

**Michigan Homeland Security GIS Advisory Committee
Chairperson: Eric Swanson**

June 8, 2004

1:00 PM – 4:00 PM

**Michigan Center for Geographic Information, Lansing
Minutes**

I. Introductions & Attendance:

The committee welcomed a new appointee to the group, Steve Halstead from the Michigan Department of Agriculture.

In Attendance:

Eric Swanson	DIT-Center for Geographic Information
Rob Surber	DIT-Center for Geographic Information
Paul Klimas	City of Grand Rapids
Eric Nischan	MSP-EMD
Trevor Floyd	SCCMPC
Jeremy Dunlap	Traverse City
Steve Perry	SEMCOG
Scott Oppmann	Oakland County
Steve Halstead	MDA
Woody Woodruff	Charter Twp. of Union
Jeroen Wagendorp	Allegan County
Gary Smith	Luce County
Michelle Beckwith	DIT-Center for Geographic Information

II. Administrative Business:

- May Meeting minutes approved
- Overview of changes to committee webpage. Plan to have the webpage up and running by the end of next week (6/18/04).
- ListServ – add Steve Halstead (MDA)
- NSDI Appropriate Data Access Guidelines Response – The committee response was submit by the June 2nd deadline.

III. Statewide Critical Data Inventory:

Scott Oppmann updated the current inventory based on the comments and suggestions from the Committee at the May, 2004 meeting. The committee reviewed the inventory again and made the following suggestions:

- Suggested minimal attributes - do we have all layers?
 - Trimble data dictionary - Woody will send over listserv
- Utilities
 - Add telecomm
 - Cell-towers/Radio Towers
 - Wells & septic
 - Oil lines
 - Gas distribution vs. transmission
 - Public & private electric systems
 - Large propane facilities (power supply/energy)
 - EPA-TRI (toxic release inventory)
 - Landfills
- Large Veterinary lab facilities
- Large stables
- **Tasks related to the Critical Data Inventory:**
 - Scott will clean up the inventory based on comments from June, 2004 meeting and will distribute 'pass 1' by close of business Friday, June 18, 2004.

IV. Statewide GIS Technical Interoperability Assessment:

Rob updated the assessment based on comments from the May meeting. The committee reviewed the assessment again and made additional comments. Rob will make the adjustments to the assessment and submit for review via ListServ to be finalized by Friday, June 18, 2004.

- **Suggestions related to assessment:**
 - Add a sign-off sheet at end of assessment to indicate who within agency has read and contributed to the completion of the survey.
 - Once data compiled mail results back to the EOC directors & personalize it.
 - Add cover letter with assessment to give some overview to recipient in addition to the recipient.
 - Number sequentially by section.
- **Tasks related to Assessment:**
 - Eric Nischan will get permission from Capt. Ort for Eric Swanson to draft a letter on his behalf to send to the EMD's.
 - Eric Swanson will draft the letter on behalf of Capt. Ort notifying EMD's of upcoming assessment.
 - Jeroen will provide contact list of county GIS people to cross-check with the list provided by Scott Oppmann.
 - Scott will obtain IMAGIN GIS contact list within 111 EMD communities.
 - Send all lists to Eric Swanson directly by 6/16/04 .
 - Letter targeted for June 25th distribution (assuming approval by Capt. Ort).

V. Homeland Security Information Technology Evaluation Program (Grant):

Eric Swanson presented grant information to the committee. The committee decided to apply for the funding. Eric Swanson engaged group discussion on how to distribute the money if it were awarded to the committee. The grant proposal is due June 30, 2004. The committee has established a sub-committee that will prepare the application for the grant.

- **Sub-committee Established**

The sub-committee will decide how to allocate the money and complete the budget portion of the proposal. The committee suggested a 6-20-20 split allocating 60% to data, 20% to software and training, and 20% sustainability (integration, sharing, policies, legislation, searching for more funding, maintaining links between communities, creating momentum).

Sub-Committee Members:

Eric Swanson	DIT-Center for Geographic Information
Rob Surber	DIT-Center for Geographic Information
Jeroen Wagendorp	Allegan County
Scott Oppmann	Wayne County
Jeremy Dunlap	City of Traverse City

- **Tasks related to the Grant**

- Eric Nischan checking with MSP today (6/8/04) to determine whether MSP is applying for same grant. Eric Nischan will report back to Eric Swanson by tomorrow (6/9/04).
- Meeting time's for sub-committee: Wednesday, 6/16/04, 10-3 & Thursday, 6/24/04, 10-3. The meetings will be located at CGI in the Small Conference Room.

VI. Upcoming Meeting Dates/Communications

Dates: July 13, August 10, and September 14, 2004
 Time: 1 PM – 4 PM
 Location: Michigan Center for Geographic Information
 G.W. Romney Building, 10th Floor
 Lansing, MI 48933
 (517) 373-7910

Directions: Coming in on I-496 exit at Walnut Street – travel North to Allegan Street – go East two blocks to the public parking ramp. You will be on the corner of Capitol and Allegan.

Arrangements will be made for those who want to participate via speakerphone. Please advise in advance of meeting.