

WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

Minutes

Meeting:	Washington, Allegany, Garrett Interoperability Network Workgroup
Date of Meeting:	17 May 2012
Time:	10:00 am - 11:30 am
Location:	Allegany County Department of Public Safety Building
Meeting Facilitator:	Kevin Lewis, Washington County Division of Emergency Services

Discussion Topics

- ✿ Grants & Equipment Update
- ✿ Training / Exercise
- ✿ Field Guide Update
- ✿ Weekly PSAP -> PSAP Testing Report
- ✿ Review Task Listing from 19 April 2012 Meeting
- ✿ Next Steps

Attendees

Name	Organization	Name	Organization
Susan Lee	Allegany County Dept. of Emergency Services	Darien Manley	SHA
Roger Bennett	Allegany County Dept. of Emergency Services	Terry Cain	SHA
Kevin Lewis	Washington County Division of Emergency Services	Dave Christner	DNR
Sam Anderson	Washington County Division of Emergency Services	Harry Wolford	TWR
Brad Frantz	Garrett County Public Safety	Virginia Smith	S&S Planning and Design
Steve Smith	Garrett County Public Safety	Michele King	S&S Planning and Design

Grants & Equipment Update

- Allegany County – Mount Savage and Martins Mountain Tower Sites
 - ARINC work in progress at the Martins Mountain Tower Site – fiber converters are ordered and IP addressing is being obtained; TWR work in progress at the Mount Savage Tower Site and should be completed by May
- Garrett County – Thayerville, Grantsville and Route 135 Tower Sites
 - TWR work completed at the Thayerville; ARINC work TBD – contingent upon ARINC completion of Martins Mountain
 - Route 135 Tower Site - SHA is waiting for available tower climbers to complete the work
 - Grantsville – as per Phil Lazarus on 18 May 2012 this site has been approved by the SIEC; approval letter forth coming
- 2007 PSIC Grant Adjustment
 - Washington County Commissioners approved the \$85K GAN – Westernport Tower Site
 - Garrett County Tower Sites invoiced on 8 May 2012
 - Route 135, Grantsville and Thayerville
 - Remaining invoicing: Allegany County's Martins Mountain and Westernport Tower Sites – June 30th deadline
- SHA RF Equipment
 - ARINC to complete work by 30 June 2012
 - Sites include: Grantsville, Mount Savage, Keyser Ridge, Westernport, Town Hill and Savage Mountain
 - WAGIN Workgroup will provide Darien Manley, SHA, a synopsis of information needed:
 - Status update on interfacing at the WAGIN sites
 - 4.0 fiber link installed at Thayerville to provide connection to neighboring West Virginia counties – are all connections completed?
 - Dave Christner will follow-up on the fiber link connection within the MIEMSS building located at Thayerville

Training / Exercise

End-User Training Dates

- Allegany County Training:
 - Positive feedback was received following the training session
- Washington County Training: **23 May 2012 – 6:30 – 9:30 pm**
 - A draft Agenda was provided for review
 - Training will be conducted during May Fire Chiefs meeting – approximately 30 participants
 - Sam Anderson will provide Agenda modifications and total number of participants by 21 May 2012
 - S&S will provide copies of the Agendas, IPICS Quick Reference Guide and the WAGIN Field Guide (WASHCO tab only)
- Garrett County Training: **6 June 2012 – 6:00 – 9:00 pm**
 - Agenda has been modified and approved
 - Approximately 25 participants

Full-Scale Exercise – 27 June 2012

- Alternate (rain date) exercise date established: 11 July 2012
- Garrett County to provide additional TICP information; upon completion of the final TICP Update final copies will be provided
- Exercise location established: Allegany County Roads Garage; MV Smith Road
- Site map provided and reviewed
- Sub-Committee Participant Listing Due: **23 May 2012**
- Dave Christner will provide information for the participating DNR personnel
- **Exercise Sub-Committee Meeting**
 - Date: 5 June 2012**
 - Time: 10:00 am**
 - Location: Allegany County Public Safety Building**

Field Guide Update

Michele King discussed the Draft Field Guide to the Workgroup for review.

- Washington County reviewed their portion and indicated modifications are needed to several tables and one map
- Dave Christner suggested DNR and SHA provide information to be included in the Field Guide
 - New Tabs will be created for DNR and SHA
 - Dave will provide DNR's interoperable information
 - S&S will contact SHA regarding POC for obtaining necessary information

Ms. King also provided a draft Wall Map for review.

- A conservative radius of 20 miles was utilized for coverage
- Washington County will advise on the proper language used in the legend for the Motobridge sites
- Each County will provide Ms. King the number of copies needed per jurisdiction

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.

Review Task Listing from 19 April 2012 Meeting

WAGIN Member	TASK(S)
Executive Committee	Provide common terminology for Field Guide
	Complete Provide departments and company numbers for Field Guide
	Each County obtain PSINet VPN connection - contact Rich Berg; obtain IPICS software from Rob Anderson
Dave Christner	Complete Provide Michele King with DNR TICP information
Kevin Lewis	Complete Process new PSIC GAN for \$85K SHA transfer
Brad Frantz	Complete Obtain and pay TWR RT 135 & Thayerville invoices
	Provide Garrett data for Field Guide
Workgroup	Provide information for TICP - Table 17: Regional Emergency Resource Personnel
Susan Lee	Update the WAGIN website and implement password system on website
	Add WAGIN Full-Scale Exercise information to WAGIN website
Roger Bennett	Complete Contact POC about Full-Scale Exercise date availability
	Provide ALCO data for Field Guide
Rob Anderson – ARINC	Develop a formal price quote for the iPhone license
Harry Wolford – TWR	Complete Schedule equipment installation dates with Allegany County
	Provide Westernport Price Quote to Allegany County
Phil Lazarus	Complete WAGIN Phase II equipment purchase utilizing PSIC Grant -
Tom Miller	Complete Provide generalized coverage maps
S&S Planning and Design	Load WAGIN Training information into WAGIN Training laptop with VPN connection and IPICS software
	Create WAGIN Tower site inventory
	Complete 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
	Finalize EX Plan
	Confirm Rain Date with Facility Coordinator
Logistics for exercise – tables, chairs, fans, food, signage, handouts,	

Next Steps

- WAGIN Meeting: **26 June 2012 – 5 pm**
Allegany County Roads Garage, MV Smith Road
- Exercise Sub-Committee: **5 June 2012 – 10 am**
Allegany County Dept. of Public Safety Building
- 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**