

WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

Minutes

Meeting:	Washington, Allegany, Garrett Interoperability Network Workgroup
Date of Meeting:	19 May 2011
Time:	10:00 am - 12:00 pm
Location:	Allegany County Department of Public Safety Headquarters
Meeting Facilitator:	Virginia Smith, S&S Planning and Design

Discussion Topics

- ✿ **Review Task Listing from 16 March 2011 Meeting**
- ✿ **UHF Infrastructure Project Procurement**
- ✿ **Weekly PSAP -> PSAP Testing Report**
- ✿ **Exercises & Training**
- ✿ **Washington County**
- ✿ **Next Steps**

Attendees

Name	Organization	Name	Organization
Lori Stone	MD Interoperability Project Management Office	Gary Zamerski	MEMA
Susan Lee	Allegany County Department of Public Safety	Erica Mowbray	MEMA
Roger Bennett	Allegany County Department of Public Safety	Dave Christner	DNR
Dick DeVore	Allegany County Department of Public Safety	Harry Wolford	TWR
Phil Lazarus	SHA	Rob Anderson	ARINC
Terry Cain	SHA	Tom Miller	Skyline
Brad Frantz	Garrett County Public Safety	Virginia Smith	S&S Planning and Design
Charlie Summers	Washington County Emergency Services	Michele King	S&S Planning and Design

Review Task Listing from 16 March 2011 Meeting

During the 16 March 2011 Meeting a task listing was developed. The updated task listing is as follows. Those items shown in red are incomplete.

- **Kevin Lewis** – Photos to Susan Lee **Complete**
- **Rich Berg** – Photos to Susan Lee **Incomplete**
- **Susan Lee** – Update WAGIN Website **Complete**
- **Charlie Summers** – Consult with Motorola: Connection with IPICS Console **Incomplete: Equipment is on console, however, it needs to be consolidated.**
- **Dave Christner** – Contact Washington County about utilizing the console at Sandy Point **Incomplete: Console is operational and tested with Allegany County; however, Dispatchers are not utilizing it. Therefore, Roger Bennett will provide the PSAP->PSAP testing schedule to Dave Christner to begin communication with WAGIN.**
- **Tom Miller** – Washington County Coverage Maps **Complete: Collection of Coverage Maps will be distributed to the Workgroup in PDF format.**
- **Harry Wolford** – TWR Price Proposal **Incomplete: Initial TWR Price Proposal was provided, however, ARINC's Price Proposal will be readjusted due to the removal of a router from the equipment list. Rob Anderson will provide Harry Wolford, TWR, the revised ARINCE Price Proposal. In return, Harry Wolford will provide the WAGIN Workgroup the revised TWR Price Proposal.**
- **Rob Anderson** –
 - UHF Infrastructure Project: IPICS needs **Complete**
 - Consult with Rich Berg: Router needs for UHF Infrastructure Project **Complete**
 - Headset & Speaker Specifications for Washington County **Incomplete: Headset& Speaker Specifications were reconfigured and all are functioning now, however, additional specifications are needed.**
 - Test both MJOC & DNR Sandy Point Consoles **Complete**
- **Curt Andrich** –
 - Consult with Gary Zamerski: MJOC participation in weekly PSAP-> PSAP Testing **Complete: MJOC participates in weekly WAGIN PSAP->PSAP Testing and provides weather reports utilizing the WAGIN IPICS.**
 - Consult with Charlie Bryson: Licensing Information **Complete: The licensing cost is \$100 per channel per site and 8 licenses are needed for each Phase II site.**
- **Michele King & Tom Miller** – Yahoo WAGIN Users Group Account **Incomplete: Continuing to be developed, once complete information will be provided to the WAGIN Workgroup**
- **S&S Planning and Design** –
 - Complete Draft System Life Cycle Plan for Distribution **Completed**
 - Continue to work on Full Scale Exercise **Incomplete: Continuing to be developed.**
 - Start Drafting SOP's **Incomplete: Continuing to be developed.**
 - Provide Kevin Lewis with documentation on November WAGIN Drill for NECP Goal II **Complete**

UHF Infrastructure Project Update Procurement

During the 15 April 2011 Conference Call, Curt Andrich posed the question to Phil Lazarus regarding a remaining balance on SHA's Phase I funding. Mr. Lazarus indicated that Joe Geckle, SHA, has this information. Lori Stone, PSIC Grant Administration, contacted Mr. Geckle and reported the following: **Mr. Geckle is currently reviewing the funding and updating the information and will provide Ms. Stone the total amount available on the PSIC Grant within the week.**

Next, S&S informed the WAGIN Workgroup that the *2011 WAGIN System Life Cycle Plan* has been reviewed and is ready for submittal. Kevin Lewis will sign the transmittal letter and submit to Richard Muth, MEMA. Lori Stone informed the Workgroup that once the Life Cycle Plan has been approved, the next step would be to submit a Scope Change. The Scope Change is needed to adjust the FY10 IECGP Grants in order to purchase equipment. **Ms. Stone will provide a example Scope Change request to S&S Planning and Design.** Once submitted and approved, FEMA will provide a written letter stating approving the grant adjustments.

S&S provided a grant report on the FY10 funding and informed the Workgroup that FY09 funding was still available for training and exercises. Lori Stone stated that FY09 funding could be adjusted for purchasing equipment as well; a Scope Change would need to be submitted. Ms. Stone was informed that only four of the eight sites could be completed due to lack of funding. Therefore, Ms. Stone stated that she would place WAGIN Phase II on an unfunded projects listing.

Phil Lazarus updated the Workgroup on the RT 135 site. Mr. Lazarus stated the 4.9 link was installed and completely operational, however, Dave Christner stated the path alignment is not completed for the 4.9 link due to right-of-way issues. **Therefore, Mr. Christner will follow-up with parks management concerning the site.** Mr. Lazarus commented that SHA purchased equipment for the Eagle Rock site, which is not a priority site. Therefore, all equipment will be transferred to the RT 135 site. **Mr. Lazarus will provide the WAGIN Workgroup a listing of all equipment transferred from Eagle Rock and installed at RT 135.**

Concluding this discussion, the WAGIN Executive Committee agreed and is committed to going forward on the 4 priority sites: Westernport, Town Hill, Grantsville and RT 135. Space issues at the Town Hill site were brought to the Workgroups attention, however it was decided that if additional antenna space was not available, the next tower site on Allegany County's priority listing would then receive the purchased equipment. Once grant funding has been adjusted to purchase the equipment, Allegany and Garrett County will then go through their own procurement process for equipment purchase and installation.

Weekly PSAP -> PSAP Testing Report

Charlie Summers indicated that testing is being completed weekly with no issues. S&S provided the Workgroup with a WAGIN Weekly PSAP->PSAP Testing Log Report. **It is requested that each County provide a weekly CAD report to S&S so the Log Report can be updated and maintained.** The current Log Report is attached.

Exercises and Training

Garrett County will need IPICS training once consolidation with the Sheriff's Office is completed. At this time, Dick DeVore and Charlie Summers stated that both Allegany and Washington Counties would benefit from additional IPICS training as well. It was then determined that it is crucial for this training to complete prior to a full-scale exercise. A six (6) hour training session was suggested, beginning with an overview of the IPICS system. The training should include a tabletop exercise allowing attendees to utilize the system. **S&S will coordinate with Rob Anderson, ARINC, to develop and deploy this training/exercise program.** Training for the 1st Responders was also mentioned at this time as well as state level training. The Workgroup decided the following steps would be taken to ensure proper training was accomplished:

- 1. WAGIN Training;**
- 2. Chief's Meeting Presentation for 1st Responders;**
- 3. Series of tabletop exercise with each County.**

As for the state level training, Dave Christner, DNR, and Erica Mowbray, MEMA, will distribute the WAGIN website information to state personnel as an introduction to WAGIN.

S&S met with Mike Crouse, Hampshire County, WV, who indicated that he would like to participate in the weekly testing. However, Charlie Summers indicated that interoperability coordination with several West Virginia counties is an issue for Washington County due to the lack of policies. Therefore, it was suggested to conduct another conference with West Virginia, specific to policy formulation.

S&S posed the question to Rob Anderson concerning the Acceptance Test Plan. To date, the Plan has not been delivered to SHA. This will be delivered once all testing has been completed. As of January 2011, the software update was remotely upgraded on each console by Rob Anderson. All WAGIN consoles are utilizing the 4.0 (2) IPICS software. Additionally, Dick DeVore asked about placing the IPICS Client on laptops. Rob Anderson stated the licenses are current and can be placed on all necessary laptops.

In regards to the IPICS upgrade, 4.0 (2), Rob Anderson provided the following information:

ARINC upgraded the WAGIN IPICS system to the latest release - 4.0 (2) on January 31st 2011. The update fixed several bugs and added some features which are listed below.

New features and functions in Cisco IPICS 4.0(2) include the following:

IPICS Dispatch Console enhancements:

- Microsoft Windows 7 support*
- Increased number of regions*
- Increased channel name length*
- Configurable video clip size*

Other additional items

- ISR G2 LMR gateway*
- Text-to-speech in the policy engine*
- Direct dial*
- Ops view functionality-Incidents can now be associated with the ops view that the incident creator is associated with*

Issues Fixed:

-Sometimes cannot hear audio from headsets -Sometimes yellow triangle on channels when login multicast and remote -New alert tones are not updated on IDC -Audio buffer is not saved sometimes -Sometimes incident enable but has yellow triangle -IDC locks for 15-20 minutes if played corrupted video link -Media TX/RX failed after disabling/enabling network connection -Invalid Session ID error on IDC post server fail over -Radios List not visible from IDC when in a non-SYSTEM opsview - Direct dial: IDC does not send CANCEL message call is in ringing state -Channels remain in yellow triangle upon unplugging the headset.
-Auto reconnect occurs for invalid Session ID on IDC -RX Indicator is not showing up on Remote IDC


Washington County

Charlie Summers provided the Workgroup with the official Washington County tower names as follows:

- Sidling Hill – Motobridge
- Fairview Mountain – Motobridge
- Route 65/70 – Motobridge
- Washington County ECC – WAGIN Site
- Quirauck Mountain – Motobridge
- Lambs Knoll – Motobridge

Additionally, S&S will provide the Workgroup with Homeland Security's *2008 National Emergency Communications Plan* as well as the *2011 National Interoperability Field Operations Guide* (attached).

Next Steps

-  WAGIN Meeting : **29 June 2011, 10:00 am – 12:00 pm**
Allegany County Department of Public Safety Headquarters,
PPG Road