

Minnesota Statewide Emergency Communications Board

Policy and Procedures Manual

Policy Name	SCIP Progress Review		
Effective Date	December 19, 2024	Responsible Authority	SECB Board/Committees

Purpose:

To establish a formal process by which the SECB and its Committees can report progress made on SCIP goals.

Procedure:

Reporting:

On a quarterly basis, the Board and each committee will report on its SCIP goals. The report should include the following:

- Overall Goal Status
- Accomplishments during this Reporting Period
- Any Concerns or Roadblocks to progress on the Goal
- Any additional needs in order to continue progress on the goal
- Plans for the next Reporting Period
- Timeline/Milestones
- Percentage of Project Complete

Assignment of Work:

Each committee should assign the work to complete the goal. It can be a full committee process, an assigned workgroup, and/or if necessary for cross-committee collaboration.

Concerns/Roadblocks:

If there are any concerns or items blocking the completion or success of a goal, those should be included along with the report.

Additional Needs

Each committee should identify if there are any additional resources that are needed in order to help the committee make progress on their goals so that subsequent requests can be made through the appropriate avenues

Plans for the Next Reporting Period

Each committee should also report on any planned or upcoming steps that are being taken to make progress on their goals into the next reporting period.

Other Considerations:

The Steering Committee is required to report on the full SCIP once annually. That report includes the following:

1. An assessment of current interoperable emergency communication capabilities across each of Minnesota's four core emergency communication systems: 911, LMR, Wireless Broadband and IPAWS.
 - a. How have those capabilities changed over the past year?
 - b. How do the current capability levels align with the desired state outlined in the plan?
 - c. What, if any, changes to the plan are necessary to address newly identified capability targets?
2. Recommendations to address interoperable emergency communication capability gaps.
 - a. What, if any, gaps exist between the interoperable emergency communication capabilities that we want to achieve and the capabilities that we currently have?
 - b. Do the goals and objectives outlined in the plan align with closing these gaps?
 - c. What, if any, changes to the plan are necessary to address them?
3. An assessment of funding and sustainment capabilities.
 - a. Over the past year, what impact did various funding sources (including grants); have on the ability to achieve the goals and objectives outlined in the plan?
 - b. What, if any, changes to the plan are necessary to address funding concerns?