

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

**July 13, 2004  
1:00 PM – 2:00 PM  
Phone Conference Meeting  
Minutes**

The July 13, 2004 MI Homeland Security GIS Advisory Committee meeting was held via phone conference. Participants included: Eric Swanson, Eric Nischan, Trevor Floyd, Gary Smith, Scott Oppmann, Steve Perry, Jeremy Dunlap, and Michelle Beckwith.

**I. Administrative Business:**

- Grant Application completed & submit one day ahead of deadline. Grant will be awarded in September 2004.

**II. Statewide GIS Technical Interoperability Assessment:**

The committee discussed the following items with regards to finalizing the assessment that will be distributed statewide:

- Format – The committee agreed that the format of the assessment was clean and ready to be distributed.
- Distribution list – The compiled distribution list will be completed this week (ending 7/16/04) for review and will be divided into proportions (geographically) for clean up.
- Cover letter – Eric S. will draft a cover letter to provide all contacts with a ‘heads-up’ on the assessment. Each letter will be personalized with contact information of a committee member based on the distribution breakdown.
- Time line
  - Distribute assessment on the street by week of 6/19/04
  - List breakdown completed this week (6/16/04) by committee member.
  - Requesting responses in hard-copy format – returned to CGI within two-weeks of the distribution. All results sent to Michelle B. for collection
  - CGI staff is working on an on-line system development in hopes for assessment completion to simplify the entry of results.
- Follow-up assignments – Collect ALL information and send it to Michelle.

**III. What kind of info are we trying to collect from assessment:**

- Need versus risk assessment
  - Once data compiled (1 month from now) the committee will prioritize and consider the risk vs. need
  - Establish sub-committee to evaluate the data and create ‘formula’ for calculating risk vs. need (back-bone of the whole project/committee) (meeting dates to begin week of 6/19/04). Volunteers for sub-committee include:
    - Scott Oppmann
    - Eric Nischan
    - Trevor Floyd
    - Steve Perry
    - Eric Swanson
    - Rob Surber

**IV. August Committee Meeting:**

- August committee meeting will be used to assemble the assessment results
- Scheduling Conflict for August with the ESRI conference (8/8 – 8/14)
- Rescheduled August Meeting to 8/26/04 1:00 – 4:00 @ CGI Offices in Lansing

**V. Meeting Adjourned**