



2019 WV Statewide Interoperability Executive Committee (SIEC) Meeting Minutes

April 9, 2019	9:00am – 9:30	MedComm, Flatwoods, WV
Meeting Called By RC Faulk		Quorum Established

SIEC Members

(X – Present; Blank – Absent; X-CC – Present via Conference Call)

1	Bump, Paul		WV Zone 1 Switch Agency
2	Burnside, Dirk	X	WV Department of Transportation
3	Channel, Fred	X	RIC 4 Chairman
4	Dooley, Lisa		WV Municipal League
5	Spence, Josh		WV Office of Technology
6	Evans, Rodney	XX	RIC 5 Chairman
7	Gore, Tyrone		WV Parkways Authority
8	Hart, Tom	CC	RIC 2 Chairman
9	Hoge, Bobby	Proxy RC Faulk	WV E-911 Council
10	Patterson, Reginald	Proxy Mark Yost	WV State Police
11	Neal, David		Statewide Interoperability Coordinator (SWIC)
12	McCallister, Roy	CC	RIC 1 Chairman
13	Ogle, Jody		WV National Guard
14	Palmer, Larry	X	WV Sheriff's Association
15	Parsons, Vivian		WV County Commissioner Association
16	Polczynski, Jeff	CC	RIC 3 Chairman
17			WV Health & Human Resources (DHHR)
18	Saffel, Dave	CC	APCO
19	Sharp, Bob	X	WV State Fire Marshal
20	Todorovich, Michael		SIEC Chairman/ WVDHSEM Director
21	Vargo, Lou		WV Zone 3 Switch Agency
22	Vititoe, Steve	X	RIC 6 Chairman
23	Wolfe, Justin	CC	WV Emergency Manager Council (Emg Mgr Assoc)

Non-SIEC Board Members Present

1	Eubank, Dave	X	SIRN
2	Harless, Joe	X	WV State Police
3	Faulk, RC	X	Assistant SWIC
4	Mangus, Jim	X	RIC 1 Vice Chairman
5	McLain, Marty		Regional Coordinator ECD
6	McConnell, Dustyn		
7	Perry, Jeff		WV State Police
8	Smith, Mark	X	SIRN Technician
9	Kinder, Fred	X	Frederick Co VA

Motion to accept Minutes of last Meeting

Motion: Bob Sharp

Second: Steve Vititoe

Motion Passed

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Technical Committee – Rodney Evans

- 1) Report from Frequency procurement
 - a. Status of frequency searching
 - i. New Sites – Fred Kinder is working on a second site in Frederick County. This site should significantly help Southern Berkeley and parts of Jefferson County, in addition to parts of Hampshire and possibly Hardy Counties. He has already procured a license for one site with six frequencies.
 - ii. NTIA – None
 - iii. Business – None
- 2) Equipment testing –
 - a. Update on mobile radio testing of the unit that Rodney has.
No update this month on the testing process.
 - b. BK requesting 2 new radios's to test. The KNG-2 and the BKR9000. We are awaiting the hardware to come in. Not sure if they will arrive prior to the meeting.
No radios have arrived to test; RC will communicate when the equipment has arrived.
 - c. Tait Radios – have been sold in Roane County and they are requesting to set up a train the trainer class to work with the instructors and some technicians to verify operation and proper programming prior to field deployment. RC is coordinating and will communicate the requested dates once they are established.
- 3) Site Updates
 - a. WVSIRN – Questions on the Bellville site as to whether this site idea is still in the works, no concrete update provided, will discuss at a future meeting.
 - b. Microwave –
- 4) System Version Upgrade Status – Dave Eubank provided an update to the pending update of the system

All sites have been downgraded to work with 7.11
Routers have been delivered, southern area ones are installed in the racks and programmed, northern area ones to be installed in racks and programmed this week.
Site delivery should begin this week, hopefully be done in 2 weeks
Installations for Quantar replacements will hopefully start the last week of April
Dave will work on a schedule so we can notify affected people that sites will be down for replacement, targeting Tuesday-Wednesday-Thursday each week until completed, **ALL SCHEDULES AND PLANS ARE WEATHER DEPENDENT AND MAY BE ALTERED BASED ON SECONDARY EVENTS!**
4 Direct Connect console sites will also be scheduled (Flatwoods, State EOC, Jefferson County and Turnpike) to update their to equipment to VPM based consoles
Tentative upgrade of the system is November, 2019

Important things to remember...

THERE WILL BE SOME DOWNTIME WHEN THE UPGRADES OCCUR

The database will be pulled around the first of August, 2019 to complete the conversion to the new software platform, any changes between that time and the upgrade will be erased when the upgrade occurs, any additions to equipment should be done before the database pull. Everyone should make these plans now.

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MCC-7500 Users, with Z440 computers from Motorola will be upgraded, any other computer from Motorola will be replaced. Plans will be developed to minimize down time, those with MCC-7500 consoles should pay close attention to future announcements. Those with computers not provided by Motorola must upgrade their equipment to the necessary specifications in order for their consoles to continue to operate after the upgrade.

It is recommended that all MCC-7500 console sites test their backup radios and processes now in order to have time to address any issues; they should simulate a full loss of system connection to the Master Site and ensure backup devices perform as anticipated.

Band Plan 4, most upgraded sites will come on the air as Band Plan 4 sites, any radio not properly programmed for this will not see the sites. We recommend that everyone check their programming, not to forget their control radios.

Also note it was recommended that significant time at the SIRN Conference be dedicated to Upgrade planning and Question and Answers for the process.

- 5) Programming
 - a. Current Versioning –
 - i. Motorola APX 19.01.01 - MEGA Firmware 19.04.00 <- Note updates
 - ii. Motorola CPS 20.01.00 – Firmware 20.50.09 (possible firmware problem)
 - iii. Kenwood – KPG-95DGN v 8.30 (10 Series) Firmware – 4.43 (v2) 6.14 (v3)
 - iv. Kenwood – KPG-112DN V2.33 (20 Series) Firmware 2.21
 - v. Kenwood – KPG-D1N 2.60 (NX-5X00 & 30 Series)–Firmware 2.61
- 6) Mobile Antennas – The technical committee is going to create a document of recommendation of antenna types that are desirable for use in the SIRN system. Further discussion of currently installed antennas took place at this meeting. Nothing to report
- 7) We are still in need of providing the recommended TDMA sites as part of this upgrade for 7.18 that is in the contract. (Saffel – Any consideration needs to include the quantity of Phase II radios that are already in that area, combined with site loading that could be helped)

A preliminary list was started based on need and available equipment for the TDMA licenses, Dave also noted that the licenses could be added at any time so this will not hold up the upgrade. Currently on the list is North Mountain for 2 licenses there.

- 8) RT21.NET, an ISP in Jackson County, would like to place broadband on the Kenna tower. They want to install a microwave link from their Fairplain site to Kenna to provide broadband Internet to people in the area of the Kenna site and they offered the possibility of public safety broadband in that area.

Recommend guidance for all sites to be included in Policy.

All mounting of equipment must be mounted with proper mounting for the location, using proper hardware, devices and equipment. This would include the proper use of hardware to secure lines or wire to the tower. All mounting equipment must be approved by SIRN.

Entry boots designed for the cable type used are required; cutting the port caps is prohibited Proper grounding to common grounding point using a commercially available surge suppressor is required.

All equipment must be installed in their own equipment racks and configured as approved by SIRN

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Prior to putting any equipment on a SIRN owned tower a Structural Analysis must be completed showing the equipment will not overload the tower.

Any issues to the SIRN caused by the additional equipment will result in it being turned off immediately and remain off until the issues are resolved

The Existing Fee Structure should be used

Any work on the tower or building install must be done with supervision of a SIRN representative and scheduling will be done as SIRN personnel are available

Climbers must be insured and bonded

The current building access guidelines should be followed

Label buildings, discussion was held that all buildings should be labeled with the agency name, contact phone number and site name/number with vinyl stickers by the lock and stating that anyone entering must call. Bobby to look into the stickers

- 9) GIS Map – Is there a security risk? Discussion was had and no decision was made.
- 10) Countyman Wireless was approving to move forward with a SA on Keeney and Greenbrier Mountain to determine if they can add equipment.

Important Technical Information

Channel ID Plan	3	4	5
Bandwidth	12.5 kHz	12.5 kHz	12.5 kHz
Transmit Offset Sign	+	+	+
Transmit Offset MHz.	5 MHz	5 MHz	9 MHz
Channel Spacing	12.5 kHz	6.25 kHz	6.25 kHz
Base Frequency	453.025 MHz	450.000 MHz	400 MHz

Important Kenwood Programming information (UPDATED 04/12/16):

- Check Background Hunt and RSSI CC Hunt
- BER = 4.0 (default)
- Hunt Start Time (Hunt) = 300
- Hunt Start Time (Idle) = Not changeable version 2
- Acceptable RSSI Level = -108 (default)
- Good RSSI = -88 (default)
- LM1 = 0 (default)
- Home RFSS = FE
- Home Site = FE
- (FE disables the radio from trying to look for a Home RFSS and Home)
- PTT Release Hunt = unchecked
- Hunt Option > Slot = 99 (insures all adjacent sites are searched)
- Hunt Option > Sampling Rate = 7 (number of adjacent sites)

Motion to approve report.

- a. Motion Dirk Burnside Second Steve Vitioe Passed

Policy and Procedure Committee – Rodney Evans

Meeting was held in conjunction with the Technical Committee

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Training, Education, and Exercise Committee – RC Faulk

1. AuxComm course for April 13 & 14 is all set
 - a. Approvals for the students have been handled through CourseMill. There were no CourseMill issues.
2. COML course for May 2019 is scheduled and training announcement has been sent out. So far, there are no registrants for this training. 14-17
3. The ability to allow senior programmers to access an online portal housing talkgroup lists and ID numbers. RC will work on developing this and report back to the group at the next meeting.
4. Steve Vitioe discussed the need to have a common-shared talkgroup list that could be distributed at programming courses when students attend. This list may also be able to host at the senior programming portal once developed.
5. Upgrade Roadshow development is complete, and it is being presented with the first one done at RIC1.
 - a. **Motion Roy McCallister Second Steve Vitioe Passed**

Planning Committee – RC Faulk

- 1) Participation application updates
 - a) Harrison County
 - b) Marshall County

Motion Steve Vitioe Second Rodney Evans Motion Passed

Conference Committee – RC

- 1) 2019 SIRN Conference will not be returning to Camp Dawson; working to explore new locations; Canaan Valley is the leading candidate
- 2) Suggested Topics:
 - a) SIRN 101
 - b) Cyber Protection
 - c) Flow Chart for using system
 - d) New attendees Requirement Orientation
 - e) SIRN from dispatcher perspective
 - f) Motorola System Upgrade/RIC Roadshow
 - g) Antennae – Jim Mangus
 - h) Team Building Exercise
 - i) SIRN – GIS – RC Faulk
 - j) Radio Hands-on Exercise Kinder - What happens when I push a button?
 - k) Sunday – Intro of group/and to SIRN Conference
 - l) Beginner Track – more basic more beginner
 - m) Dirk suggestion Tower site visit – or video/pictures - towers, roads, buildings, trunk trailer,
 Drone footage – Danny Kirby
 Roy and Jim - Kinder, Fred already have presentation Kirby
 Tower mapping – FBI
 SIRN Techs – pictures/videos
 Drones – Fred Channel

a. Motion Fred Channell Second Steve Vitioe Passed

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Broadband/FirstNet

No report

RIC Region 1 – Roy McCallister

RIC Counties - Kanawha, Clay, Putnam, Jackson, Roane, Calhoun, Ritchie, Wirt, Wood, and Pleasant

RIC 1 last met on March 28th at the Ripley Fire Department. The RIC roadshow was presented to the membership from RC Faulk; DJ Sigman from FirstNet was in attendance; Next meeting is planned to be the 23rd of May at the Ripley VFD

RIC Region 2 – Tom Hart

RIC Counties - Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Doddridge, Harrison, Marion, Monongalia, Preston, Taylor

Next meeting is scheduled for 9th of May at Mon County Health Department at 10am; RIC 2 has the RIC Roadshow scheduled for that meeting; Region 2 EMA will also be meeting

RIC Region 3 – Jeff Polczynski

RIC Counties - Grant, Hardy, Hampshire, Berkeley, Jefferson, Mineral, Morgan

March 20th was the last meeting of RIC3; There was no participation due to the emergency management activities so the meeting was postponed; They are looking at a meeting on the 17th of April with a location to be determined.

RIC Region 4 – Fred Channel

RIC Counties - Pocahontas, Pendleton, Webster, Randolph, Tucker, Barbour, Upshur, Braxton, Gilmer, Lewis

RIC4 has not met since the last meeting; They plan to meet on the 24th of April with the Region 4 emergency managers at the Upshur County 911 Center

RIC Region 5 – Rodney Evans

RIC Counties - Mercer, McDowell, Wyoming, Raleigh, Summers, Monroe, Greenbrier, Nicholas, and Fayette

RIC 5 has not met since the last SIEC meeting; They are working to set up a meeting in April.

RIC Region 6 – Steve Vittoe

RIC Counties- Cabell, Boone, Lincoln, Logan, Mason, Mingo

RIC 6 has not met since the last SIEC meeting except having e-mail conversation with RIC membership; The next meeting will probably be in May; Will try and coordinate a RIC Roadshow into the meeting.

New Business – RC Faulk

- Nothing to report.

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Old Business – RC Faulk

- Nothing to report

Motion to Adjourn

**Motion: Steve Vititoe
Adjourned at 09:27**

Second: Bob Sharp Motion: passed

DRAFT