

**Education & Outreach Conference Call
Meeting Summary
December 21, 2016**

Meeting Highlights

- Finalized Education and Outreach (E&O) Committee 2017 Product Work Plan
- Received briefing on National Qualifications System (NQS) and Position Task Book (PTB) review opportunity
- Discussed an upcoming SAFECOM engagement opportunity at the [International Wireless Communication Expo](#) and requested members to email [Ken Bradley](#) if they are already attending and interested to support the engagement opportunity

Action Items

#	Description	Status	Owner
1	Finalize Education and Outreach Committee 2017 Product Work Plan	Complete	E&O Committee
2	Receive Q1 product information and development coordination email	Complete	Office of Emergency Communications (OEC)
3	Email Ken Bradley if attending IWCE and interested to support the engagement opportunity	In Progress	E&O Committee
4	Provide feedback on NQS and PTBs review initiative	In Progress	E&O Committee
5	SAFECOM website audit	In Progress	E&O Committee

Confirm Product Champions and Sub-Committee Membership

SAFECOM and OEC leadership met in December to discuss 2017 priorities. Leadership emphasized the importance of Committee work products reflecting these priorities. For the Educations and Outreach Committee, the following priorities were determined: (1) revise products to provide current information and offerings and (2) develop new products that would educate the public and the new Executive administration of SAFECOM’s value/leadership role within the emergency communications community. To meet these priorities the Committee agreed to revise and develop the following work products for 2017:

- *SAFECOM Introduction Presentation* and *SAFECOM Elevator Pitch* Revision (Champion: Paul Patrick)
 - The product sub-committee will review and revise information within these products, as needed

- The products are important for educating and increasing public awareness of SAFECOM
- *SAFECOM Membership Highlight* (Champion: Chris Lombard)
 - The product sub-committee will develop interview questions and processes to acquire information for a monthly “SAFECOM Highlight”. This monthly “SAFECOM Highlight” will be posted on the SAFECOM blog
 - This product will not only highlight a SAFECOM member each month, but also promote SAFECOM’s credibility through its membership of industry experts
- *Public Safety Communications Public Safety Brochure Revision* (Champion: Marilyn Ward)
 - The product sub-committee will review and revise information within the brochure, as needed
 - Revising the brochure will recreate a product with current information and resources for the emergency communications community including but limited to the following: technical transition to data, Long-Term Evolution (LTE), and FirstNet
- *Exploring the Decline of Younger Generations’ Interest Towards Emergency Communications* (Champion: Michael Davis)
 - The product sub-committee will review the current state of the younger generation’s involvement and interest in emergency communications and develop a white paper presenting the findings and possible complications for the field’s future
- *Communications Unit Leader (COML): A Valuable Resource for Incident Commander Brochure Revision* (Champion: Steven Mallory)
 - The product sub-committee will review and revise information within the brochure, as needed
 - Revising the brochure will recreate a product with current information and resources for the emergency communications community seeking information about the COML environment
- *SAFECOM Interoperability Continuum Factsheet* (Champion: Charlie Sasser)
 - The product sub-committee will develop a fact sheet about the *SAFECOM Interoperability Continuum* addressing its purpose and importance to the emergency communications community
- SAFECOM Website and HSIN Portal Audits
 - The Committee will walk through the SAFECOM website and HSIN portal to identify aspects to modify to improve online information sharing

SAFECOM Engagement Opportunity: International Wireless Communication Expo (IWCE) March 27-31, 2016; Las Vegas, NV

OEC Outreach has coordinated engagement opportunities for SAFECOM at the IWCE including speaking engagements and a SAFECOM information table. Ken Bradley requests members to notify him if they plan to attend and would like to staff the information booth.

National Qualifications System (NQS) & Position Task Book (PTB) Discussion

Kristin Buda informed the Committee of an opportunity for those who would like to participate in the PTBs and the NQS review process. The Communications Unit Working Group received the PTBs last week for review. The review will focus on position typing and managing task book training expectations.

Dan Wills will lead the review effort and will provide comments to Kristin Buda. These comments will assist in developing recommendations and a comments feedback report. This could be a significant opportunity for the working group to establish themselves as an important contributor in this review process.

SAFECOM Website Audit

The Committee will begin auditing the SAFECOM website over the next few Committee meetings.

Committee Member Attendance

SAFECOM Members	
Steve Cassano	National Association of Regional Councils (NARC)
Anthony Catalanotto	New York Fire Department
Chris Lombard	Interagency Board (IAB)
Phil Mann	American Public Works Association
Michael Murphy	Many, Louisiana Policy Department
Paul Patrick	National Association of State EMS Officials (NASEMSO)
Committee Participants	
Jim Goldstein	International Association of Fire Chiefs
Steven Mallory	National Council of Statewide Interoperability Coordinators (NCSWIC)
Charlie Sasser	National Association of State Technology Directors
Dan Wills	Communications Coordination, Arizona State Forestry
Office of Emergency Communications	
Ralph Barnett, III	DHS, OEC
Kristin Buda	DHS, OEC
Absent Committee Members	
Larry Amerson	National Sheriffs' Association (NSA)
Michael Davis*	Ulster County 9-1-1 Emergency Communications
Len Edling	Merrionette Park Fire Department
Josh Goldmark	West Cities Police Communications
Colin Rizzo*	Port of Houston Authority
Wes Rogers	Fairfax County Fire and Rescue
Eli Vera	Major cities Chiefs Association (MCCA)
Marilyn Ward	NPSTC
Laura Waxman	US Conference of Mayors (USCM)

*Excused