

Hampton Roads Interoperable Communications Advisory Committee
(HRICAC)

Proposed Governance Model – Draft

The following narrative was put together as a result of a working team designated by **HRPDC** with representatives from Norfolk, Virginia Beach, Hampton and York. This is proposed as a basis for consideration and most of the details still need to be worked out and agreed to by the full **HRICAC**. The baseline organization is represented by the **HRICAC** organizational chart accompanying this narrative.

Oversight:

The **Hampton Roads Interoperable Communications Advisory Committee (HRICAC)** is established in order to facilitate opportunities for technical communications interoperability from a regional perspective. The committee shall consist of a primary and alternate representative from each of the **HRPDC** localities. In addition, a supporting **Oversight Group** shall be established from the membership of the **HRICAC** to address day to day/interim technical issues, represent the overall **HRICAC** at various meetings and/or activities as authorized by the full **HRICAC**. The **Oversight Group** reports to the full committee (**HRICAC**). The **Oversight Group** shall consist of four representatives, two each from the Southside and Peninsula. Further, an **Executive User Group** shall be established to provide advisory input to the **Oversight Group** and/or the full committee. The **Executive User Group** shall consist of members represented by

fire/EMS chiefs, emergency managers, chief law enforcement officials, PSAP managers, Communications managers, IT managers, and other entities as may be determined necessary by the **HRICAC**. While the **HRICAC** is responsible for the broad role of addressing regional communications interoperability opportunities and/or projects (as requested and/or desired by the participating localities, CAO's, **HRPDC**, the **HRICAC** as a whole, and/or other entities) it's immediate need shall be to oversee/manage the most recently installed **Hampton Roads Tactical Regional Area Network (HRTacRAN)** system. The **HRTacRAN** system provides for a primary microwave link with secondary phone links among the various localities within the Hampton Roads Planning District, as well as other essential entities within the region, such as the U. S. Coast Guard and the ports within Hampton Roads. The system's backbone is integrated with the radio communications systems of the participating localities and supports radio communications for fire, rescue, law enforcement and emergency management functions within the region. It further provides a technological medium upon which other communications capabilities can be facilitated (such as video teleconferencing among local emergency operations centers and other entities, and such as IT/IP functions for data sharing by emergency managers during disasters or major emergencies).

Additionally, it is recommended that **Advisory Teams** be established to provide information and report back to the **HRICAC** on specific issues and functional areas. The information below represents some of the functional areas that will require the use of **Advisory Teams** (samples of which are noted). A more defined list with specific charters will be created by the **HRICAC** upon adoption and creation of this model. Also, as/when

necessary, the **HRICAC** may establish other **Advisory Teams** in order to address specific needs/tasks and/or more appropriately/efficiently address issues. Further, a variety of input/feedback/stakeholder groups shall be consulted on a regular basis for technical interoperability input and/or feedback.

Technical Interoperability Systems Operations and Maintenance:

In as much as the backbone network for the **HRTacRAN** system requires regular technical oversight, a technical Operations and Maintenance Advisory Team(s) (O&M Advisory Team) shall be established for the specific purpose of managing backbone system maintenance, repair, improvements, modifications and, where appropriate, expansion. The O&M Advisory Team(s) would consist of members from the **HRICAC** and may also include (as necessary) other technical specialists (i.e. IT managers etc.) from participating entities. The O&M Advisory Team(s) shall ensure procedures are in place for continuous system operations over the **HRTacRAN** backbone and that mechanisms are in place to ensure ongoing and appropriate maintenance on the system backbone. This team(s) shall also coordinate spare parts needs and system backbone service contracts. This team(s) shall also be consulted for additional uses of the systems capacity and/or capabilities by participating entities and/or potential additional entities beyond initial system design and shall make recommendations of such to **HRICAC** for approval.

Funding:

The ongoing maintenance contract costs for the backbone of the **HRTacRAN** system should be identified by the **HRICAC** and coordinated with the **HRPDC**. A funding/budget Advisory Team shall be established for the purposes of managing contracts and developing funding models for system maintenance, upkeep as well as replacement. This Advisory Team would consist of members from the **HRICAC** and may also include other specialists from the participating entities as necessary (i.e. budget specialists etc.). Funding for ongoing **HRTacRAN** system maintenance and sustainability shall be sought from a variety of funding sources. Recommendations on how to fund the ongoing maintenance and support of the system will be provided to the **HRPDC** by the **HRICAC**.

End User Support and Coordination:

Since the majority of communications interoperability solutions will serve the emergency management, fire/rescue and law enforcement operations of each of the **HRPDC** localities, these agencies would normally establish appropriate internal operational/user procedures. Where appropriate this may be facilitated through the following: the **HRICAC Executive User Group** and others such as: Emergency Management – **HRPDC** Regional Emergency Management Technical Advisory Committee (**REMTAC**) and/or Hampton Roads Emergency Management Committee (**HREMC**), Fire/Rescue – Hampton Roads Fire Chiefs, Law Enforcement -- Hampton Roads Police Chiefs. Also, because there is a significant IT/IP

interface, routine on-going coordination shall occur with the IT Managers within the region. In some cases where tasks involve fewer localities/agencies, then a smaller task group could be formed.