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GOVERNOR

# State of Louisiana

## Statewide Interoperability Executive Committee

<http://www.ohsep.louisiana.gov/interop.htm>

BRANT MITCHELL  
CHAIRMAN

SONYA WILEY-GREMILION  
VICE CHAIRMAN

**POLICY NAME: INFRASTRUCTURE POLICY**

**POLICY NUMBER: 005**

**PROPOSED EFFECTIVE DATE: \_\_\_\_\_**

### Infrastructure Policy

#### I. Purpose

The purpose of this policy is to provide a mechanism to integrate locally procured communications infrastructure into the Louisiana Wireless Information Network (LWIN) in order to improve the coverage area and in-building penetration of the LWIN beyond the Statewide Interoperability Executive Committee's (SIEC) 95% or better coverage goal as stated in POLICY NUMBER: 001, Statewide System Requirements Policy:

“The Statewide P25 System will provide 95% or better coverage when using a portable radio inside a building within the metropolitan areas of the state as identified in the Statewide Communications Interoperable Plan and 95% or better coverage when using a portable street level radio in all other areas of the state.”

The SIEC reaffirms our commitment to this standard. This commitment is undertaken with the understanding that any Local Political Subdivision's Infrastructure Improvement Request does not address any of the pre-determined sites that are projected to provide the above stated coverage.

The processes outlined in this document will provide guidance for integrating locally provided equipment into the LWIN system.

#### II. Process

Local Political Subdivisions will follow the steps below to integrate planned or existing infrastructure into the LWIN:

The SIEC requires all Local Political Subdivisions to submit their Infrastructure Improvement Request (Appendix A-Sample Only) to their

respective Regional Interoperability Committee (RIC) for a letter of endorsement. In the absence of a RIC, the letter may be sent directly to the SIEC Chairman.

Local Political Subdivisions will also furnish a copy to the SIEC Chairman.

When applicable, the respective RIC will review the request and forward a copy with either a letter of endorsement or letter of non-endorsement outlining the reason of their position to the SIEC Chairman.

Contact Information for SIEC:

Brant Mitchell, Chairman  
Statewide Interoperability Executive Committee  
7667 Independence Blvd.  
Baton Rouge, LA 70806  
225-925-7332 Office  
225-925-7348 Fax  
[Brant.Mitchell@la.gov](mailto:Brant.Mitchell@la.gov)

SIEC Chairman will direct the SIEC Technical Sub-Committee to complete a feasibility study to determine viability of the proposed Infrastructure Improvement Request.

SIEC Technical Sub-Committee will present findings to the SIEC or Executive Committee with a recommended course of action.

Upon approval of the Infrastructure Improvement Request, the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) Office of Interoperability will coordinate the development of all Intergovernmental Agreements (IAs), Memorandums of Understanding (MOUs), and other documents to facilitate the Installation, Operation, and Maintenance (IOM) of all equipment, operating procedures, and means of use.

### **III. Roles and Responsibilities**

Local Political Subdivisions

- Submit Infrastructure Improvement Request to their respective RIC with a copy furnished to SIEC Chairman
- Assist in the feasibility study by providing Subject-Matter Experts (SMEs), projected infrastructure equipment, and any possible frequency allocation
- Supply any available frequencies for re-use at proposed site

#### Regional Interoperability Committee

- Review Local Political Subdivision Infrastructure Improvement Request
- Forward Infrastructure Improvement Request to SIEC Chairman with a letter of endorsement/non-endorsement
- Include a list of reasons for their position in the RIC letter

#### SEIC Chairman

- Confirm receipt to the Local Political Subdivision of their Infrastructure Improvement Request
- Present Infrastructure Improvement Request to SIEC or Executive Committee with the Technical Sub-Committee recommendation and any technical analysis regarding capacity requirements for the affected area
- Notify the requesting Local Political Subdivision if request was approved / denied
- Provide a letter of explanation to the Local Political Subdivision in the event a request is denied.

#### SEIC Technical Sub-Committee

- Review the Local Political Subdivision Infrastructure Improvement Request
- Will conduct an analysis that includes but not limited to cost/benefits analysis, capacity requirements, which zone new infrastructure should be integrated into, or any other technical analysis of the proposed Infrastructure Improvement Request
- Make a recommendation on proposed Infrastructure Improvement Request to the SIEC Chairman

#### Department of Public Safety (DPS)

- Will ensure frequency allocation as per FCC approved Region 18 700 MHz Public Safety Radio Communication Plan including available 800 MHz frequencies and new 700 MHz frequencies
- Submit applications for proper FCC licensing of frequencies [NOTE: in accordance with section 3.2 of the Region 18 plan, Local Political Subdivisions may apply for the frequency licenses if they are the owner of the infrastructure provided they sign an Intergovernmental Agreement allowing all LWIN users access to all interoperability talkgroups.]

### **IV. Maintenance**

The SIEC will not be responsible for any maintenance cost associated with Infrastructure Improvement Requests.

## V. Access

The SIEC requires that all sites, including Local Political Subdivisions Infrastructure Improvement Request sites, will have all State and Regional Interoperability Talkgroups available. Also any Parish Interoperability Talkgroups that fall within the coverage area of the site will be available. The local Political Subdivisions will retain authority to restrict all other access as they see fit. Any locally owned site which is part of the Louisiana Wireless Information Network will need to grant 24/7 physical access to the housing structure that contains the repeaters to radio technicians from DPS and GOHSEP to ensure that routine and emergency maintenance can be provided at any time.

DRAFT

APPENDIX A

DATE

Brant Mitchell, Chairman  
Statewide Interoperability Executive Committee  
7667 Independence Blvd.  
Baton Rouge, LA 70806

RE: Infrastructure Improvement Request

Dear Mr. Mitchell,

The REQUESTING AUTHORITY requests to add an additional site to the Louisiana Wireless Information Network (LWIN). The following information is provided for consideration.

- 1. Contact Name: \_\_\_\_\_
- 2. Contact Phone: \_\_\_\_\_
- 3. Contact Email: \_\_\_\_\_
- 4. Contact Fax: \_\_\_\_\_
- 5. Contact Mailing Address: \_\_\_\_\_
- 6. Site Name: \_\_\_\_\_
- 7. Existing Site?                      Circle One:    YES                      NO
- 8. Date of Tower Construction: \_\_\_\_\_
- 9. Site Address: \_\_\_\_\_
- 10. Parish: \_\_\_\_\_
- 11. Site Lat/Long: \_\_\_\_\_
- 12. ASR Number: \_\_\_\_\_
- 13. Tower Owner: \_\_\_\_\_
- 14. Tower Owner Phone: \_\_\_\_\_
- 15. Tower Owner Email: \_\_\_\_\_
- 16. Tower Owner Fax: \_\_\_\_\_
- 17. Tower Owner Mailing Address: \_\_\_\_\_
- 18. Building Availability: \_\_\_\_\_
- 19. Building Size: \_\_\_\_\_
- 20. Generator Availability: \_\_\_\_\_
- 21. Generator Size: \_\_\_\_\_
- 22. Tower height AGL: \_\_\_\_\_
- 23. Site ASL: \_\_\_\_\_
- 24. Total ASL: \_\_\_\_\_
- 25. Antenna Placement: \_\_\_\_\_
- 26. Other Antenna Usage: \_\_\_\_\_
- 27. Other Leases: \_\_\_\_\_
- 28. Frequencies Currently In Use: \_\_\_\_\_
- 29. Frequencies Available For Re-Use: \_\_\_\_\_

- 30. Estimated Number of Subscribers: \_\_\_\_\_
- 31. Estimated List of Organizations Benefiting: \_\_\_\_\_
- 32. Estimated Cost of Equipment: \_\_\_\_\_
- 33. Estimated Cost of Labor: \_\_\_\_\_
- 34. Funding Source: \_\_\_\_\_
- 35. Estimated Coverage Area: \_\_\_\_\_
- 36. Proposed LWIN Zone: \_\_\_\_\_
- 37. Proposed Frequency Allocation: \_\_\_\_\_
- 38. FCC Request Required: Circle One:    YES            NO
- 39. Other Pertinent Information: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

DRAFT