



Governance of Radio Control Board Working Groups

1 Purpose

To establish the membership, rules of operation, and governance of Radio Control Board Working Groups in support of the Annotated Code of Maryland, Public Safety Article ("PS"), §§ 1-501 & 1-503(b)(2).

2 Scope

This policy applies to all primary, limited primary, and interoperability users of the Maryland FIRST statewide public safety communications system (the "System").

3 Authority

The Statewide Interoperability Radio Control Board ("Board" or "RCB") has the authority to establish Standard Operating Procedures, Quality of Service Standards, and Maintenance Guidelines for the Maryland FIRST Radio System in accordance PS § 1-501 *et seq.*

PS § 1-503(b)(2) sets a Board responsibility to establish working groups of the System's users, including a System Managers Committee and a System Users Committee.

4 Policy Statement

Radio Control Board Working Groups will operate in accordance with applicable State laws and as directed by this Working Group Standard Operating Procedures (WGSOP).

5 Established Work Groups

- A. The following three Working Groups are formally established under the auspices of the Radio Control Board:
 - a. System Managers Committee
 - b. System Users Committee
 - c. Committee of the Whole



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6 System Managers Committee

A. Purpose/Function:

- a. To advise the Board on technical issues regarding the overall health and functional wellbeing of the system including life cycle upgrades, security, enhancements and optimization, capacity, capability, coverage, need for expansion, management plans, operating costs, anticipated future needs, and third-party communications interconnection technologies.
- b. To carry out any research actions as may be directed by Radio Control Board passed motions or as directed by the Board Chairman or by the Director of the Board.
- c. Review application requests for new system users and make recommendations to the Board.
- d. Review proposed new standard operating procedures and/or changes to existing standard operating procedures dealing with technical system issues and make recommendations to the Board.

B. Chairman: Director of Maryland FiRST Operations (System Manager)

C. Vice-Chairman: as-elected by the committee to serve a 1-year term

D. Membership:

- a. Voting Members: The voting members shall consist of the Radio Directors/Managers (or equivalent) of Maryland State agencies and counties who are Primary Users of the System. If an agency or county Radio Director/Manager cannot attend a meeting, they may send a designated alternate from their organization. There is one vote per agency/county.
- b. Non-voting Members: The Radio Directors/Managers (or equivalent) of all Limited Primary or Interoperable User agencies, counties/local jurisdictions.

7 System Users Committee

A. Purpose/Function:

- a. To advise the Board on operational issues such as the operational/tactical /doctrinal employment of the Maryland FiRST system in support of its use, operability, features, functionality, best practices, lessons learned, anticipated future needs, communications interoperability among system users and in support of individual agency/county communication needs.
- b. To carry out any research actions as may be directed by Radio Control Board passed motions.
- c. Develop and propose policies, procedures, doctrine, protocols, tactics, and recommended training for supporting and improving the use of interoperable



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communications on Maryland FiRST.

- d. Review proposed standard operating procedures/standard operating guidelines dealing with operational issues and make a recommendation to the Board.
 - e. Make recommendations to the Board for any "user" requirements that the System Managers Committee can evaluate. The System Managers Committee and Maryland FiRST staff will develop a proposed enhancement to the System that can fulfill the desired user requirement.
- B. Chairman:
- a. The voting membership will elect a Chairman and Vice-Chairman to serve 1-year terms. The Chairman and Vice-Chairman must be from different agencies.
- C. Membership:
- a. All Maryland FiRST Primary, Limited Primary, and Interoperable users. The desired representation are individuals who are sufficiently senior to have been Incident Commanders or experienced in the operational use of communications. In addition to representation from the various agencies and counties, it is desired that representation includes members with experience in the following disciplines:
 - i. Law Enforcement
 - ii. Fire Fighters
 - iii. EMS
 - iv. Emergency Management
 - v. PSAP/911
 - vi. Highway Safety and Transportation Management
 - vii. Aviation
 - viii. Health Officials
 - b. Voting: User/operational issues dealing with interoperable communications: All member agencies/jurisdictions have one vote each.

8 Committee of the Whole

- A. Purpose/Function: The Committee of the Whole represents a joint meeting of the System Managers Committee and the System Users Committee when such joint meetings are necessary to discuss issues of mutual interest or mutual significance to the membership of both committees. The Committee of the Whole may also be convened by the direction of the Board.
- B. Chairman: Director of the Board (Chief of Public Safety Communications)
- C. Vice-Chairmen: The Chairman of the Systems Managers Committee and the Chairman of the System Users Committee.
- D. Membership:



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- a. The Committee of the Whole shall be comprised of the combined membership of the System Managers Committee and the System Users Committee as defined in Paragraphs 6 and 7 of this WGSOP.
- E. Committee Actions: To conduct business, approve items requiring attention, and finalizing recommendations to the Board, voting members of the Committee of the Whole shall be defined identically to those voting members of the respective committees as defined in Paragraphs 6 and 7 of this WGSOP.

9 Supporting Rules and Procedures

- A. Any and all meetings for the conduct of public business by the Committees established under this Standard Operating Procedure shall be conducted in accordance with the Maryland Annotated Code, General Provisions Article ("GP"), §3-101 *et seq.*—more commonly known as the Maryland Open Meetings Act. The applicable requirements for open Committee meetings, including but not limited to public notice, published agendas, and open sessions, may be found in GP §§ 3-301 to -306. The Committees will meet in a closed session or adjourn an open session to a closed session to discuss public safety in accordance with GP § 3-305(b)(10).
- B. Committee meeting frequency:
 - a. System Managers – Shall meet quarterly, or more often as required before and in support of the quarterly RCB Meetings.
 - b. System Users – At least semi-annually or more often as required to provide recommendations in time for RCB action.
 - c. Committee of the Whole – As needed.
- C. The Chairman and Vice-Chairman of each committee are encouraged to attend the alternate committee's meetings.
- D. Issues where the operational desires of system users/operators could potentially cause technical problems, system capacity or security issues, or may have a budget impact, will be resolved between the two workgroup chairmen and the Director of the Board. If a consensus cannot be reached, the issue will be presented to the Board for resolution. The RCB Chairman, as the responsible Cabinet Secretary, has final discretion on all budget-related matters.
- E. Until amended, any active standard operating procedures/standard operating guidelines that name the Radio Control Board Operations Committee or Operations Group will replace that designation with the applicable Working Group Committee name.

10 Responsibilities

- A. Committee Chairmen:



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- a. Conduct meetings in accordance with the MD Open Meetings Law.
 - b. Submit minutes and results of any committee votes to the Director of the Board in advance of any scheduled RCB meetings.
 - c. Keep an updated list of committee members/agency representatives.
 - d. Present any committee recommended topics or issues to the Director of the Board for inclusion in the Radio Control Board meeting agenda.
- B. All working committee members are highly encouraged to attend working committee meetings so that the concerns of Maryland FiRST Primary, Limited Primary, and Interoperable Users are heard and considered.
- C. The Director of the Radio Control Board: May approve temporary changes or modifications to this policy to ensure the System's security or to accommodate an emergency condition. Any temporary changes or modifications must be reported at the next Radio Control Board. Any permanent changes to this policy require the approval of the Radio Control Board.

11 Contact Information

The Maryland FiRST Agency Coordinator/Customer Liaison may be contacted at:
md-first.radio@maryland.gov

The Maryland FiRST System Manager may be contacted at:
MDFirstSystem.Manager@maryland.gov

12 Approval

The Statewide Interoperability Radio Control Board approved this WGSOP by majority vote on December 8, 2021.

Norman J. Farley
Director of the Board

Michael Leahy (Dec 13, 2021 11:10 EST)

Michael G. Leahy
Chairman of the Board