

METROPOLITAN AREA REGIONAL RADIO SYSTEM GOVERNANCE BOARD

MISSION STATEMENT OF THE METROPOLITAN REGIONAL GOVERNANCE BOARD

Provide policy guidance and oversight for the Metropolitan Area Regional Radio System to ensure that a high quality, reliable system is available to the metropolitan area, which meets the needs of emergency response agencies and is financed equitably.

Definitions:

P25—APCO Project 25 compliant radio system and user equipment

Metropolitan Area Regional Radio System—A consortium of 700 MHz and 800 MHz trunked radio systems in the MARC region that comply with APCO Project 25 standards and with Inter Sub-system Switch Interoperability (ISSI) standards and that provide for authorized radio users to seamlessly roam and have voice communications through each of the consortium radio systems

Host system/agency—Those individual P-25 radio systems that comprise the backbone and interoperability infrastructure for the Metropolitan Area Regional Radio System

User agency—Those agencies that are not part of a Host System that utilize the Metropolitan Area Regional Radio System

Subscriber equipment—Subscriber equipment includes Portable radios, mobile radios and dispatch consoles

PCSB—Public Safety Communications Board of the Mid-America Regional Council

RAMBIS—Regional Area Multi-Band Interoperable System

Article I: GOALS OF THE METROPOLITAN AREA REGIONAL RADIO SYSTEM

- Provide a system that achieves the region's goals for interoperability for both voice and mobile data among public safety agencies in the Kansas City metro area and surrounding counties
- Provide a system for which the design and governance encourage local agencies to participate in use of the system
- Provide a system that increases redundancy for local and regional emergency communications systems and survivability to be able to operate in disaster situations
- Serve agencies both within and outside their community boundaries on a daily and emergency basis to achieve maximum interoperability and reliability

- Allow public safety agencies to operate in ways that accommodate security of their communications
- Provide a system that maximizes the use of local government dollars, federal grants and other funds that may be available, both in the development of a system and in its ongoing operations and maintenance
- Provide a system that is capable of being maintained and operated with local resources
- Provide for cost-sharing of operation and maintenance expenses among users that enables agencies of all sizes to participate, but does not burden the host agencies with an unfair share of regional system costs
- Provide a system design and governance that gives assurance to user agencies that their migration to the system allows their needs to be met in the long-term
- Provide a system design that achieves a goal of a minimum of 95 percent portable on the hip on-street coverage for all users

Article II: OWNERSHIP

1. Each host agency offering to share use of their P-25 system would retain ownership of their respective infrastructure. In addition, any enhancements to their system paid for with federal grant funds or other local dollars would be owned and maintained by the respective host agency.
2. A Memorandum of Understanding/Agreement would be executed among the host agencies with P-25 systems and the Mid-America Regional Council (working on behalf of the Public Safety Communications Board and the Regional Homeland Security Coordinating Committee) outlining a defined level of communications interoperability between the host systems. This agreement would be provided to user agencies desiring to access the systems. The agreements would establish a base level of service that will be provided by the host systems in the MARC Region.
3. The regional system may require the installation of infrastructure or additional system components using federal grant dollars. The Management Council for the regional system will determine what agency/organization should assume ownership of the added system components. Any local agency accepting ownership of additional system components will become a party to the MOU and pledge to maintain that part of the regional system and make it available for regional use.
4. The Management Council for the regional system may determine that some components of the regional system should remain under regional ownership (such as RAMBIS). If equipment is owned and maintained by the Mid-America Regional Council on behalf of the region, the Management Council will oversee the management of those assets.
5. Each host agency offering to share their P-25 system will be the holder of appropriate FCC and other licenses that allow their system to operate. Any regional assets maintained by the Mid-America Regional Council on behalf of the region that require licenses will be held in MARC's name.

6. If additional infrastructure or system enhancements are needed for any one host system or components of the regional system to be able to support additional users, a technical committee will review and recommend system enhancements to ensure the system can handle the extra capacity and in no way diminish the capacity of the host system to serve its owner community.
7. If additional capacity, such as additional channels, is required for a host system that will allow a user agency to join the regional system, the user agency will be responsible for the costs of the additional capacity.
8. The Management Council for the system will develop a plan for the use of any available federal or state grant funds for system infrastructure and enhancements to host systems or for local subscriber units.

Article III: USER AGENCIES

1. Host and user agencies agree to cooperate in applications for federal funding to build and enhance the radio and data system infrastructure. The grant funds could be administered by MARC or a local agency, depending upon federal and other requirements. However, the intent of the grant funds will be for the purpose of including additional MARC region public safety and governmental agencies into a P-25 compliant system.
2. The user agencies will enter into a maintenance agreement with the host agency to assist in infrastructure operations and maintenance.

Article IV: GOVERNANCE STRUCTURE

1. A Management Council will be formed, composed of two representatives from each host agency. The Management Council will also include two representatives from the users Committee, one from a Kansas agency and one from a Missouri agency. The Public Safety Communications Board will have two members, one from a Missouri jurisdiction and one from a Kansas jurisdiction, to represent regional assets contributed as part of the regional system. The chair of the Management Council will rotate annually among the representatives of the three host jurisdictions.
2. The chair of the Technical Committee will serve as a non-voting member to ensure that technical expertise is available to the Management Council in their deliberations.
3. The state of Kansas and the state of Missouri will each be asked to appoint a non-voting member to the Management Council to ensure coordination with state interoperable communications investments.

Article V: MANAGEMENT COUNCIL

1. The Management Council's role will be to ensure that investments made to support a regional system will protect local investments, maximize interoperability among systems and ensure long-term viability for a regional system.

2. The Management Council has overall responsibility for the design, engineering and implementing the interoperability components of the system.
3. The Management Council will establish policies, procedures and standards for use and operation of the system, including the determination of whether non-emergency agencies may use the system.
4. The Management Council will make policy decisions on technical issues upon recommendation from Technical, SOP and other committees.
5. The Management Council has overall responsibility for ensuring the proper operation and maintenance of the system.
6. The Management Council will oversee finances associated with the operation and maintenance of the regional system and contributions by users. The council will project future needs to ensure a high-quality system is available to the region for the long-term.
7. The Management Council will develop guidelines for the use of any grant funds to support infrastructure enhancements or some or all of the costs for those agencies desiring to join the regional system and needing support to acquire infrastructure or subscriber units in order to use the system. The Management Council may consider a cost-share formula for user agencies desiring to join the system using grant funds.
8. The Management Council will have the authority to establish committees to support the objectives of the regional radio system. These committees will be asked to make recommendations to the Management Council on technical and operational aspects of the system.

Article VI: COMMITTEES

Technical Committee

1. A Technical Committee will be formed to provide advice to the Management Council and the Public Safety Communications Board on technical aspects involving the design of the regional system, guidance on radios eligible to be used in the system, programming of radios for use in the system and infrastructure improvement or upgrade issues.
2. The Technical Committee will ensure that system loading is appropriate to protect local P-25 system investments. Local personnel from both host and user jurisdictions/
agencies with an expertise in radio systems will be selected to serve on the committee. Additional resources may be utilized to support the committee's technical analyses and to assist in representing the needs of smaller agencies desiring to use the system.

Subcommittee

1. An SOP (Standard Operating Procedures) Subcommittee of the Technical Committee will develop protocols and recommend policy to the Management Council by which dispatch centers communicate and monitor the regional network talk groups. The SOP Committee will recommend policies for talk group structures, ID structures and procedures for regional/state interoperability.
2. The SOP Committee will also develop requirements to ensure security for the network. The SOP Committee will also be involved in developing policies for the training and exercising of interoperable components of the system.
3. The SOP Committee will be comprised of administrative supervisors or commanders charged with drafting policies. This committee will work closely with the Technical Committee.

Users Committee

1. A Users Committee will be formed to provide a forum for all agencies using the regional system to discuss concerns and operational issues, identify training needs and recommend enhancements to improve their use of the regional system.
2. Each participating agency, including host agencies, using the system would appoint one representative to this committee.

Article VII: Mid-America Regional Council

1. The MARC Board of Directors is composed of local elected officials from the nine county region, including county commissioners, mayors and city council members. MARC will manage all funds and contracts on behalf of the region and is the legal entity for regional licenses, contracts and other legal documents. MARC will provide accounting and auditing services to support the regional radio system.
2. The Public Safety Communications Board is composed of local elected and appointed officials from the eight county Kansas City region. Originally formed to oversee the region's 9-1-1 system, the PSCB's role was expanded in 2006 to oversee regional interoperable communications investments. The Regional Homeland Security Coordinating Committee oversees the region's investment of federal homeland security and health care emergency preparedness/response grant funds.
3. The PSCB and RHSCC will have roles in the oversight of the design and deployment of the regional radio system in those instances where the system uses regional resources such as the RAMBIS system or are using federal homeland security grant funds awarded to MARC on behalf of the region.

4. The Mid-America Regional Council will assist those local agencies willing to offer their P-25 systems for the regional system by entering into agreements with all participating users of the system. The agreements will outline responsibilities of users in return for defined use of the system. The agreements will outline a schedule for operations and maintenance charges for local users and determine how funds would be collected and dispersed.
5. Smaller agencies may be challenged to identify local resources to support the cost of P-25 compliant subscriber units. MARC will assist those agencies wherever possible.

Article VIII: Maintenance Costs

1. A fee structure will be developed by each host agency to meet local needs and ensure adequate resources to support operations and maintenance. The Management Council will review the fee structures to ensure that the host agencies have adequate resources to operate and maintain the system and those users of the system are treated equitably in joining the system. The fee structure for any one agency or jurisdiction is expected to be based on a formula that considers the number of subscriber units expected to be using the regional system and system utilization. Maintenance for any additional components to the core system necessary for a user agency to join will be the responsibility of the system users.
2. The host agencies will work with the Management Council to develop a five-year projection of expenses and an annual budget for costs associated with the operations and maintenance of the local and regional components of the regional system.
3. The user agreements will commit local agencies to sharing costs over a five-year period, with the ability to withdraw from the regional system on an annual basis with a minimum of 90 days notice to MARC.