

**WAGIN WORKGROUP
MEETING NOTES
MEETING DATE: 6 FEBRUARY 2013**

Attendees: Charlie Summers, Verna Brown, Sam Anderson, Kevin Lewis, Susan Lee, Dick DeVore, Roger Bennett, Terry Cain, Darien Manley, George Small, Erica Carlson, Rich Berg, Lori Stone, Virginia Smith and Michele King

One-Day Workshop

Michele King informed the Workgroup that the WAGIN & West Virginia Partnership Interoperability Workshop will be held 18 April 2013 from 10:00 am to 2:00 pm at Frostburg State University's PE Center Hall of Fame Room. The Workgroup reviewed and discussed Agenda items for the workshop. The items will include:

- MD FIRST Update - Ray Lehr will provide update
- Use of National Interoperability Channels – MD & WV Update
- Current County to County Interoperability – programming resources
 - Garrett County → Preston County
 - Allegany County → Mineral & Hampshire Counties
 - Washington County → Jefferson County
- MIEMSS Fiber at Thayerville – Rueben Fairchild and Chuck Rollman
- Governance between WAGIN and RIC II, III & IV - facilitated or panel discussion

S&S Planning and Design will prepare draft governance and provide to the Executive Committee prior to the April workshop for review. S&S will also request from each West Virginia County a listing of their resources and coordinates for each tower site. The Workgroup also reviewed the workshop invitee listing for additions or corrections. Charlie Summers requested Mary Kackley, Berkeley County be included on the listing.

COML Training

Lori Stone informed the Workgroup that the DHS Office of Emergency Communications will fund the TRG-COML course for WAGIN. The course is scheduled for April 15- 17, 2013. Training will be held at Frostburg State University at no cost; however, lodging will be the participants' responsibility. S&S will send registrations, which will include a checklist of course prerequisites. Participants are also required to have a FEMA Identification prior to the course; this can be obtained online – <https://cdp.dhs.gov/femasid>.

SHA Discussion

Dick DeVore briefed Darien Manley, SHA, concerning the WAGIN equipment designated for the Cumberland tower site. This equipment was reassigned to the Martins Mountain tower site by Craig Fetzer. Mr. Fetzer assured Allegany County that SHA would provide the necessary equipment to backfill the Cumberland site. Rich Berg stated the Cumberland tower was at maximum load capacity. Roger Bennett informed the Workgroup that a load test is being conducted to determine if load capacity has been reached. Mr. Manley requested a WAGIN equipment listing for the site; S&S provided the listing. Upon further discussion pertaining to SHA and WAGIN channel programming, Mr. Manley stated that the SHA Communications Division will need to update District 6 on which channels are to be used during an incident; determine what resources are in SHA vehicles; programming needs for WAGIN connection; and possible purchase of APEX Radios that will be allocated to District 6.

During this discussion, the Workgroup agreed that terminology is still a major issue and additional training is needed. The Workgroup decided the weekly tests should include a scenario. County dispatch supervisors will provide scenarios to S&S, who will be distributed the scenarios a month in advance to the Executive Committee.

Grant Review

In reviewing the FY10 IECGP Grant, the Change Request submitted to FEMA was accepted on 18 January 2013 and Garrett County will provide the \$55,000 match needed. Additionally, the Performance Period for this grant extends from 1 June 2010 to 30 May 2013. However the State will be working on an extension request in February and submitting in March 2013. If accepted, the Performance Period would be extended to 30 November 2013.

The Workgroup reviewed and discussed the potential budget items to determine the priority listing. Project Management and the One-Day Workshop are top priorities. The Workgroup was in consensus that the Repeater Project will be the next priority. The COML Training has been removed from the listing considering the DHS Office of Emergency Communications will fund the TRG-COML course for WAGIN. The remaining budget items include: ICW IV, WAGIN System Operational Training and TTX, Communication Tower Assessment and Database, Regional WAGIN Radio Cache and Mobile Command Post WAGIN Equipment.

Next Meeting Date

- 21 March 2013
10 am
PPG Road