

# Policy Statement

## State of Iowa

<b>Policy Name:</b>  <b>Committee Structure and Leadership</b>	<b>Policy#:</b>	<b>ISICS 2025-01.G</b>
	Date Adopted:	
	Date Reviewed:	
	Version:	1.0

### **Purpose or Objective**

To establish the structure, leadership, and membership requirements for the standing committees of the Iowa Statewide Interoperable Communications System Board (ISICSB).

### **Background**

The ISICSB is established under [Iowa Code 80.28](#), and Board duties are outlined in [Iowa Code 80.29](#). Committees are created under [Iowa Administrative Rules 600-661.6\(80\)](#).

**Standing committees.** A standing committee may be created or disbanded by a majority vote of the voting members of the ISICSB present at any board meeting. The chairperson of each standing committee shall be a voting member of the ISICSB. Persons who are not voting members of the ISICSB may serve on a standing committee. The chairperson of the ISICSB, with the board's approval, shall appoint members of the standing committee.

**Ad hoc committees.** The ISICSB chairperson may establish ad hoc committees for specific purposes and terms and may appoint persons to those committees in an advisory capacity based upon their expertise in the subject matter.

### **Committee Membership**

The ISICSB maintains the following standing committees:

- Steering Committee
- Finance Committee
- Governance Committee
- Operations Committee
- Technology Committee
  - FirstNet Broadband Subcommittee (under Technology Committee)
- Training and Outreach Committee
  - Communications Unit (COMU) Credentialing Subcommittee (under Training and Outreach Committee)
- User Group Committee

- Regional Interoperable Subcommittee (RICs 1-6)

Committee members are selected based on their expertise, professional roles, and contributions to enhancing interoperable communications across Iowa. Committee composition shall include representatives from key stakeholders such as public safety agencies, emergency management, telecommunications experts, and other subject matter experts as deemed necessary by the ISICSB. Committee membership, responsibilities, term of service, and voting rights shall be governed by ISICSB as per Iowa Administrative Code 600-661.6(80) and this document. Per Iowa Administrative Code 661—600.3(80) A Statewide Interoperability Coordinator (SWIC) has been selected to coordinate work performed on behalf of the board and to complete tasks related to the mission of the board as assigned by the board or by the chairperson of the board with board approval. In this capacity, the SWIC will be an ex officio member of each committee and assist the Committee Chair with any committee duties as required.

Application to an ISICSB standing committee may be made through an application at the following [link](#) found on the ISICSB website or by contacting the ISICSB Chair or the SWIC.

ISICB standing committees will have at least three members and no more than 11 members. The secretary for each committee shall be the ISICSB Administrative Assistant who is an ex officio member of the committee. In their absence the committee chair will take on these duties or the committee may designate an alternate.

Each committee will make recommendations to the ISICSB based on a majority vote (a quorum, a majority of the members, being present). A committee meeting can commence as long as there are two members of the committee present. Members of a committee are expected to attend committee meetings as scheduled and participate in the work outlined for the committee.

**Steering Committee** The Steering Committee shall be composed of the ISICSB Chairperson and the Vice Chairperson and representatives from the Department of Public Safety and the Department of Transportation, in accordance with Iowa Code 80.28.

**Finance Committee** will consist of a Committee Chairperson who is a voting member of the ISICB, a Vice Chairperson who may act on behalf of the Committee Chair in their absence during a committee meeting and other members as determined by the ISICSB.

**Governance Committee** will consist of a Committee Chairperson who is a voting member of the ISICB, a Vice Chairperson who may act on behalf of the Committee Chairperson in their absence, and other members as determined by the ISICSB.

**Operations Committee** will consist of a Committee Chairperson who is a voting member of the ISICB, a Vice Chairperson who may act on behalf of the Committee Chairperson in their absence, and other members as determined by the ISICSB.

**Technology Committee** will consist of a Committee Chairperson who is a voting member of the ISICSB, a Vice Chairperson who may act on behalf of the Committee Chairperson in their absence, and other members as determined by the ISICSB.

FirstNet Broadband Subcommittee is created under the Technology Committee. It will consist of a Subcommittee Chairperson who is a voting member of the ISICSB, a Vice Chairperson who may act on behalf of the Subcommittee Chairperson in their absence, and other members as determined by the ISICSB.

**Training and Outreach Committee** will consist of a Committee Chairperson who is a voting member of the ISICSB, a Vice Chairperson who may act on behalf of the Committee Chairperson in their absence, and other members as determined by the ISICSB.

Communications Unit (COMU) Credentialing Subcommittee is created under the Training and Outreach Committee. It will consist of Statewide Interoperability Coordinator whose responsibility is to facilitate the process, collect and organize submission materials and documents, and prepare for COMU Credentialing Subcommittee meetings. The SWIC will act in a non-voting member capacity unless there is an inability of 3 COMU Credentialing Subcommittee members to convene. The Subcommittee will also consist of the Deputy Statewide Interoperability Coordinator (Deputy SWIC), the Training and Outreach Committee Chairperson and/or designee, one additional Credentialing COMU personnel qualified or appointed by the SWIC to evaluate Position Task Books (PTB) documentation as approved by the ISICSB, and an alternate Credentialing COMU personnel qualified or appointed by the SWIC to evaluate Position Task Books (PTB) documentation as approved by the ISICSB. The alternate will only be called upon in those instances where another committee member is unable to fulfill the duties for consideration of PTB(s), or in the event of a conflict of interest.

**User Group Committee (UGC)** will consist of a Committee Chairperson who is a voting member of the ISICSB, a Vice Chairperson who may act on behalf of the Committee Chairperson in their absence, and the Chairperson of each Regional Interoperable Subcommittee for the six interoperability regions of Iowa, and other members as determined by the ISICSB. The ISICS Communication Engineer or System Administrator serves as an ex-officio member of the User Group Committee (UGC) and acts as a subject matter expert, providing information and guidance when evaluating committee topics.

Regional Interoperable Subcommittee (RICs) one subcommittee for each of Iowa's six regions will consist of a Committee Chairperson who will be a member of the User Group Committee, a Vice Chairperson and other members as determined by the ISICSB. The purpose of the RICs is to facilitate communication and cooperation among regional public safety agencies and stakeholders to improve emergency response capabilities and promote best practices for interoperable communications that can be shared up through the UGC to the ISICSB.

### **Committee Responsibilities**

The Steering Committee provides strategic oversight of the Iowa Statewide Interoperable Communications System (ISICS) and ensuring alignment with state priorities for public safety communications.

The Steering Committee shall:

- Oversee the governance and operational integrity of the ISICS.

- Coordinate efforts between state agencies, including the Department of Public Safety and the Department of Transportation and the ISICB and its committees.
- Provide high-level guidance on financial, technical, and policy-related matters impacting ISICS.
- Ensure compliance with state and federal interoperability standards and regulations.

The Committee Chairperson is responsible for facilitating meetings, ensuring committee objectives align with ISICSB priorities, and providing updates to the full Board.

ISICB standing committees shall function within the designated scope, providing recommendations and guidance to the ISICSB on matters related to interoperable communications within Iowa and within all ISICS policy, standards and procedures. The Statewide Communications Interoperability Plan (SCIP) outlines committee goals and objectives. The SCIP is a guiding document for ISICSB committees, ensuring alignment with state and national interoperability goals. Each committee shall reference the SCIP to:

- Establish priorities and objectives that support statewide public safety communications.
- Ensure compliance with interoperability best practices, policies, and regulatory requirements.
- Guide the development and implementation of new technologies, training programs, and outreach efforts.
- Monitor progress on interoperability initiatives and recommend updates to maintain effectiveness and relevance.
- Foster collaboration among agencies and stakeholders by aligning efforts with the SCIP's strategic vision.

By integrating the SCIP into committee decision-making and activities, ISICSB ensures a coordinated and strategic approach to enhancing emergency communications in Iowa.

Additionally, the User Group Committee per ISICS Standard 2.8 – *Requesting Access and Participation*, will review new user plans and current user amendments and all technical aspects of said plans before making a recommendation to the ISICSB.

Additionally, the Communications Unit (COMU) Credentialing Subcommittee shall function within its designated scope as outlined in the All-Hazards Communications Unit Credentialing Procedure.

Committees will conduct regular meetings and submit reports to the Board as required. The committee secretary will work with the committee chair and SWIC to create and distribute meeting agendas, invites and other correspondence. The secretary is responsible for keeping attendance, and a brief memorandum of what is done, for the use of the committee.

### **Committee Member Terms**

Committee membership shall be reviewed by the committee chairperson on an annual basis and reported to the ISICSB who will determine committee membership based on a number of factors including attendance, waiting lists for new members, and length of service by current members.

### **Management**

This procedure statement shall be reviewed periodically by the Governance Committee and amended as necessary to align with changes in Iowa law, ISICSB priorities, and evolving public safety communications needs. Committee membership rosters will be maintained by the SWIC and available on the ISICSB website.

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