

# WASHINGTON, ALLEGANY, GARRETT INTEROPERABILITY NETWORK WORKGROUP

## Minutes

<b>Meeting:</b>	<b>Washington, Allegany, Garrett Interoperability Network Workgroup</b>
<b>Date of Meeting:</b>	27 October 2011
<b>Time:</b>	10:00 am - 12:00 am
<b>Location:</b>	Allegany County Department of Emergency Services Headquarters
<b>Meeting Facilitator:</b>	Brad Frantz, Garrett County Public Safety

## Discussion Topics

- ✿ Grants Update / Procurement Status
- ✿ Training/Exercise
- ✿ Weekly PSAP -> PSAP Testing Report
- ✿ TICP Update
- ✿ Review Task Listing from 15 September 2011 Meeting
- ✿ Next Steps

## Attendees

Name	Organization	Name	Organization
Lori Stone	MD Interoperability Project Management Office	Rob Anderson	ARINC
Susan Lee	Allegany County Department of Emergency Services	Erica Carlson	MEMA
Dick DeVore	Allegany County Department of Emergency Services	Harry Wolford	TWR
Phil Lazarus	SHA	Joe Sigel	SHA
Brad Frantz	Garrett County Public Safety	Virginia Smith	S&S Planning and Design
Dave Christner	DNR	Michele King	S&S Planning and Design

## Grants Update / Procurement Status

Ms. Virginia Smith informed the Workgroup that the FY09 Scope Change was approved by FEMA. Ms. Lori Stone stated that \$86,543.75 from the FY09 IECGP Grant funding is now available to purchase equipment. All grant funds including all federal, matching (cash and in-kind), interest income, and program income funds must be obligated by the end of the current award period, 30 November 2011, and any obligations liquidated (expended) within 60 days thereafter (1/30/12). Additionally, all invoices need to be paid by 31 December 2011.

Next, Dick Devore stated a purchase order for the Mount Savage site was sent to Harry Wolford, TWR. Mr. Wolford indicated that the purchase order was received on 26 October 2011 for the sum of \$61,623.34. Additionally, Mr. Wolford received the Garrett County purchase order for the sum of \$139,198.70; this includes equipment for Thayersville, Grantsville and RT 135 (radios only). Phil Lazarus requested copies of the purchase orders to ensure work is not being duplicated since equipment from Eagle Rock was transferred to RT 135. **S&S will provide the purchase orders to Mr. Lazarus.**

## Training/Exercise

The 30 August 2011 ARINC Price Proposal included additional training for the WAGIN Workgroup. S&S requested specific details about what was included in the training from Rob Anderson. Mr. Anderson stated the following will:

- Six (6) hours of training
- Class size would be approximately 15
- Additional copies of training material will be provided
- Scenario-based training will allow groups to walk through actual scenarios, set-up Policies and Virtual Talk Groups (VTGs)
- Utilize personal radios for testing

The question was posed to the Workgroup as to who would attend, only Allegany County or personnel from each County. The Workgroup came to consensus on sending five (5) personnel from each County and allow two (2) seats for SHA personnel and one (1) for MEMA. **Dick DeVore will contact Rob Anderson, ARINC for an individual price quote on training in order to develop a purchase order.**

At this time, Mr. Wolford informed the Workgroup that Mount Savage and Grantsville were the top priority sites for the TWR installation. Mr. DeVore asked Phil Lazarus if any interoperable equipment has been installed at the Martins Mountain site. Mr. Lazarus confirmed that no interoperable equipment is there currently however, microwave will be installed on 7 November 2011. Mr. DeVore stated if SHA is willing to purchase routers for this site, Allegany County will purchase equipment for this site utilizing the PSIC grant instead of Westernport, which will not be constructed until spring. Mr. Lazarus was in agreement with this; therefore, **Mr. DeVore will provide information about the Martins Mountain site to Mr. Lazarus.**

Furthermore, the Workgroup scheduled tentative dates for training and the regional exercise; 22 February 2012 and 27 June 2012, respectively. S&S questioned if the Workgroup received the Allegany County training video from ARINC. The training video has not been provided;

**Michele King will follow-up with ARINC on obtaining and distributing the video.** Additionally, Harry Wolford suggested utilizing Frostburg State University's Media Department for developing the dispatcher training video. **Ms. King will contact the Media Department.**

## Weekly PSAP -> PSAP Testing Report

Michele King provided a status update on the Weekly PSAP->PSAP Testing. Ms. King informed the Workgroup that CAD Reports have not been submitted from MJOC. **Therefore, Ms. King will contact Gary Zamerski, MEMA to discuss the PSAP->PSAP Testing.** Ms. King also stated that Garrett and Allegany Counties are up-to-date with providing CAD reports; however Washington County is missing a report. Also, Dave Christner was informed that DNR was to initiate the test on 31 October 2011. The current WAGIN Log Report is attached.

## TICP Update

Michele King stated the update of the TICP was in progress; however, information for Table 17 in the TICP identifies Regional Emergency Resource Personnel was still needed from the Workgroup. **Ms. King provided the table to the Workgroup and will email this table for completion.** Also, Ms. King stated additional information is needed from Garrett County. **Ms. King will be in contact with Brad Frantz.** Ms. King also requested a photo of Allegany County's Mobile Command Unit, which Susan Lee will provide.

## Review Task Listing from 15 September 2011 Meeting

During the 15 September 2011 Meeting a task listing was developed. The updated task listing is as follows. Those items shown in red are incomplete.

- **Brad Frantz** – Contact Harry Wolford to determine timeframe for tower work **Complete: Work will begin on the Grantsville site once all purchase orders and invoices are cleared**
- **Kevin Lewis** – Provide information on CASM program utilized in western region **Complete: Mr. Lewis provided Michele King a CASM Tutorial which will be attached to the minutes**
- **Dick DeVore** –
  - Sign Purchase Order and submit to TWR **Complete: Mr. DeVore submitted the Purchase Orders to TWR on 12 October 2011**
  - Contact Harry Wolford to determine timeframe for tower work **Complete: Work will begin on the Mount Savage site once all purchase orders and invoices are cleared.**
- **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** – Upload coverage maps to WAGIN website **Incomplete: Ms. Lee will update the WAGIN website within the next 5-6 business days**
- **Michele King** – Contact MEMA & DNR to discuss PSAP->PSAP Testing/Log Report **Complete: Ms. King discussed the testing with Dave Christner, DNR, who is now**

initiating the testing and providing CAD reports. Ms. King has also tried to contact MEMA and will continue to in order to discuss the testing.

- **S&S Planning and Design –**
  - Submit Scope Changes to Lori Stone **Complete: S&S submitted the FY09 Scope Change which was accepted by FEMA on 15 September 2011**
  - Submit WAGIN Network Design to Lori Stone **Complete: S&S submitted the Network Design which was accepted**
  - Develop SOP specific to PSAP->PSAP Testing **Complete: S&S currently developing the SOP**
  - Continue work on Draft SOP document **Complete: S&S is continuing to work on the TICP and to obtain necessary information**

## Next Steps

- **WAGIN Meeting: 1 December 2011, 10:00 am – 12:00 pm**  
**Allegany County Department of Public Safety Headquarters,**  
**PPG Road**
- **ARINC Training: 20 February 2012**
- **Exercise: 27 June 2012**
  - *Agenda Topics:*
    - ARINC Presentation: 4.0 Upgrade and Capabilities
    - PSInet Presentation: Relative to applications and possibilities to include desktop, mobile and IPAD.