

WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

Minutes

Meeting/Project Name:	Washington, Allegany, Garrett Interoperability Network Workgroup
Date of Meeting:	16 August 2010
Time:	10:00 am - 1:00 pm
Location:	Allegany County Department of Public Safety Headquarters
Meeting Facilitator:	Kevin Lewis, Washington County Emergency Services

Discussion Topics

- ✿ **Review of 20 July 2010 Minutes**
- ✿ **WAGIN Ribbon Cutting**
- ✿ **Interoperability Coordination Workshop**
- ✿ **Phase II – MOA for Transferring Funds**
- ✿ **IPICS Status Update**
- ✿ **WAGIN Workgroup Equipment & Infrastructure Needs**
- ✿ **Next Steps**

Attendees

Name	Organization	Name	Organization
Phil Lazarus	State Highway Administration	Gene Robinson	ARINC
Susan Lee	Allegany County Department of Public Safety	Brad Frantz	Garrett County Public Safety
Roger Bennett	Allegany County Department of Public Safety	Virginia Smith	Garrett County Public Safety
Dick DeVore	Allegany County Department of Public Safety	Kevin Lewis	Washington County Emergency Services
Dave Chapman	ARINC	Michele King	S&S Planning and Design

Review of 20 July 2010 Minutes

The minutes for the 20 July 2010 Workgroup meeting were reviewed. Mr. Phil Lazarus, WAGIN's IPICS Project Manager, inquired about what was involved with Mr. Bryson's 700 MHz Interoperability Channels Presentation. An overview of the presentation was provided and the minutes were then accepted.

WAGIN Ribbon Cutting

The following dates, September 16th, 19th, 20th, and 30th, were originally provided for the WAGIN Ribbon Cutting Ceremony during the previous meeting. However, due to time restraints, September 16th, 19th, and 20th have been omitted.

The WAGIN Workgroup recommended September 30th or a later date in October. Additional options are depended upon the availability of Governor O'Malley for the Ribbon Cutting. Ray Lehr, who is coordinating with the Governor's Office, was contacted for a finalized date. Phil Lazarus will also follow up with a call to Mr. Ray Lehr.

Logistical Needs:

ALCO - PA System, Podium, Chairs, Tables, Tent - **Total Attendee Count Needed**

Governor's Office & ARINC - Press Release – **Contingent on Date**

WASHCO, ALCO, GARCO – Personnel & Apparatus – **Contingent on Date**

ARINC – Script – **Draft, Dave Chapman**

Interoperability Coordination Workshop

S&S provided the Workgroup with an update on the Registration status as well as the Invitee Listing. The Listing was reviewed along with a list of MEMA and National Guard personnel provided by Ms. Erica Mowbray. The following personnel have been included on the Invitee List:

- ✿ Gary Zamerski
- ✿ Paul Hajek
- ✿ Richard Muth
- ✿ Lt. Col. Greg Tine
- ✿ Jim Pyles
- ✿ Todd May
- ✿ Lt. David W. Kloos
- ✿ Gene McCabe

The WAGIN Workgroup discussed the details for the Interoperability Coordination Workshop Agenda. Upon agreement, the Agenda is as follows:

- ☀ **Sunday:** 6 pm: Welcome Reception
6:30 pm: Opening Remarks
- ☀ **Monday:** 7:30 am: Continental Breakfast
8 am: Introductions
8:15 am: Key Note Speaker
9 am: ARINC – WAGIN Project Overview and Demonstration
10 am: Interoperability Capability Status Forum
12 pm: Lunch
1 pm: Challenges and Opportunities Round Table
3 pm: Next Steps

A detailed Agenda will be distributed to all Attendees and the WAGIN Workgroup prior to the Workshop. Additionally, an asset questionnaire will also be distributed in advance to all jurisdictions. This questionnaire includes: current system status, current interoperability capabilities and challenges.

All invitees will be provided with a binder that includes the following participate materials :

- ☀ Participate Contact Listing
- ☀ PowerPoint Presentation
- ☀ Key Note Speaker Biography
- ☀ Note Pad
- ☀ ARINC Pen
- ☀ WAGIN Overview

S&S will pre-register participants Sunday at 6:00 p.m. and Monday at 7:30 a.m.

The expectations of the Conference Facilitator, Clay Stamp, were discussed. The facilitator will need to be able to prompt conversation between jurisdictions as well as ensure the objective(s) for each section of the agenda is completed prior to moving forward. A conference call prior to the ICW will be scheduled with Mr. Clay Stamp.

Phase II – MOA for Transferring Funds

No information was provided to the Workgroup at this meeting. Mr. Curt Andrich will be contacted. Information obtained from Mr. Andrich will be provided at the next meeting.

IPICS Status Update

Training for Washington County was completed in 4 hours with eight personnel being trained. Several issues were identified during the training and included: connecting with the motor bridge and the lack of standard terminology within the NIPS package. Dave Chapman, ARINC, will provide a potential project description to the Workgroup at the next meeting.

Allegany County completed the IPICS training with 9 personnel in attendance, while Garrett County will be completing training on 23 August 2010.

In addition, the Workgroup viewed a draft version of the “WAGIN Informational Video.”

Next Steps

- ✿ Conference Call: **30 August 2010, 10:00 am – 12:00pm**
Call Number: 410-429-4180
Pass Code: 3030
- ✿ Phase II – MOA Update
- ✿ WAGIN Workgroup will need to determine additional infrastructure and equipment needs.
- ✿ User System and Policies Meeting
- ✿ Next WAGIN Meeting: **14 October 2010, 9:00 am-12:00 pm** at the Allegany County Department of Public Safety on PPG Road.