

Project 25 Compliance Assessment Program Governing Board Conference Call Meeting Minutes

August 14, 2008

Purpose:

Governing Board (GB) review and approval of proposed Compliance Assessment Bulletins (CABs)

Agenda:

1. Welcome
2. Approval of Final Supplier's Declaration of Compliance (SDoC) Compliance Assessment Bulletin (CAB)
3. Approval of Modified Baseline Testing Requirements CAB
4. Discussion of Summary Test Report CAB
5. New Business
6. Public Comments
7. Adjournment

Invitees (✓ indicates attendance)

- ✓ Rick Adams, GB Member
- ✓ Luke Klein-Berndt, GB Chair
- James Downes, GB Member
- ✓ Kurt Fischer, GB Member, LPM
- ✓ Patrick Kenealy, GB Member
- ✓ Martin McCoy, GB Member
- ✓ Dereck Orr, GB Ex-Officio Member
- ✓ Tom Sorley, GB Vice Chair
- David Steingraber, GB Member
- Rob Zanger, GB Member
- ✓ Members of the Public

Action Items:

Action	Owner	Due Date
Post the approved modified Baseline Testing Requirements CAB on the SAFECOM Web site.	Office for Interoperability and Compatibility (OIC)	TBD
Post the approved final SDoC CAB	OIC	TBD

on the SAFECOM Web site.		
Draft Summary Test Report CAB.	National Institute of Standards and Technology (NIST)	TBD
Send letter to the Compliance Assessment Processes and Procedures Task Group (CAPPTG) regarding ISSI compliance-related TSBs.	OIC/NIST	TBD
Develop a guide for different ways a recognized lab can participate in testing.	NIST	TBD

Discussion Notes:

1. Welcome
 - Luke Klein-Berndt called the meeting to order and established a quorum.
 - Six of nine GB members participated on the call.
2. Approval of Final SDoC CAB (see the SAFECOM Web site for the CAB)
 - Andrew Thiessen reviewed proposed changes to the CAB based on public and GB comments made at the last GB Open Session and during open review. These changes include:
 - Modifying the CAB to address concerns over the “rule of three”
 - Modifying wording to make the CAB clearer
 - Adding referencing requirements to products to allow for traceability
 - Pat Kenealy moved to approve the final SDoC CAB.
 - Martin McCoy seconded the motion.
 - The motion passed unanimously.
3. Approval of Modified Baseline Testing Requirements CAB (see the SAFECOM Web site for the CAB)
 - Andrew Thiessen reviewed proposed changes to the CAB based on public and GB comments made at the last GB Open Session and during open review. These changes include:
 - Eliminating confusion around mandatory options, standard options, and required standard options
 - Modifying Section 2.5 of the CAB to bring greater clarity to the CAB
 - Adding a section that allows the GB to make exceptions regarding required tests
 - The GB made the following additional modification during the call:
 - Modified 2.2.3.2 to add the phrase, “...each from a different manufacturer,” after the statement, “SUs that are in the same model class shall count as one compatible test subject, each from a different manufacturer.”
 - Tom Sorley moved to approve the modified Baseline Testing Requirements CAB with the proposed change.
 - Patrick Kenealy seconded the motion.
 - The motion passed unanimously.

4. Discussion of Summary Test Report CAB
 - Andrew Thiessen provided a brief overview of the Summary Test Report CAB.
 - A Summary Test Report will accompany an SDoC.
 - A future Summary Test Report CAB is forthcoming.
5. New Business
 - TIA P25 Meeting
 - The Private Radio Section sent a letter to Dr. Boyd—Director of the Command, Control and Interoperability Division—and expressed concern about the time it is taking to get the P25 CAP off the ground (in particular laboratory applications and assessments) and how this delay may impact grants.
 - Luke Klein-Berndt indicated OIC, in coordination with the Office of Emergency Communications (OEC), is drafting a response. In addition, OEC, in coordination with OIC, is modifying the P25 CAP requirement in grant guidance to address the timing concerns.
 - Status of Initiating Laboratory Assessments
 - The P25 CAP is waiting for an Office of Management and Budget (OMB) Paperwork Reduction Act (PRA) Clearance on the Laboratory Application Form.
 - All PRA Federal Register Notices have closed.
 - The package now sits at OMB.
 - Once PRA clearance is received, there is a two weeks hold time while all applications are received. Immediately following these two weeks, period assessments will begin.
 - ISSI Potential Challenge
 - According to Dereck Orr, talks with emergency responders in the field and company representatives indicate that ISSI products will be available to the public within the next six to twelve months.
 - It is important that the P25 CAP positions itself in front of that so that documents are in order. As products roll out, this preparation will ensure they are immediately part of the program (not behind the eight ball like we currently are with CAI products)
 - There are some published ISSI tests, but there is no compliance-related TSB that would identify which tests to pull into the P25 CAP.
 - The P25 CAP needs to engage the CAPPTG to see if they can expedite the compliance-related TSBs so there is an ISSI component to the P25 CAP when ISSI products roll out.
 - Tom Sorley made the following motion: as chair of the P25 CAP GB, Luke Klein-Berndt is to write a letter to the CAPPTG Chair (Jim Downes) asking that the CAPPTG makes every effort to provide testing protocols before ISSI items are available to the public.
 - Rick Adams seconded the motion.
 - The motion passed unanimously.
6. Public Comments
 - Samantha Hood – Motorola
 - Vice Chair, CAPPTG – indicates CAPPTG is gathering timeframes and statuses of all the P25 CAP documents.

- An ISSI Performance and Conformance TSB will be developed in the first half of 2009.
 - An ISSI Interoperability TSB will be developed in the second half of 2009.
 - Raised concerns over the “rule of three,” including the following issues:
 - The manufacturer invites all licensed P25 subscribers to an interoperability event, but only one attends.
 - The subscriber manufacturer cannot make someone test on their system.
 - The proposed solution is for P25 infrastructure manufacturers to invite all subscriber manufacturers to a P25 interoperability event. There, they will require all licensed subscriber manufacturers to attend 100 percent of the events when there are two or less certified labs or attend 50 percent of the events when there are greater than two certified labs.
 - The GB’s Comments on Motorola’s Comments
 - The manufacturer-led testing body will push for participation rather than a Department of Homeland Security (DHS) directive.
 - DHS does not have the means to enforce participation/attendance.
 - Part of a formal, recognized interoperability test suite is an operator who is informed with user notes and who has supplementary notes, as necessary.
 - P25 CAP needs to decouple the manufacturing process/product release process from the recognized laboratory process.
 - There is a process in place to de-recognize a lab that is not acting fairly.
 - Other Manufacturers’ Comments on Motorola’s Comments
 - Tyco – Radios are complicated out of the box; it would make sense for radios to be set-up for frequency under tests. Individuals from manufacturers would not complete the test but would be able to provide guidance.
 - PF Johnson – There is more than one model to consider. No one size fits all.
- Roy McClellan – EADS
 - Raised concerns over the portability of base stations for testing – how would a manufacturer transport products to a recognized lab?
 - The GB’s Comment on EADS’s Comments
 - Each laboratory is not a physical location but rather a set of experts who can move to where the base station is located.

7. Adjournment

- Kurt Fisher moved to adjourn the meeting; Marty McCoy seconded the motion.