

WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

Minutes

Meeting:	Washington, Allegany, Garrett Interoperability Network Workgroup
Date of Meeting:	16 March 2011
Time:	10:00 am - 12:00 pm
Location:	Allegany County Department of Public Safety Headquarters
Meeting Facilitator:	Kevin Lewis, Washington County Emergency Services

Discussion Topics

- ✿ UHF Infrastructure Project Update
- ✿ WAGIN Website Update
- ✿ Weekly PSAP -> PSAP Testing Report
- ✿ Addendum to WAGIN Governance
- ✿ S&S Deliverables Timeline
- ✿ Grants Update
- ✿ System Life Cycle Plan
- ✿ Exercises & Training
- ✿ Next Steps

Attendees

Name	Organization	Name	Organization
Curt Andrich	MD Interoperability Project Management Office	Kevin Lewis	Washington County Emergency Services
Susan Lee	Allegany County Department of Public Safety	Charlie Summers	Washington County Emergency Services
Roger Bennett	Allegany County Department of Public Safety	Rich Berg	MIEMSS
Dick DeVore	Allegany County Department of Public Safety	Dave Christner	DNR
Phil Lazarus	SHA	Harry Wolford	TWR
Terry Cain	SHA	Rob Anderson	ARINC
Steven Smith	Garrett County Public Safety	Tom Miller	Skyline
Brad Frantz	Garrett County Public Safety	Michele King	S&S Planning and Design
Virginia Smith	Garrett County Public Safety		

UHF Infrastructure Project Update

Harry Wolford, TWR, stated the price proposal will be divided out by site. Mr. Wolford also indicated a discussion with ARINC was needed to determine how the IPICS system would be connected. In return, Rob Anderson, ARINC, stated he will need to know what equipment is being added at each site. To that end, Mr. Wolford and Mr. Anderson will have a follow up discussion on equipment needs and configurations. **Mr. Anderson will also provide a listing of additional IPICS needs, such as licenses, for inclusion in the TWR Price Proposal; ARINC will be subcontracted through TWR. Mr. Wolford will provide a price proposal to the WAGIN Workgroup on 23 March 2011.**

WAGIN Website Update

Susan Lee informed the WAGIN Workgroup that the website will be updated within two weeks. Currently, Mrs. Lee is anticipating photographs from Kevin Lewis, Washington County. During the discussion, it was suggested Rich Berg could provide photos as well. **Mrs. Lee will be contact with Mr. Berg via email to obtain additional photos for the website. Kevin Lewis will provided pictures to Mrs. Lee.**

Weekly PSAP -> PSAP Testing Report

Weekly WAGIN PSAP to PSAP testing has been conducted with Allegany and Garrett Counties experiencing no issues. Washington County, however, has had to reboot the IPICS software daily. The question of reinstalling the software was proposed; Rob Anderson indicated ARINC updated the client software, which may be causing this issue. **Charlie Summers indicated that he would consult with Motorola about connection to the IPICS console.** Mr. Summers expressed to the group his concern that Washington County has not received the headset and speakers specifications from ARINC. **Rob Anderson indicated he would provide the specifications.**

The question of MJOC's participation in the weekly testing was posed. Each jurisdiction has attempted to make contact weekly through the console, however there is no response. **Therefore, Curt Andrich will follow up with Gary Zamerski to ensure there is not an issue with the system within MJOC.**

Dave Christner stated that the console for DNR located in Sandy Point is not working. An initial test at this site was never conducted. **Mr. Christner will attempt to contact Washington County via this console on 17 March 2011.**

Washington County has not received coverage maps for their 5 TAC-Stack sites: High Rock, Lambs Knoll, 65 & 70 MD MSP, Fairview and Sidling. **Tom Miller has received necessary information from Pete Loewenheim and will provide the coverage maps by 18 March 2011.**

It was concluded that the weekly PSAP to PSAP testing will be logged, MJOC will be incorporated in the testing and rotation between the three counties will continue. Mr. Miller suggested the WAGIN Workgroup create a user's group through Yahoo for the weekly logs. This way if an issue occurs, action can immediately be taken to resolve the issue. **Michele King will consult with Mr. Miller on creating a WAGIN user's group account.**

Addendum to WAGIN Governance

Kevin Lewis discussed the modification to the WAGIN Governance. Compliance with each jurisdiction's procurement procedures was included in the Governance. Dick Devore motioned the acceptance of the modification with Brad Frantz seconding it. A Record of Change has been incorporated into the document.

S&S Deliverables Timeline

S&S distributed and discussed the deliverables timeline. The Workgroup reviewed and accepted the timeline.

Grants Update

FY08, FY09 and FY10 IECGP grants were reviewed by S&S. The FY08 IECGP grant is now closed and FY09 IECGP was approved for an extension with a deadline of November 2011. The FY10 IECGP grant can be altered once the System Life Cycle Plan is complete.

System Life Cycle Plan

A draft of the System Life Cycle Plan was discussed. Various sections of the Plan were reviewed for additional information and accuracy. **WAGIN Phase II is the main focus of this Plan, therefore IPICS software needs will be provided by Rob Anderson. Mr. Anderson will also contact Rich Berg to discuss if additional routers will be needed.** S&S inquired about testing at individual towers sites and how this testing was conducted. Currently individual sites are not tested regularly. It was determined that personnel are needed periodically in the field to conduct a Preventive Maintenance Program on each tower. S&S questioned if Phase III is a future vision. The Workgroup concluded the remaining sites needed and connections with Pennsylvania and West Virginia would comprise Phase III.

The Workgroup also discussed the issues with licenses and warranties. Each fixed structure must be licensed under each jurisdiction before hardware can be installed. **Curt Andrich will consult with Charlie Bryson concerning licensing and will provide S&S with the information by 18 March 2011.**

Exercises and Training

Exercise and training was also discussed at this time. Kevin Lewis stated the NECP Goal II needs to be completed by September 2011; however this requirement may be satisfied by documentation of the 18 November 2010 Demo Drill. Therefore, the next step would be a full scale exercise. This exercise would be conducted in October 2011 involving a wildfire scenario in eastern Allegany County. Several tasks were discussed and need to be addressed for the full scale exercise to be conducted. These tasks are as follows:

- SOP's are needed;
- Garrett County will need initial IPICS users training due to consolidation with the Sheriff's office;

- Garrett County need hardware and software to complete the built out;
- Washington County's five tower sites are programmed for narrowband however radios are not and need to be;
- Conduct small scale drills during PSAP -> PSAP testing by including additional apparatus units into the weekly testing;
- Washington County will develop and provide official tower names and nationally accepted frequency names;
- First responders need IPICS users training.

Next Steps

- Kevin Lewis: Photos to Susan Lee
- Tom Miller: Washington County Coverage Maps due **18 March 2011**
- Rob Anderson: UHF Infrastructure Project – IPICS needs
- Harry Wolford: TWR Price Proposal due **23 March 2011**
- Curt Andrich: Licensing Information for S&S due **28 March 2011**
- Executive Committee Conference Call : **31 March 2011 at 1:00 pm**
- WAGIN Meeting : **19 May 2011, 10:00 am – 12:00 pm**
Allegany County Department of Public Safety Headquarters,
PPG Road