

WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

Minutes

Meeting/Project Name:	Washington, Allegany, Garrett Interoperability Network Workgroup
Date of Meeting:	14 October 2010
Time:	9:00 am - 12:30 pm
Location:	Allegany County Department of Public Safety Headquarters
Meeting Facilitator:	Kevin Lewis, Washington County Emergency Services

Discussion Topics

- ✿ **WAGIN Ribbon Cutting**
- ✿ **Video Distribution – “WAGIN Informational Video”**
- ✿ **Review ICW Synopsis, specifically “Next Steps”**
- ✿ **WAGIN Workgroup Equipment & Infrastructure Needs**
- ✿ **FFY 2007 PSIC Grant**
- ✿ **Pennsylvania ICW**
- ✿ **WAGIN Policies and Operational Procedures**
- ✿ **WAGIN Connection to WV - Presentation**
- ✿ **Next Steps**

Attendees

Name	Organization	Name	Organization
Curt Andrich	MD Interoperability Project Management Office	Michele King	S&S Planning and Design
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	Charlie Summers	Washington County Emergency Services
Steve Smith	Garrett County Public Safety		

WAGIN Ribbon Cutting

The WAGIN Workgroup voted “No” to the Ribbon Cutting; time and efforts would be better served towards training and operational policies development. Two alternate concepts for a Ribbon Cutting were recommended:

1. Press release and demonstration during the Pennsylvania ICW or;
2. Create a modified “Ribbon Cutting” event with Garrett, Allegany and Washington Counties once all are operational. Each jurisdiction will conduct a demonstration with the WAGIN Workgroup and new County Commissioners.

Video Distribution – “WAGIN Informational Video”

The WAGIN Workgroup requested 10 copies per jurisdiction, while Curt Andrich requested 3 for the State from Dave Chapman, ARINC. Currently the video is on YouTube and can be found utilizing the following address: http://www.youtube.com/watch?v=Wn14SBm_MXQ.

Also, a WAGIN website was suggested to display the WAGIN video as well as create a central repository for WAGIN projects and meeting information. Dick DeVore will contact Willets System to obtain a scope of work and price proposal.

Review ICW Synopsis, specifically “Next Steps”

S&S provided the Workgroup with the ICW Synopsis for review and approval. The Workgroup approved the Synopsis for release and distribution to ICW invitees.

Curt Andrich stated MOU’s need to be in place before connecting interoperability networks. Additionally, a Technical Group Meeting with the WV partners was suggested, however the Workgroup would like to identify operation equipment by jurisdiction and additional needs. Also, it was recommended the Pennsylvania ICW be completed first in order to determine their capabilities and willingness to partner. Following the obtainment of this information, a Regional Technical Group will be established.

WAGIN Workgroup Equipment and Infrastructure Needs

The WAGIN Workgroup discussed additional equipment/infrastructure needs; however, it was unclear as to what the specific needs are at each site. Therefore, Kevin Lewis will contact Tom Miller for consulting services pertaining to a UHF Infrastructure Project. This project will identify specific needs and quantities.

FFY 2007 PSIC Grant

Furthermore, Curt Andrich informed the WAGIN Workgroup of the deadline for the FY07 PSIC Grant. All work utilizing this grant must be completed by September 30, 2011. All invoices /requests for reimbursements must be submitted to the State by June 30, 2011.

Pennsylvania ICW

Potential dates for the Pennsylvania ICW were suggested. The WAGIN Workgroup agreed upon 12-13 December 2010. Rocky Gap Golf Resort and Lodge will be utilized with S&S Planning and Design coordinating. Clay Stamp will be the Facilitator and Ray Lehr was recommended as the Keynote Speaker. The format of the Meeting, Agenda, and Participant Materials will remain the same, with the exception of assigning a moderator and appointed speaker for each group during the *Challenges and Opportunities Round Table Session*.

The Pennsylvania Counties to be invited include:

- ✿ Fayette
- ✿ Somerset
- ✿ Bedford
- ✿ Fulton
- ✿ Franklin
- ✿ Adams

Additionally, Frederick County, MD and Preston County, WV representatives will be included on the invitee listing. S&S will provide a preliminary invitee listing to all WAGIN Workgroup members for review and comment.

WAGIN Policies & Procedures

Policies & Procedures were not established during this meeting. Garrett County's IPICS setup has not been completed; work regarding antennas and an MOU for the Eagle Rock site is needed. Brad Frantz will email Phil Lazarus and Rich Berg in order to have the work completed in a timely manner.

Moreover, the WAGIN Workgroup established a WAGIN Demo Test Drill date of 4 November 2010. The purpose of the drill is to test the IPICS system from PSAP to PSAP.

WAGIN Connection to WV - Presentation

Dave Chapman, ARINC, presented “WAGIN Connection to WV” to the WAGIN Workgroup. In order to connect the WV IPICS system to the WAGIN IPICS system, a two phase plan was recommended: *Phase I - System Design & Phase II – Implementation.*

Mr. Chapman informed the Workgroup that coverage maps are needed. Kevin Lewis will discuss this work item with Tom Miller for inclusion in the UHF Infrastructure Project.

Next Steps

- ✿ Willets System Meeting : **19 October 2010, 10:00 am – 10:30 am**
Allegany County 911 Center, Dorn Avenue

- ✿ Conference Call: **4 November 2010, 10:00 am – 11:00 am**
Call Number: **301-334-7487**
Agenda: **ICW with Pennsylvania**
Garrett County Equipment Status
WAGIN Demo Test Drill

- ✿ WAGIN Demo Test Drill: **18 November 2010, 9:00 am**

- ✿ ICW with Pennsylvania: **12-13 December 2010**