West Virginia
Statewide Interoperability Executive Committee
Meeting Minutes

Date: 07/07/2021	Time: 15:33	Location: Gassaway NGF
Meeting Called To Order: GE McCabe		

SIEC Membership & Participation
(X – Present; Blank – Absent; X-CC – Present via Conference Call)

1	Bump, Paul		WV Zone 1 Switch Agency
2	White, Byrd		WV Department of Transportation
3	Channell, Fred	X	RIC 4 Chairman
4	Dooley, Lisa		WV Municipal League
5	Spence, Josh		WV Office of Technology
6	Zilinski, John		RIC 5 Chairman
7	Miller, Jeffrey		WV Parkways Authority
8	Hart, Tom		RIC 2 Chairman
9	Tatum, Mike	Proxy – Bob Hoge	WV E-911 Council
10	Cahill, Jan	Proxy – Jeff Perry	WV State Police
11	Neal, David	X	WV SWIC
12	McCallister, Roy	X	RIC 1 Chairman
13	Crane, Bill	Proxy – Danny Kirby	WV National Guard
14	Stephens, Steve		WV Sheriff's Association
15	Piercy, Jennifer		WV County Commission Association
16	Polczynski, Jeff		RIC 3 Chairman
17	Mills, Michael		WV Health & Human Resources
18	Saffel, Dave	X	APCO
19	Tyree, Ken		WV State Fire Marshal
20	Mccabe, GE	X	WVDEM Director
21	Vargo, Lou		WV Zone 3 Switch Agency
22	Vititoe, Steve		RIC 6 Chairman
23	Meadows, Dean		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	Michael Spangler	X	WV DNR
3	Jim Mangus	X	RIC 1
4	Tom Gagnon	X	CISA/ECD
5	Fred Kinder	X	Technical Committee
6	Chris Shrader	X	WVSP
7	Dirk Burnside	X	Amateur Radio
8	David O'Brien	X	RIC1
9			

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Previous Minutes Reviewed and Approved
- **Motion:**   **Bobby Hoge**
- **Second:**   **Roy McCallister**
- **Motion:**   **Passed**

Technical Committee Report – Dave Saffel

- Programming
  - Current Versioning –
    - Motorola **APX 23.00.01** - MEGA Firmware **23.04.00**
      - **Firmware note –** Do NOT use 23.02.00 when there is a **HARDWARE** ADP encryption board present. If there is any doubt, do NOT use this firmware.
      - **APX Tuner – R22.00.00 (Released November 2020)**
    - Motorola CPS 20.01.00 – Firmware 20.50.10
    - 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 4.31 (NX-5X00 & 30 Series)–Firmware 4.24

- TDMA plan report – TDMA has been deployed to all of the sites that we had planned. Talkgroups are ready, but there has not been significant testing yet.

- There are several sites that are in need of additional channels. Currently, those sites are:
  - Catherine's – Application to be filed – Waiting for one LOC from Wheeling prior to filing application

- NEXT radios – The NEXT radio is not approved in our system and currently may not be added to the SIRN system.

- Demo radios- Policy needs to be updated requiring manufacturers to submit four radios, chargers, non-expiring programming software, and programming cables.

- Harris programming class – A class still needs to be developed.

- Cybersecurity subcommittee – The Technical Committee will create a Cybersecurity subcommittee that will work to create a methodology to determine the best way to ensure that the SIRN system is secure.

- Policy for programming radios – Any radio must have the capability of being programmed locally without requiring connectivity to the internet.

- External programming portals – Any portal access to facilitate programming of a subscriber unit must be approved by SIEC prior to being granted.

- Manufacturer's methods to purchase their radios – RC will reach out to the vendors and other states to find information and report back to us next month.

- Frequency procurement – Dave Saffel will create a document on the proper procedures to obtain frequencies.

Important Technical Information

Channel ID Plan	3 ~~FDMA~~ No longer in use	4 FDMA	5 FDMA	6 TDMA	7 TDMA
Bandwidth	~~12.5 kHz~~	12.5 kHz	12.5 kHz	12.5 kHz	12.5 kHz
Transmit Offset Sign	~~+~~	+	+	+	+
Transmit Offset MHz	~~5 MHz~~	5 MHz	9 MHz	5 MHz	5 MHz
Channel Spacing	~~12.5 kHz~~	6.25 kHz	6.25 kHz	6.25 kHz	6.25 kHz
Base Frequency	~~453.025 MHz~~	450MHz	400 MHz	450MHz	460MHz

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)

Policy and Procedures Committee Report – RC Faulk

- Committee reviewed the pending policy for adding ASR Sites and Critical Connect.
  - Committee recommends for approval of the ASR Sites and Critical Connect Policies. Second by Danny Kirby. Motion passed

Training/Education/Outreach Committee Report – Roy McCallister

- Federal COML applications were presented for review and approved for RC Faulk.

- Federal INTD applications were presented for review and approved for:
  - Melissa Perdue – Raleigh County 911
  - Richard Filipek – Raleigh County 911
- Committee recommends approval, seconded by Dave Saffel. Motion passed.

- Incident Tactical Dispatch Course #2 is available and a flyer has been distributed.

- Incident Communications Center Manager course is almost full.

Conference Committee Report – Jeff Perry

- RC Faulk advised the following:
  - Will work with Doug McClung and WV Interactive to collect online registration
  - Will gather the rest of the material for making food decisions
  - Will prepare a draft flyer for the group to review

- The conference committee will meet outside of regular SIEC meeting to discuss conference after the rest of the documentation is received from Camp Dawson

- Camp Dawson has met internally and are ready to support the SIRN Conference

Planning Committee Report – Bobby Hoge

- An application update for Morgan County to add Needmore VFD in Pennsylvania was received.

- Site Reports
  - Hinton – contract to purchase towers was rejected by Purchasing, will rebid. Preliminary engineering completed and beginning due diligence.
  - Dingess – working with AEP on structural analysis.
  - Richwood – the State desires to populate the site with SIRN service and Mark Smith has inquired with Aviat about adding it to the build out list.
  - Gary – still working with Crown Castle
  - West Union - they have the one frequency they needed and are hoping it will work. The only construction left is to have a fence installed around the site. The simulcast system is still scheduled to be installed in late this month through to the end of July.
  - Wileyville – still working with land owners there.

- o Princeton - Due diligence in process. Frequencies pending at FCC (file 0009580303). Working on upgrading 9-1-1 Microwave, old microwave to Princeton site. Looking at HCI metal shelter with enclosed generator, etc.
- o Lancaster – Valley – went on site visit with Premier, starting on due diligence.
- o Clover - Group meet with Roane Co stakeholders, had Spencer site swept, all is good. Misconception with SIRN and legacy radio system. Discovered issues with ICOM vs Motorola cache radios. Working to get ICOM code plug for review. Wil keep updated.

- David Neal advised the tower contract is going to be re-bid

New & Emerging Technologies – Paul Bump

- Did not meet

RIC Region 1 Report – Roy McCallister
Kanawha, Clay, Putnam, Jackson, Roane, Calhoun, Ritchie, Wirt, Wood, and Pleasant

- Next meeting is July 29th, 2021 at Ripley VFD

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

- No report

RIC Region 3 Report – Jeff Polczynski
Grant, Hardy, Hampshire, Berkeley, Jefferson, Mineral, Morgan

- No report

RIC Region 4 Report – Fred Channel
Pocahontas, Pendleton, Webster, Randolph, Tucker, Barbour, Upshur, Braxton, Gilmer, Lewis

- Met on June 23rd at Barbour 911
- Discussed multiple site statuses
- Discussed the need for plain language usage and its impact to field users and dispatch staff
- Next meeting is planned for August 19th at Randolph 911

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Meeting Minutes

RIC Region 5 Report – John Zilinski
Mercer, McDowell, Wyoming, Raleigh, Summers, Monroe, Greenbrier, Nicholas, and Fayette

- No report

RIC Region 6 Report – Steve Vititoe
Cabell, Boone, Lincoln, Logan, Mason, Mingo

- No report

Business Conducted

- 2021 Conference dates are September 12 -14, 2021 and the extended Conference is 15th and 16th.

Meeting adjournment.
- **Motion:** **Robert Hoge**
- **Second:** **Dave Saffel**
- **Motion:** **Passed**