

# WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

## Minutes

<b>Meeting:</b>	<b>Washington, Allegany, Garrett Interoperability Network Workgroup</b>
<b>Date of Meeting:</b>	15 March 2012
<b>Time:</b>	10:00 am - 12:00 am
<b>Location:</b>	Allegany County Department of Emergency Services Headquarters
<b>Meeting Facilitator:</b>	Kevin Lewis, Washington County Dept. of Emergency Services

## Discussion Topics

- ✿ **Equipment Update**
- ✿ **Training / Exercise**
- ✿ **Interoperability 101 / Field Guide**
- ✿ **ICW III Conference**
- ✿ **Weekly PSAP -> PSAP Testing Report**
- ✿ **Review Task Listing from 1 December 2011 Meeting**
- ✿ **Next Steps**

## Attendees

<b>Name</b>	<b>Organization</b>	<b>Name</b>	<b>Organization</b>
Susan Lee	Allegany County Department of Emergency Services	Phil Lazarus	SHA
Dick DeVore	Allegany County Department of Emergency Services	Rob Anderson	ARINC
Roger Bennett	Allegany County Department of Emergency Services	Harry Wolford	TWR
Kevin Lewis	Washington County Department of Emergency Services	Tom Miller	Skyline
Charlie Summers	Washington County Department of Emergency Services	Virginia Smith	S&S Planning and Design
Brad Frantz	Garrett County Public Safety	Michele King	S&S Planning and Design
Terry Cain	SHA		

## Equipment Update

### Phase II Tower Sites – EHP Screening Letters

EHP Approval Letters received:

- Mt. Savage
- Thayersville

S&S informed the Workgroup that approval letters for the FEMA EHP Screening Forms submitted in January have not been received. The Screening Forms were required for the Route 135, Martins Mountain and Grantsville tower sites. Once the forms are approved, Washington County can begin with the reimbursement process for these sites.

### Phase II Additional Equipment

In regards to equipment, Phil Lazarus stated that SHA will be purchasing routers for the following WAGIN tower sites: Grantsville, Mount Savage, Keyser Ridge, Westernport, Town Hill and Savage Mountain. For those sites in need of interfacing, SHA is contracting with ARINC to complete the work. Virginia Smith informed Mr. Lazarus that FEMA EHP Screening Forms will need to be submitted for each of these sites. **S&S will contact Mr. Lazarus to discuss the EHP forms.** Funding for a shelter-to-shelter fiber link at the Martins Mountain tower site will also be provided by SHA. Mr. Lazarus estimated the cost for the six routers and fiber link to be approximately \$170K. Rob Anderson, ARINC, indicated that additional IPICS licenses will be needed for these sites. Additionally, Terry Cain, SHA, stated that the router located at Eagle Rock has been relocated to the Thayersville tower site.

At this time, Dick DeVore indicated that the Westernport tower will be constructed in June 2012. Allegany County will also be constructing a tower site in Barton, which is not currently identified as a WAGIN tower site; however, this site will provide additional coverage/linkage from Garrett County to Allegany County.

**During this discussion, the Executive Committee requested S&S to create a listing detailing the following regional information: radio equipment at each site; additional equipment/interfacing needs; and tower site owner.**

Kevin Lewis inquired about the installation of IPICS into the mobile command units for each county. Rob Anderson stated an inventory of equipment would be needed. Mr. Anderson explained that several options are available and will be included in the proposal. **Mr. Anderson will obtain information on each mobile command unit and provided the Executive Committee with a proposal.**

Harry Wolford, TWR, informed the Workgroup that all equipment has been delivered and is ready for installation, with the exception of a few brackets. Work is underway at the Thayersville tower site.

## Training / Exercise

End-User Training Dates.

- Allegany County Training: **8 May 2012 – 6:00 – 9:00 pm**
- Washington County Training: **23 May 2012 – 6:30 – 9:30 pm**
- Garrett County Training: **6 June 2012 – 6:00 – 9:00 pm**

Each county is responsible for developing the Agendas for training. S&S will provide administrative support.

The tentative date for the full-scale exercise is 27 June 2012. S&S will provide the logistics for the exercise however the Workgroup needs to determine who will participate. S&S will work on developing a wildfire scenario. Roger Bennett suggested utilizing Camp Baker for the scenario location. Mr. Bennett will check the availability of Camp Baker for the 27 June 2012 date with his point of contact.

## Interoperability 101 / Field Guide

Virginia Smith explained to the Workgroup that in order to produce the Interoperability 101 training video, step-by-step instructions were needed with specific screen shots. In order to achieve this task, S&S requested a VPN connect for WAGIN. **Kevin Lewis will send a request to Rich Berg regarding the PSINet connection for S&S.**

Dick DeVore questioned Rob Anderson about the IPICS iPhone Application. Mr. Anderson indicated that the iPhone App is only available over a network and a license would be needed. **Rob Anderson will provide a price quote for the iPhone license to the Executive Committee.**

Michele King provided a sample Field Guide to the Workgroup for review. S&S met with each county to determine the specific information to incorporate into the Field Guide. The Workgroup inquired about individual tower site coverage maps in an alternate format. **Tom Miller will provide maps for each tower site outlining the coverage area.** Dick DeVore also suggested the information obtained for the Field Guide be incorporated into CASM.

## ICW III Conference

The Interoperability Coordination Workshop III is scheduled for 23-24 September 2012 at Rocky Gap Lodge. Save the Dates were sent to all ICW I and ICW II attendees. The invitee listing was provided and Workgroup members were asked to review the list and provide any additional names to Michele King. Rick Cosner, SHA, has been included on this listing. Ms. King also provided a sample of the binder cover, agenda and registration packets that will be utilized for the ICW III.

## Weekly PSAP -> PSAP Testing Report

Michele King informed the Workgroup that all agencies have been participating in the weekly testing. Several CAD Report submittals are necessary. Ms. King will be in contact with each agency to obtain CAD Reports. WAGIN Log Report attached.

## Review Task Listing from 1 December 2011 Meeting

During the 1 December 2011 Meeting a task listing was developed. The following tasks were completed and are denoted in blue.

- **Brad Frantz –**
  - Contact Phil Lazarus to discuss Shelter/Tower Request Forms **Complete: Mr. Frantz contacted and discussed the Request Forms with Phil Lazarus.**
  - Complete and submit Shelter/Tower Request Forms to SHA **Complete: It was determined that the Request Forms are not needed at this time.**
  - Establish equipment installation dates with Harry Wolford **Complete: Installation dates have been established.**
- **Dave Christner –** Provide Brad Frantz Shelter/Tower Request Forms **Complete: Through discussion with Phil Lazarus, it was determined that the forms are not necessary at this time.**
- **Rob Anderson –**
  - Schedule installation date with Allegany County for console work **Complete: Console work for Allegany County has been completed.**
  - Develop a training participate invitation/information sheet for distribution **Complete: Rob Anderson developed and distributed the Agenda and Operational Scenarios for the ARINC Training held on 22 February 2012.**
  - Work with Workgroup for training logistics (agenda, scope, TTX) **Complete: Rob Anderson developed and distributed the Agenda and Operational Scenarios for the ARINC Training held on 22 February 2012.**
- **Harry Wolford –**
  - Schedule equipment installation dates with Garrett County **Complete: Mr. Wolford met with Brad Frantz to establish installation dates.**
- **Michele King –** Contact Phil Lazarus in order to obtain information on the Martins Mountain tower site - ESA **Complete: Mr. Lazarus provided the Martins Mountain ESA to Ms. King.**
- **S&S Planning and Design –**
  - Continue developing SOP specific to PSAP->PSAP Testing **Complete: S&S currently developing the SOP.**
  - Finalize work on Draft TICP document **Complete: S&S provided the Draft TICP to the Executive Committee for review. S&S also provided Roger Bennett with the Allegany County TICP.**
  - Complete and submit EHP Screening Forms for: Rt. 135, Grantsville and Martins Mountain **Complete: All three forms were submitted in January 2012.**

During the 15 March 2012 Meeting new tasks were developed. The following are incomplete tasks from the December 1<sup>st</sup> Meeting and new tasks developed during the March 15<sup>th</sup>.

Incomplete December 1<sup>st</sup> Task Items:

- **Dave Christner** –
  - Provide Michele King with DNR TICP information **Incomplete**
- **Workgroup** – Provide information for TICP – Table 17: Regional Emergency Resource Personnel **Incomplete: The handout has been distributed during several meetings.**
- **Susan Lee** – Update WAGIN website and research implementing a password on the website **Incomplete: Ms. Lee will update the WAGIN website and research implementing a password for the training video.**
- **Rob Anderson** –
  - Schedule installation date with Garrett County for console work **Incomplete: Console work cannot be completed until additional audio circuits have been installed by Staley Communications. Mr. Anderson will contact Bill Ham, Staley, to determine an installation date.**
- **Harry Wolford** –
  - Schedule equipment installation dates with Allegany County **Incomplete**
- **Phil Lazarus** – WAGIN Phase II equipment purchase utilizing PSIC Grant **Incomplete**

New March 15<sup>th</sup> Task Items:

- **Executive Committee** – Create Agendas for individual County – End-User Training
- **Rob Anderson** –
  - Obtain information on each mobile command unit
  - Develop a proposal for the installation of IPICS in the MCU's
  - Develop a price quote for the iPhone license
- **Tom Miller** – Provide generalized coverage maps
- **S&S Planning and Design** –
  - Contact Phil Lazarus regarding EHP Screening Forms
  - Create WAGIN Tower site inventory
  - Develop wall map of all WAGIN Tower sites
  - Develop ICW III registration information packets for potential participants
  - Continue drafting WAGIN Field Guide
  - Continue development of WAGIN Interoperability 101 Manuals & Video

## Next Steps

- WAGIN Meeting: **19 April 2012**  
**Allegany County Department of Public Safety Headquarters,**  
**PPG Road**
- ALCO Training: **8 May 2012 – 6:00 – 9:00 pm**
- WASHCO Training: **23 May 2012 – 6:30 – 9:30 pm**
- Garrett Training: **6 June 2012 – 6:00 – 9:00 pm**
- Regional Exercise: **27 June 2012**
- ICW III: **23-24 September 2012**