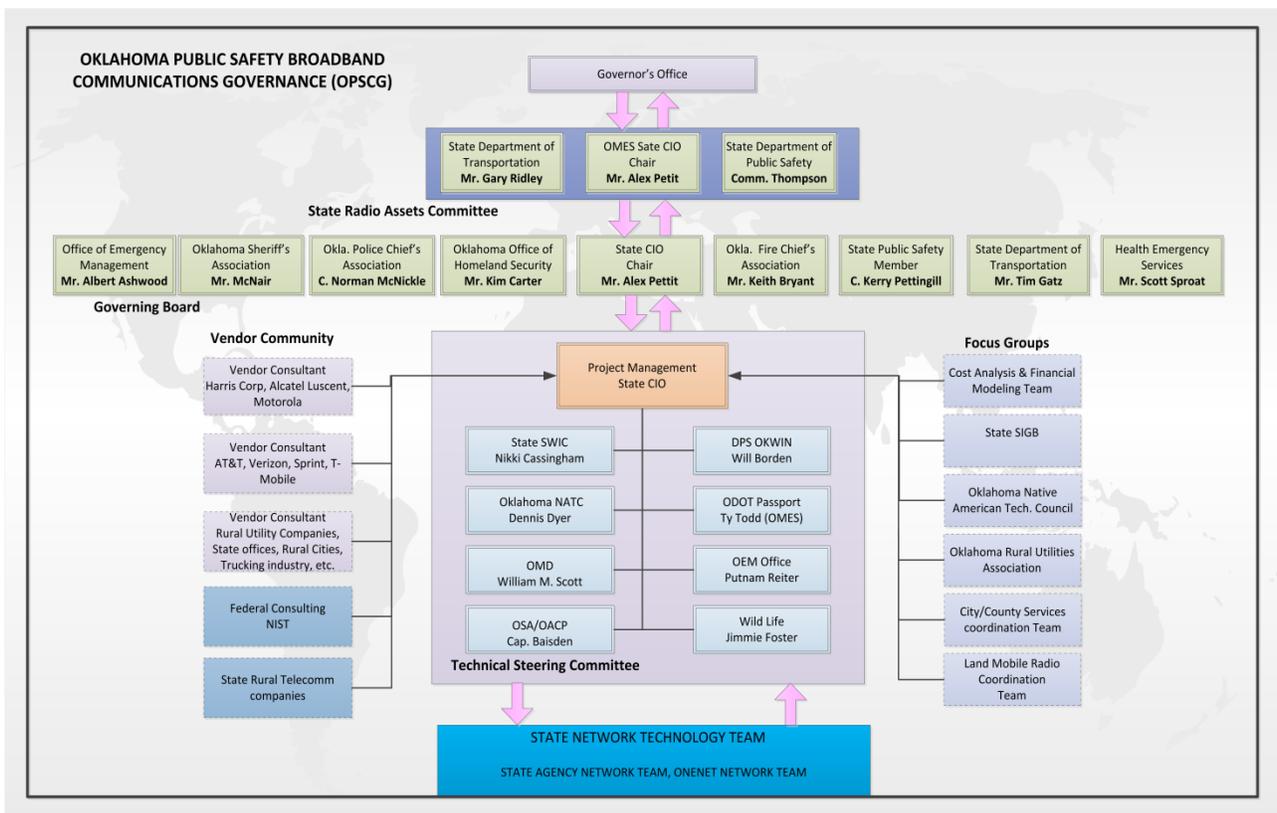
During the process we plan to identify a process by which to manage licensed frequencies that are given to state agencies or being used in conjunction with local affiliates or the federal government. Operational, Financial and Maintainability impact studies will accompany all major decisions and will be vetted through the governance process once fully adapted.

SECTION III - GOVERNANCE

The State of Oklahoma broadly interprets its role as assisting the plan for a successful broadband implementation in the State – essentially creating a roadmap for achieving the state's objectives. The state's primary objectives for the Nationwide Public Safety Broadband Network are that it is sustainable, highly adopted by public safety agencies, and provides enhancements to interoperability for public safety users in the state. This means that the network must meet coverage, cost and other public safety requirements under a sustainable model. For example, to the extent that select private partners are needed for sustainability or provide some other mutual benefit that shares the public safety mission, the State must be involved in collecting information about such partners. As a result, the State of Oklahoma sees that as part of "state and local planning" the development of an understanding of the types of information/infrastructure state public safety agencies need to share, and use under one governance. Therefore, an assessment of the services they require along with setting interoperability standards/metrics will be done. Furthermore, if impediments exist for any individual agency to achieve true interoperability, those impediments must also be understood during this planning process.

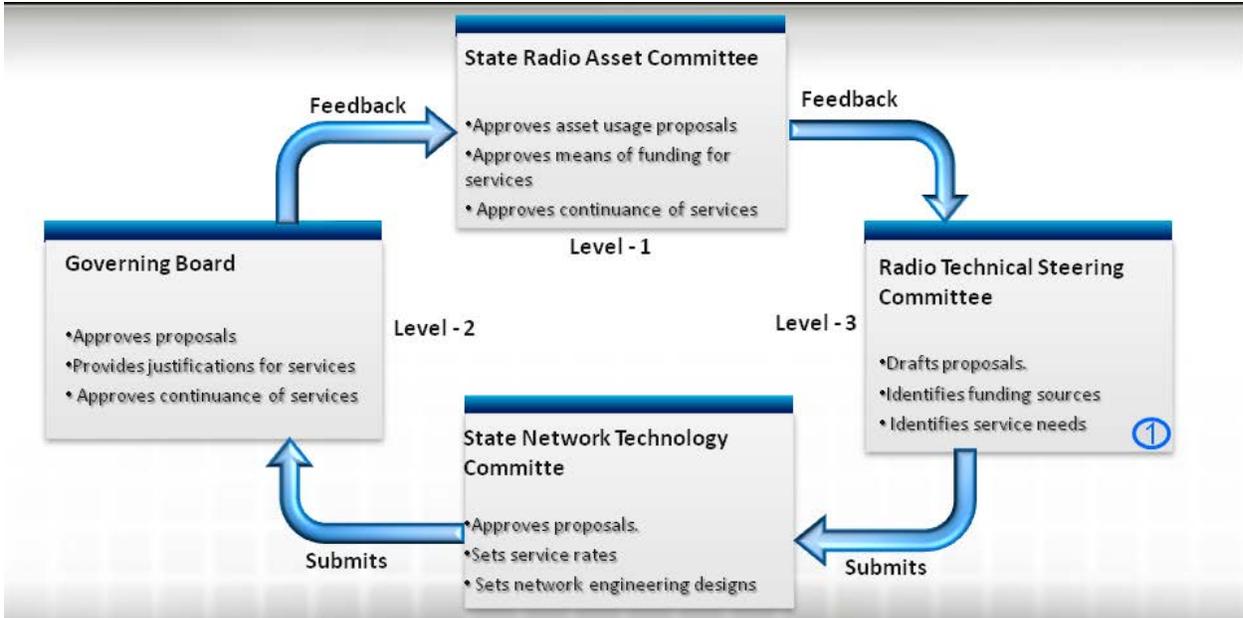
To that effect, the state CIO's office in collaboration with the main public safety agencies and agencies that have first responder functions as well as affiliates within local, county, tribal governments has been working to establish a multidisciplinary governance process in our state.

The graphic below depicts the levels of involvement and decision layers within the Oklahoma Public Safety Broadband Network (OKPSBN) governance process.



7.00 Governance Model Defined.

The governance model that is presented on the graphic listed on page 8 is described in this section of the charter. For the purpose of high level visibility, the process chart listed below lists the major decision points that are bestowed at each level of the model.



Note: The process will start with the technical steering committee and follow arrow sequence from there.

7.01 OKPSBN Governance Board Membership.

Background and Qualifications:

Members of the Governance Board shall represent an appropriate cross-section of public safety agencies and communications system end-users to ensure that issues are discussed from multiple perspectives and decisions reflect the collective needs of the State.

Members shall have requisite subject matter knowledge and be able to contribute to idea generation, problem solving, and leadership on key issues.

Types of Members:

- **Standing Voting Members:** Shall be the agency/entity directors/heads of participating agencies/entities or their designees and will maintain voting responsibility.
- **Standing Advisory Members:** Shall be comprised of members that can participate in advisory capacity as designated by the chair of the board. The governance board reserves the right to limit participation of these members in certain meetings/discussions.
- **Ad Hoc Participants:** May attend OKPSBN meetings as determined by the Committee; a membership term does not apply to this category.

7.02 Participating Entities.

The following state agencies/organizations are currently selected to be the starting members of the Governance Board for this particular initiative.

#	Agency/Organization	Description	Comments
1	State Department of Emergency Management	State agency responsible for managing public emergencies in the state	
2	Oklahoma Sheriff's Association	Association representing all county Sheriff's in the state.	
3	Oklahoma Police Chief's Association	Association Representing all Police chiefs in the state.	
4	Office of State Homeland Security	State office of Homeland security	
5	Office of Management and Enterprise Services	State agency, office of management and enterprise services	State CIO's office
6	Oklahoma Fire Chief's Association	Association representing all Fire Chief's in the state.	
7	Oklahoma Department of Public Safety	State agency responsible for public safety and law enforcement.	
8	Oklahoma Department of Transportation	State agency, responsible for statewide transportation services	
9	Oklahoma Department of Health	State agency, responsible for health emergency services.	

7.03 Voting.

For OKPSBN board decisions that require a formal vote, the Chair will conduct the vote in accordance with the following principles:

- Simple majority of voting members present
- A quorum is defined as 2/3 or six (6) voting members
- A quorum is required for any OKPSBN board vote, if a sufficient quorum is not achieved, votes will be tabled
- E-mail votes will not be accepted
- As situations arise, votes may be conducted via conference call

At the discretion of the Chair, votes may be conducted in a private session with only voting members present. The chair will vote as a tie breaker only.

At which times it becomes necessary, if a voting member is unable to attend a meeting to cast a vote, an alternate may be identified prior to the meeting. The voting member must communicate this status and the name of the alternate voting member in writing to the Chair. E-mail is an acceptable form of notification.

7.04 Meeting Management and Logistics.

The OKPSBN board will meet quarterly at a minimum and members can request additional meetings to address specific issues. Under the management of the Chair, and in coordination with the Statewide Interoperability Coordinator (SWIC), the OKPSBN board will make accommodations for an appropriate means of documenting all activities of the Committee (i.e., meeting minutes, participant lists, voting results), keeping records, and communicating relevant information.

If an in-person meeting is logistically inconvenient or impractical, a conference call and/or Web-based session will be arranged to allow for adequate participation.

7.05 Decision/Input Levels.

There are 6 potential decision/input levels that will provide relevant input to the governing board regarding the planning and future implementation of the Oklahoma public safety broadband network. Furthermore, these committees along with the user community effectively establishes the statewide Public Safety/First responder representation.

7.05.1 State PSBN Radio Assets Committee (Level - 1)

This committee is made up of three cabinet secretaries in state government that are essentially responsible for the current public safety radio based wireless communication assets. The role of this committee is to provide guidance and approval on utilization of the assets. The decision process is shown in the graphic listed in section 7.0.

Current members are listed below.

#	Member Name	Agency/Organization	Title
1	Mr. Michael Thompson	Department of Public Safety	Commissioner
2	Mr. Gary Ridley	Transportation	Secretary of Transportation
3	Mr. Alex Pettit	Office of Management and Enterprise Services	State CIO/ Secretary of IT

7.05.2 State PSBN Services Governing Board (Level - 2)

This Board is made up of nine (9) members, six (6) state agencies and three (3) state associations. This is the main representation of the state public safety practitioners. This committee will be responsible for the major objectives listed below. The decision process is shown in the graphic listed in section 7.0.

1. Review and approve radio communication service proposals.
2. Provide justification for adapted services.
3. Approve continuance of services
4. Provide Legislative/funding initiatives to support approved services.
5. Review/Approve potential public/private partnerships if presented.

Current members are listed below.

#	Member Name	Agency/Organization	Title
1	Mr. Albert Ashwood	Oklahoma Department of Emergency Management	Agency Director
2	Mr. Ken McNair	Oklahoma Sheriff's Association	Executive Director
3	Mr. Norman McNickle	Oklahoma Police Chief's Association	President
4	Mr. Kim Carter	Office of State Homeland Security	Director
5	Mr. Alex Pettit (Chair)	Office of Management and Enterprise Services	State CIO
6	Mr. Keith Bryant	Oklahoma Fire Chief's association	Fire Chief, Oklahoma City
7	Mr. Kerry Pettingill	Oklahoma Department of Public Safety	Chief OHP
8	Mr. Tim Gatz	Oklahoma Department of Transportation	Director's Designee
9	Mr. Scott Sproat	Oklahoma Department of Health	Director of Emergency Services

7.05.3 State PSBN Technical Steering Committee (Level - 3)

The steering committee is made up of select group from state entities that have a direct stake on the state's radio networks, State CIO staff, state tribal technology representation and the Oklahoma military department. This committee will manage majority of the tasks as they are outlined and approved by the governing board, as such it will have major input to the governing board. Some of the services that will be determined by this committee are:

1. Drafts technical proposals
2. Plans and develops requirements
3. Identifies funding resources
4. Establishes a process by which vendors and focus groups are selected.
5. Develops processes for managing assets and associated services
6. Develops and executes approved contracting proposals
7. Manages projects in execution with the CIO's office leadership

The members of the steering committee are:

#	Member Name	Agency/Organization	Title
1	Mr. Ben Gherezgiher	OMES	Business segment Director (Chair)
2	Mr. Will Borden	DPS	Director OKWIN
3	Mr. William Scott	OMD	Radio Frequency Manager
4	Mr. Jim Foster	Wildlife	Communications Administrator
5	Mr. Ty Todd	OMES	ODOT Communications Manager
6	Ms. Nikki Cassingham	OKDHS	State SWIC
7	Mr. Putnam Reiter	OEM	Technical Services Coordinator
8	Mr. Dennis Dyer	ONTAC	ONTAC Chair
9	Mr. David Baisden	OSA/OACP	Captain, OK. County Sheriff's office

7.05.4 State Network Technology Committee.

This committee is the state's network technology team that will control statewide major network asset utilization and allocation, as such it will have input to the governing board. Some of the services that will be determined by this committee are:

1. Approves technical network proposals
2. Sets service rates
3. Sets network engineering designs

7.05.5 Radio Communication Vendor Community.

Technical trade and industry development feedback as requested, all members will be selected by steering committee and voted on by the Governance Board.

7.05.6 Statewide Focus Groups

The focus group membership will be administered by the steering committee and approved by the Governance Board as needed.

SECTION IV – FUNDING

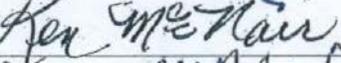
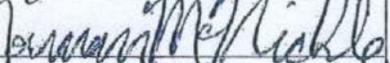
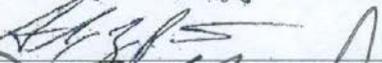
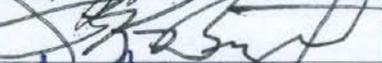
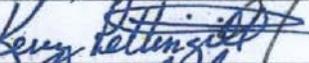
The state of Oklahoma is entitled to apply for a grant at this time to cover the planning effort that will be starting in July. The total amount available for this purpose is \$2.4 million which will be available in two phases.

The steering committee has applied for the grant which was due on March 19, 2013, at this time waiting approval from National Telecommunication and Information Administration (NTIA) and FirstNet. The application included a total of \$1,924,814.00 Federal funding and \$481,204.00 in kind match to make the total funding \$2,406,018.00. Details of the budget will be included in this document as an appendix once approved by the NTIA.

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SECTION V – SIGNATURES

Project charter was adequately presented and the present governing board members has signed below in support of the initiative as described in this document on the _____ 16th _____ day of _____ May _____ (month) _____ 2013 _____ (Year).

#	Member Name	Agency/Organization	Signature
1	Mr. Albert Ashwood	Oklahoma Department of Emergency Management	
2	Mr. Ken McNair	Oklahoma Sheriff's Association	
3	Mr. Norman McNickle	Oklahoma Police Chief's Association	
4	Mr. Kim Carter	Office of State Homeland Security	
5	Mr. Alex Pettit (Chair)	Office of Management and Enterprise Services	
6	Mr. Keith Bryant	Oklahoma Fire Chief's Association	
7	Mr. Kerry Pettingill	Oklahoma Department of Public Safety	
8	Mr. Tim Gatz	Oklahoma Department of Transportation	
9	Mr. Scott Sproat	Oklahoma Department of Health	

Glossary of terms:

Term	Definition
OKPSBN	Oklahoma Public Safety Broadband Network
NPSBN	National Public Safety Broadband Network
Public Safety	Includes Police, Fire, Health Emergency, State DOT, OMD
LMR	Land Mobile Radio
LTE	Long Term Evolution
SWIC	Statewide Interoperability Coordinator
SIGB	Statewide Interoperability Governing Body
NTIA	National Telecommunication and Information Administration
ONTAC	Oklahoma Native American Technology Council