West Virginia
Statewide Interoperability Executive Committee
Meeting Minutes

Date: 14 May 2019	Time: 09:03	Location: Flatwoods
Meeting Called To Order: Bobby Hoge		

SIEC Membership & Participation
(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	X	RIC 5 Chairman
7	Gore, Tyrone	Proxy RC Faulk	WV Parkways Authority
8	Hart, Tom		RIC 2 Chairman
9	Hoge, Bobby	X	WV E-911 Council
10	Patterson, Reginald	Proxy – Jeff Perry	WV State Police
11	Neal, David	X	WV SWIC
12	McCallister, Roy	Proxy – Jim Mangus	RIC 1 Chairman
13	Ogle, Jody		WV National Guard
14	Palmer, Larry		WV Sheriff's Association
15	Parsons, Vivian		WV County Commission Association
16	Polczynski, Jeff	CC	RIC 3 Chairman
17			WV Health & Human Resources
18	Saffel, Dave	X	APCO
19	Sharp, Bob		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 Management Council

Non-SIEC Board Members Present
(X – Present; Blank – Absent; X-CC – Present via Conference Call)

1	RC Faulk	X	Assistant SWIC
2	Fred Kinder	X	Frederick County VA
3	Joe Harless	X	WVSP
4	Mark Smith	X	SIRN
5	Steve Antolini	X	WV DNR
6	Mark Yost	X	WVSP
7			
8			
9			

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Previous Minutes Reviewed and Approved
- **Motion:**   **Jim Mangus**
- **Second:**   **Dave Saffel**
- **Motion:**   **Passed**

Technical Committee Report – Dave Saffel
1. Report from Frequency procurement
   - Status of frequency searching
   - New Sites –
   - NTIA – None
   - Business – None

2. Equipment testing –
   - Update on mobile radio testing of the unit that Rodney has. – Trunking is not enabled in the radio
   - BK requesting 2 new radios 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.

3. Site Updates
   - WVSIRN –
   - Microwave –

4. System Version Upgrade Status – Dave Eubank

5. Programming
   - Current Versioning –
     - Motorola APX 19.01.01 - MEGA Firmware 19.12.00 <- Note updates
     - Motorola CPS 20.01.00 – Firmware 20.50.09 (possible firmware problem)
     - Kenwood – KPG-95DGN v 8.30 (10 Series) Firmware – 4.43 (v2) 6.14 (v3)
     - Kenwood – KPG-112DN V2.33 (20 Series) Firmware 2.21
     - 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

7. Zone 3 simulcast freq's for Weirton efforts – Working group meeting afternoon of Monday for frequency searching

8. Countrymen Communications expects exemption from rules for additional equipment for SIRN vertical real estate – Motion to grant no exemption from rules made by Jeff Perry, Second by Joe Harless. Unanimously approved.
    a. **SIEC Voted to Support No exemptions**
        i. **Motion:**   **Dave Saffel**
        ii. **Second:**   **Rodney Evans**
        iii. **Motion:**   **Passed**

9. National Guard requesting 2 radios be added to the system – Danny Kirby will present – These radios are Motorola based and should already have been approved based on these being control heads on Motorola radios.

10. Icom train-the-trainer and new radio – Paul Bump, Dustyn McConnell and Rodney Evans have volunteered to take the lead on getting this training. RC will interface with them for planning.

11. CM-60 testing radio update. We have to report back and tell them to expect testing complete. Trunking was not enabled in the radio, and he has not been able to complete testing.

12. First Net Vocality interface box on a SIRN control radio – There is no concern about adding one into the system as it attached to one control radio and will utilize one talkgroup. Calls between users that are direct to not impact the SIRN radio as they do not pass through the Vocality box. The Vocality box can attach to four separate radios. Cabell County has had one in use for six plus months and have not had issues with SIRN. The box itself has locked up and failed, but it has not caused an issue with the SIRN system.

13. Grounding and improvements at Garfield – An RFP is going to be released to improve the Site improving the ground system, install a new fence with razor wire. They have requested to see if we could add something for security (i.e. Cameras, bandwidth for monitoring). Have them contact the office of the SWIC.

14. Replacing UPS's at Shinnston, Lost Creek, and Salem and sites will be down momentarily when they are replaced.

15. Weirton Tower Frequencies – I found 8 frequencies for Weirton tower using a directional antenna. I recommend that we attempt to license all 8 frequencies at that site using the directional antennas.

    a. **SIEC Voted to Support No exemptions**
        i. **Motion:**   **Rodney Evans**
        ii. **Second:**   **Jim Mangus**
        iii. **Motion:**   **Passed**

Policy and Procedures Committee Report – Rodney Evans

1. 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 will look into the stickers.
2. Recommend guidance for all sites to be included in Policy:
   o 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.
   o Entry boots designed for the cable type used are required; cutting the port caps is prohibited.
   o Proper grounding to common grounding point using a commercially available surge suppressor is required.
   o All equipment must be installed in their own equipment racks and configured as approved by SIRN, unless an agreement from the rack owner is made for colocation.
   o Prior to adding equipment on a SIRN owned tower a Structural Analysis must be completed showing the equipment will not overload the tower.
   o Prior to removing equipment on a SIRN owned tower a notification of the equipment removed must be reported to SIRN
   o Prior to modification to any existing equipment on a SIRN owned tower the technical information must be provided to SIRN for a determination of the requirement of a Structural Analysis.
   o Any issues to the existing equipment and public safety caused by the additional equipment will result in it being turned off immediately and remain off until the issues are resolved
   o The Existing Fee Structure should be used
   o Any work on the tower or building install must be done with supervision of an approved SIRN representative and scheduling will be done as SIRN personnel are available
   o Requests for new equipment should be directed to the office of the SWIC
   o Any work on the tower or building for repairs or maintenance must be approved by an approved SIRN representative.
   o Requests for approval should follow the SIRN outage reporting process.
   o Climbers must be insured and bonded
   o The current building access guidelines should be followed
      a. **SIEC Voted to Support Recommendations**
         i. **Motion:**   **Rodney Evans**
         ii. **Second:**   **Jeff Perry**
         iii. **Motion:**   **Passed**

Training/Education/Outreach Committee Report – RC Faulk

   o All 5 of the West Virginia TA's were approved. ECD combined the TICP, FOG and eFOG updates into a single TA as those are so close together and one feeds from the other.

o The 911 PSAP CyberSecurity TA is still being set up and is not ready to be pushed out yet.

o The Tactical Incident Dispatcher course is almost ready for distribution as soon as dates and location is set. Liminted to 20 students there.

o An ECD observer sat in on the last AuxComm Course and provided some feedback. The feedback was reviewed.

o Jim Mangus, Roy McCallister and Dirk Burnside are commended for being a champion of the West Virginia AuxComm Course.

o Minor changes were made in the AuxComm and COML courses that we have for West Virginia, not changing course content but updating graphics.

o Members suggested that we approach the SIEC to spend some training funds to purchase some USB drives for student course material distribution. It was recommended to look at 16GB units that have the USB3.0 interface.

    a. SIEC Voted to explore thumb drive purchases
        iv. Motion: **RC Faulk**
        v. Second: **Jeff Perry**
        vi. Motion: **Passed**

Conference Committee Report – Tyrone Gore

o Conference location will be a Canaan Valley
o September 22 – 26, 2019
o Online registration should be live within the next 2 weeks
o Lodging options are secured
o Classrooms are secured
o The agenda is under development with some courses already verified
o Guest speaker is verified

Planning Committee Report – Bobby Hoge

o Application update for Putnam County to add Buffalo Fire Department was approved
o The SCIP needs to be updated to reflect the following:
    o FirstNet
    o EMPG requirements to address resiliency and security
    o Address the deactivation of the Broadband Committee and activation of the new committee
o Stood down the Broadband Committee and established New and Emergency Technology Committee
o The June meeting was discussed, and it was decided to move the meeting to the Glen Jean Armory to have the meetings, discuss any WSJ communication needs and efforts and tour the facilities. Lodging and food options are available in Beckley or Fayetteville. Danny Kirby advised that he has a room secured. It was agreed to move the meeting in June.

    a. SIEC Voted to move the meeting
        vii. Motion: **Dave Saffel**
        viii. Second: **Steve Vititoe**

        ix. Motion: **Passed**

<u>**Broadband Committee Report – Paul Bump**</u>
- o Discussed service issues with DJ Sigman as reported by the WVSP.

<u>**RIC Region 1 Report – Jim Mangus**</u>
Kanawha, Clay, Putnam, Jackson, Roane, Calhoun, Ritchie, Wirt, Wood, and Pleasant

- o May 23, 2019 at 10:00 is the next meeting at Ripley Fire Department.

<u>**RIC Region 2 Report – Tom Hart**</u>
Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Doddridge, Harrison, Marion, Monongalia, Preston, Taylor

- o RC Faulk provided the RIC Roadshow to members at the Mon County Health Department last Thursday.

<u>**RIC Region 3 Report – Jeff Polczynski**</u>
Grant, Hardy, Hampshire, Berkeley, Jefferson, Mineral, Morgan

- o Met last Wednesday at Hampshire County 911
- o RC Faulk provided the RIC Roadshow on the upgrade
- o 16 people were in attendance
- o Mineral County is still working on the TERT initiative, but not getting very good responses from those in the area
- o Counties gave updates on what was happening in there areas
- o Discussed direct connect consoles
- o Advised that cache radios are available for the WSJ if needed but ETEAM may not be the best or only way to issue the request. The 167th AW personnel normally helps with the cache radios.

<u>**RIC Region 4 Report – Fred Channel**</u>
Pocahontas, Pendleton, Webster, Randolph, Tucker, Barbour, Upshur, Braxton, Gilmer, Lewis

- o Last meeting was April 16th at the Upshur County 911 Center with Region 4 EMA
- o Had a request for APX programming courses
- o Discussed the Roanoke tower site road repair issue and the Weston site
- o Randolph County 911 is preparing to move into a new PSAP
- o May 23rd is the next meeting to have the RIC Roadshow at the Upshur County 911 Center
- o David Neal advised that American Tower has done core sampling to best determine how to repair the Roanoke Site road.
- o It was reported that there has been zero communication from anyone regarding the Weston Site. It is reported that a VFD has given some frequencies to use there, but no one knows how they are licensed or if they would work there. There is no ASR equipment for that site and microwave equipment status could not be confirmed.

RIC Region 5 Report – Rodney Evans

Mercer, McDowell, Wyoming, Raleigh, Summers, Monroe, Greenbrier, Nicholas, and Fayette

o Have not yet met but are working to set up a meeting for the RIC Roadshow.

RIC Region 6 Report – Steve Vititoe

Cabell, Boone, Lincoln, Logan, Mason, Mingo

o Next meting is May 23rd at Wayne County 911

Business Conducted

o NRP has a cache of 25 XTS 2500's to be used as a cache request if needed
o Next meeting will be held at the Glen Jean armory; Attendee's are responsible to secure lodging for themselves

Meeting adjournment.

- **Motion:** **Jeff Perry**
- **Second:** **Jim Mangus**
- **Motion:** **Passed**