

**WAGIN WORKGROUP  
25 OCTOBER 2012 MEETING NOTES**

**Attendees:** Dick DeVore, Susan Lee, Sam Anderson, Brad Frantz, Virginia Smith and Michele King

**Equipment Update**

Some radio programming issues still need to be resolved at several sites: Route 135, Grantsville and Thayerville. The WAGIN Workgroup decided an invitation will be sent to Greg Ganoë to attend the next WAGIN meeting.

**ICW III**

The Overall Comments and Next Steps provided in the ICW III Synopsis were reviewed. The Workgroup was in consensus that governance and mutual aid language was needed to proceed with interstate communications. S&S will contact MESIN representatives, Lori Stone and Robert Pedersen for additional information.

**2012 S&S Work Plan**

The following work plan was reviewed and discussed with the Workgroup.

Project & Description	Completion Date
<p>2012 Western Region -WAGIN TICP Update</p> <ul style="list-style-type: none"> <li>• Modifications were made throughout the 2009 Western Region TICP to ensure the most up-to-date information was provided in the 2012 Update and new County TICPs.               <ul style="list-style-type: none"> <li>○ 2012 WAGIN TICP Update – 25 May 2012</li> <li>○ Allegany County 2012 TICP – April 2012</li> <li>○ Garrett County 2012 TICP – August 2012</li> </ul> </li> </ul>	<p>25 May 2012</p>
<p>Coverage Maps</p> <ul style="list-style-type: none"> <li>• A 20-mile radius Coverage Map was developed to illustrate the coverage for all WAGIN Towers utilized in Garrett, Allegany and Washington Counties. The location of each Communication Tower was also depicted on the map. Individual County maps illustrating WAGIN Towers’ coverage and Communication Towers’ locations were also produced and distributed.</li> </ul>	<p>9 August 2012</p>
<p>WAGIN Radio Communication Field Guide</p> <ul style="list-style-type: none"> <li>• The WAGIN Radio Communication Field Guide was developed to provide information to end-users regarding radio systems and talkgroups. Coverage mapping was included as well as fire, EMS and rescue squad maps. A total of 575 copies were provided to the three counties: Washington – 300; Allegany – 125; and Garrett – 80 and ICW III participants - 75.</li> </ul>	<p>25 October 2012</p>
<p>WAGIN IPICS Operational Training:</p> <ul style="list-style-type: none"> <li>• IPICS Dispatcher &amp; Administration Training               <ul style="list-style-type: none"> <li>○ 22 February 2012</li> </ul> </li> </ul>	<p>All completed by: 6 June 2012</p>

<ul style="list-style-type: none"> <li>• IPICS End-User Training <ul style="list-style-type: none"> <li>○ Allegany County – 8 May 2012</li> <li>○ Washington County – 23 May 2012</li> <li>○ Garrett County – 6 June 2012</li> </ul> </li> </ul>	
<p>Interoperability Coordination Workshop III</p> <ul style="list-style-type: none"> <li>• Invitees included the WAGIN adjacent counties from PA &amp; WV and State/Federal Interoperability Personnel. Facility and rooms reservations were coordinated through S&amp;S. Conference materials included: Save the Date Postcard and Brochures were distributed to over 100 potential participants; 75 ICW III binders containing communications information, previous ICW synopses, and participant contact listing; 75 WAGIN Radio Communication Field Guide; and 10 wall maps. Concluding the conference, the ICW III Synopsis was developed and distributed to all ICW participants.</li> </ul>	<p>ICW – 23-24 September 2012</p> <p>Synopsis – 12 October 2012</p>
<p>WAGIN Full-Scale Exercise</p> <ul style="list-style-type: none"> <li>• A functional (boots on the ground) HSEEP Compliant Exercise involving all three WAGIN jurisdictions was conducted on 18 July 2012 at the Little Orleans Volunteer Fire Department. The WAGIN Full-Scale Exercise (FSE) was designed to test and evaluate the <i>Western Region-WAGIN Tactical Interoperable Communications Plan (TICP)</i>. The scope of play for the WAGIN FSE required establishing an incident scene and positioning responders in the field to perform those actions usually associated with an initial response to a <b>wild fire incident</b>. Materials produced included: Player Information brochure; Player’s Handbook; FSE EXPLAN; Exercise Evaluation Guides; Scenario Cards; Scenario Boards; badges and vests; and After Action Report/Improvement Plan. S&amp;S design and facilitated the Full-Scale Exercise for 63 participants.</li> </ul>	<p>Exercise – 18 July 2012 AAR/IP – 30 August 2012</p>
<p>Project Management-Coordination of the WAGIN Workgroup</p> <ul style="list-style-type: none"> <li>• Meeting notices, agendas and meeting notes were provided to the Workgroup for all meetings. Any necessary information needed for each meeting was provided. Grant management was provided throughout the equipment and planning purchasing process. All documentation was entered into the system for reimbursement.</li> </ul>	<p>Ongoing until 31 December 2012</p>
<p>WAGIN Dispatcher 101 Training Video</p> <ul style="list-style-type: none"> <li>• A detail video providing step-by-step instructions on creating, modifying or deleting virtual talkgroup was developed.</li> </ul>	<p>In process</p>
<p>WAGIN 101 Dispatcher Training Manual</p> <ul style="list-style-type: none"> <li>• The WAGIN 101 Dispatcher Training Manual was developed as a companion to be used with the Training Video. This manual provides all information presented in the video as well as additional notes and tips.</li> </ul>	<p>In process</p>
<p>VPN and IDC Connections</p> <ul style="list-style-type: none"> <li>• VPN and IDC usernames and passwords were obtained for each County. Information and software was provided for training purposes.</li> </ul>	<p>October 2012</p>

### **Grant Review**

Based on discussion and comments from the Workgroup, S&S will prepare a draft budget for remaining grant funds. The draft budget will be a main topic of discussion at the next WAGIN Workgroup meeting.

### **Next Meeting**

Date: 29 November 2012

Time: 10:00 am

Location: Allegany County Public Safety Building, PPG Road