

WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

Minutes

Meeting:	Washington, Allegany, Garrett Interoperability Network Workgroup
Date of Meeting:	1 December 2011
Time:	10:00 am - 12:00 am
Location:	Allegany County Department of Emergency Services Headquarters
Meeting Facilitator:	Kevin Lewis, Washington County Dept. of Emergency Services

Discussion Topics

- ✿ Grants Update / Procurement Status
- ✿ Training/Exercise
- ✿ Weekly PSAP -> PSAP Testing Report
- ✿ Review Task Listing from 27 October 2011 Meeting
- ✿ ARINC Presentation: 4.0 Upgrade and Capabilities
- ✿ Next Steps

Attendees

Name	Organization	Name	Organization
Lori Stone	MD Interoperability Project Management Office	Dave Christner	DNR
Susan Lee	Allegany County Department of Emergency Services	Rob Anderson	ARINC
Dick DeVore	Allegany County Department of Emergency Services	Harry Wolford	TWR
Kevin Lewis	Washington County Department of Emergency Services	Virginia Smith	S&S Planning and Design
Sam Anderson	Washington County Department of Emergency Services	Michele King	S&S Planning and Design
Brad Frantz	Garrett County Public Safety		

Grants Update / Procurement Status

S&S informed the Workgroup that Purchase Orders were entered into the MEMA GMS, obligating all FY09 IECGP Grant Funding by 30 November 2011 deadline.

Washington County reported that an invoice has been submitted for the re-banding of 800 MHz, narrowbanding of UHF and VHF and installation of an additional module. Rob Anderson, ARINC, indicated that work will be conducted on 7 December 2011. Once all configurations have been completed, Washington County will have full function of all repeaters, ability to control repeaters at the console, WAGIN will be connected to Motorbridge and will be utilized on a daily basis without interfering with intercom channels.

In order for Allegany County to invoice for the Mount Savage equipment purchase utilizing the FY09 IECGP Grant funding, a FEMA EHP Screening Form needed to be completed. S&S completed and submitted the form, which was approved on 2 December 2011. **Allegany County can now proceed with invoicing TWR for the Mount Savage equipment.**

Garrett County Procurement is currently processing a Purchase Order for the ARINC Price Quote, which is for licenses and installation of (3) modules. Virginia Smith emphasized that Allegany and Garrett Counties must invoice Washington County for reimbursement.

Dick DeVore requested information on connecting wirelessly to PSINet. Dave Christner stated that if a VPN is available on the PC or laptop, then PSINet can be connected. Mr. Christner also informed the Workgroup that the State is exploring new paths for connecting counties into PSINet and MIEMMS is currently connecting a new VPN network. **Rich Berg, MIEMMS, will provide a PSINet Presentation during the next WAGIN Workgroup meeting.**

S&S informed the Workgroup that Washington County provided the full in-kind match for the PSIC Grant. In order to proceed with purchasing equipment for Thayerville, Grantsville, Route 135 (radios only) and Martins Mountain tower sites, EHP Screening Forms need to be completed for each site. S&S has completed and submitted the EHP Form for Thayerville. **S&S is waiting to receive information from Rich Berg on the Grantsville and Route 135. Michele King will contact Phil Lazarus for information on the Martins Mountain tower site.**

S&S stated a Project Scoping document was provided to MEMA for the remaining FY08 IECGP Grant Funding. Lori Stone indicated that the document has not been submitted to FEMA; MEMA is waiting on the Eastern Shore's Project Scoping document. The Performance Period for the FY08 IECGP Grant funding will be from January to December 2012.

Training/Exercise

S&S distributed the Allegany County WAGIN Training video to each Executive Committee Member. Virginia Smith explained how this video can be utilized as a basis for developing a script for WAGIN's Interoperability 101. Dick DeVore asked if the video could be placed on the WAGIN website. Rob Anderson indicated the link to the video should be password protected. **Susan Lee will research the possibility of incorporating a password on the website so the training video and associated PowerPoint can be uploaded.**

ARINC training is scheduled for 22 February 2012 and will be held at Washington County's EOC.

Rob Anderson will ensure the facility can be utilized on 7 December 2011. A meeting will need to be scheduled prior to the training date to establish logistic needs. **ARINC will develop a training participant invitation/information sheet for distribution.**

The tentative date for the full-scale exercise is 27 June 2012. Currently Garrett County does not have full functional use of WAGIN. Garrett County WAGIN sites must be functional prior to this exercise. To that end, the following tasks must be completed:

- Shelter/Tower Request Forms must be completed and submitted to the SHA's State Infrastructure Committee for acceptance;
 - **Brad Frantz will contact Phil Lazarus to discuss the completion of the forms for the Thayerville tower site;**
 - **Mr. Frantz will also verify that Mr. Lazarus is completing the forms for the Route 135 and Grantsville tower sites;**
 - **Dave Christner will provide the forms to Brad Frantz;**
- **Brad Frantz will meet with Harry Wolford, TWR, at the Thayerville tower site on 8 December 2011 to discuss next steps for the installation of equipment.**
- **Brad Frantz and Harry Wolford will establish an equipment installation date and alternative "snow" dates.**
- **Equipment installation at Route 135, Thayerville and Grantsville tower sites.**

NOTE: Brad Frantz ensured Harry Wolford that all access roads to the towers will be cleared on the established equipment installation dates.

Weekly PSAP -> PSAP Testing Report

Michele King provided a status update on the Weekly PSAP->PSAP Testing. Ms. King informed the Workgroup that all agencies have been participating in the weekly testing and CAD Report submittal. WAGIN Log Report attached.

Review Task Listing from 27 October 2011 Meeting

During the 27 October 2011 Meeting a task listing was developed. The updated task listing is as follows. Those items shown in **red** are **incomplete**.

- **Dick DeVore –**
 - Contact Rob Anderson for individual price quote for training **Complete: Mr. DeVore contacted and received the price quote from Rob Anderson.**
 - Provide Phil Lazarus with information on the Martins Mt. tower site **Complete: All necessary information has been provided to Phil Lazarus.**
- **Workgroup –** Provide information for TICP – Table 17: Regional Emergency Resource Personnel **Incomplete: The handout was distributed during the meeting and will be attached to the minutes.**
- **Susan Lee –** Update WAGIN website **Incomplete: Ms. Lee will update the WAGIN website and research implementing a password for the training video.**
- **Michele King –**
 - Contact ARINC about obtaining the Allegany County Training Video **Complete:**

Ms. King contacted Rob Anderson who provided the video. This video was disturbed during the meeting to each Executive Committee Member.

- Contact FSU's Media Dept. to discuss developing a dispatchers training video **Complete: Brian Wilson of FSU's Media Dept. was contacted and information was obtained.**
- Contact MEMA to discuss PSAP->PSAP Testing/Log Report **Complete: Ms. King contacted Gary Zamerski. MEMA is now initiating testing, when applicable, on the 5th Monday of each month.**
- Contact Brad Frantz to obtain TICP information **Complete: Mr. Frantz was contacted regarding TICP information needed. Mr. Frantz is currently gathering all necessary information.**
- **S&S Planning and Design –**
 - Develop SOP specific to PSAP->PSAP Testing **Complete: S&S currently developing the SOP. Additional SOP's will be developed following the February training and TTX.**
 - Continue work on Draft TICP document **Complete: S&S is continuing to work on the TICP and to obtain necessary information.**

ARINC Presentation: 4.0 Upgrade and Capabilities

Rob Anderson, ARINC, conducted a presentation on the major changes from IPICS 2.0 to 4.0. Some of the changes include:

- PMC to IDC
- New Phone application (2 lines only)
- Additional Audio Features
- New VTG Window
- Updated Policy Window (can now setup one policy for contacting all lead agencies)

The PowerPoint presentation is attached to the minutes.

Next Steps

- **WAGIN Meeting: TBD**
Allegany County Department of Public Safety Headquarters,
PPG Road
- **ARINC Training: 22 February 2012**
- **Regional Exercise: 27 June 2012**
 - *Agenda Topics:*
 - PSINet Presentation: Relative to applications and possibilities to include desktop, mobile and IPAD.