2017 WV Statewide Interoperability Executive Committee (SIEC) Meeting Minutes

July 2017		
07/11/2017	9:00am – 12:30pm	MedComm, Flatwoods, WV
Meeting Called By	Bobby Hoge	

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

1	Bump, Paul		WV Zone 1 Switch Agency
2	Burnside, Dirk	X	RIC 4 Chairman
3	Dooley, Lisa		WV Municipal League
4	Dunlap, John		WV Office of Technology
5	Evans, Rodney	X	RIC 5 Chairman
6	Faulk, RC	X	WV Emergency Manager Council (Emg Mgr Assoc)
7	Gianato, Jimmy	X – Proxy GE McCabe	WV Homeland Security and Emergency Management
8	Gore, Tyrone	X – Proxy Lisa Paxton	WV Parkways Authority
9	Hart, Tom	X	RIC 2 Chairman
10	Hoge, Bobby	X	WV E-911 Council
11	Kitzmiller, Don		WV State Police
12	McCabe, G E.	X	Statewide Interoperability Coordinator (SWIC)
13	McCallister, Roy	X	RIC 1 Chairman
14	Ogle, Jody		WV National Guard
15	Palmer, Larry	X	WV Sheriff's Association
16	Parsons, Vivian	X – Conference Call	WV County Commissioner Association
17	Polczynski, Jeff		RIC 3 Chairman
18	Raynes, Melissa	X	WV Health & Human Resources (DHHR)
19	Runyon, Chuck	X	WV Division of Highways
20	Saffel, Dave	X	Assoc of Public Safety Communications Officials (APCO)
21	Sharp, Bob	X	WV State Fire Marshal
22	Vargo, Lou	X – Conference Call	WV Zone 3 Switch Agency
23	Vititoe, Steve	X	RIC 6 Chairman

Non-SIEC Board Members Present

1	Channell, Fred	X	WV DOC
2	Erwin, Dave	X	EOC Coordinator -Kanawha County DHSEM
4	Mangus, Jim	X	RIC 1 Vice Chair
5	McGue, Patrick	X	SIRN Project Manager
6	Paxton, Lisa	X	SIRN Business Manager

Motion to accept Minutes of last meeting

Motion: Chuck Runyon   **Second: Rodney Evans**   **Passed**

Reports

Technical Committee – Dave Saffel

1) Equipment testing – Motorola APX8500
   a) Rodney Evans and Bill Woods testing

2) Programming
   a) Versioning –
      i) Motorola APX 16.01.01- MEGA Firmware 16.20.00 <- Note updates
      ii) Motorola CPS 20.01.00 – Firmware 20.50.09 (possible firmware problem)
      iii) Kenwood – KPG-95DGN v 8.24 (10 Series) Firmware – 4.43 (v2) 6.10 (v3)
      iv) Kenwood – KPG-112DN V2.33 (20 Series) Firmware 2.18
      v) Kenwood – KPG-D1N 2.10 (NX-5X00 & 30 Series)–Firmware 2.10

3) Letters of Concurrence – Application needs to be re-coordinated with the frequencies that were approved. Approximate cost $900.
   Motion: Tom Hart　　　　　　　**Second: Rodney Evans**　　　　　　　**Passed**

4) Discussion of Lauttamus frequency use - Each channel is currently 25 kHz wide, advised may be divided into three 12.5 kHz channels.

5) Important Technical Information

6) Channel ID Plan	7) 3	8) 4	9) 5
10) Bandwidth	11) 12.5 kHz	12) 12.5 kHz	13) 12.5 kHz
14) Transmit Offset Sign	15) +	16) +	17) +
18) Transmit Offset MHz.	19) 5 MHz	20) 5 MHz	21) 9 MHz
22) Channel Spacing	23) 12.5 kHz	24) 6.25 kHz	25) 6.25 kHz
26) Base Frequency	27) 453.025 MHz	28) 450.000 MHz	29) 400 MHz

NOTE: This information has changed!!!!

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 Procedure Committee – Rodney Evans

1) Consolidated SOP's posted to the SIRN website

Training, Education, and Exercise Committee – RC Faulk

1) RIC 1 requesting a COML. Will advise to attend the WV COML at the SIRN Conference
2) Create a WV specific AUXCOMM and Super SIRN 101 after conference. Dirk Burnside, Jim Mangus, and RC Faulk to head committee.
3) COMT course is a Work in Progress
4) Planning for the WV SCIP workshop in progress
   a) SCIP workshop will be held after the SIEC meetings. 2 hours on Monday all day Tuesday
   b) August 7th – 8th, 2017

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Planning Committee – Bobby Hoge

1) Reviewed tower sites to gather information regarding tower sites leases and status
2) Applications
   a) City of Winchester, VA
      Motion: RC Faulk   **Second: Tom Hart**   **Passed**

3) SIRN Conference Shirt orders will be sent out by Bobby Hoge.
4) Discussed relocating Burnsville site to Flatwoods due to road access issues, too costly to repair
   Motion: Chuck Runyon   **Second: RC Faulk**   **Passed**

Conference Committee –Tyrone Gore

5) The 2017 (September 24-28) and the 2018 dates (September 23-27)
6) John Sikora of the National Weather Service will attend the Conference and the Conference registration fees will be waived in exchange for him providing a class during the conference.
7) Decided not use a registration/badge scanner system this year
8) Bobby Hoge will send out "Conference Shirt" information for orders. This year's color is Road Crew Lime.
9) 49 attendees have currently registered for the conference.
10) 10 vendors have signed up for the conference.
11) Lisa will send out a list of the vendors that are registered for the conference.
12) The online registration has been working without flaws.

Broadband/FirstNet – Paul Bump (GE McCabe)

1) GE McCabe reviewed meeting with FirstNet representatives to discuss WV's state plan
   a) Reviewed the FirstNet portal for the state plan
   b) FirstNet Portal includes coverage information – it has been determined it is inaccurate
   c) Opt-in and Opt-out steps
   d) Answered questions
2) Held a meeting with FirstNet and AT&T in Charleston and recapped meeting
3) CityNet issue still outstanding. Need to request John Dunlap to send a Certified Letter and First Class mail to CityNet giving them a 30-day deadline to to enter into agreement or circuit would be cancelled.
   Motion: Chuck Runyon   **Second: RC Faulk**   **Passed**

RIC Region 1 – Roy McCallister

RIC Counties - Kanawha, Clay, Putnam, Jackson, Roane, Calhoun, Ritchie, Wirt, Wood, and Pleasant
- Last meeting was June 27, 2017, 10am at the Ripley Volunteer Fire Department.
- Amateur Radio Operators attending to try to interface with RIC and SIRN
- Wood County would like to do a COML class – RIC 1 will advise to attend conference
- Next meeting Ripley Volunteer Fire – August 24, 2017

RIC Region 2 – Tom Hart

RIC Counties - Hancock, Brooke, Ohio, Marshall, Wetzel, Tyler, Doddridge, Harrison, Marion, Monongalia, Preston, Taylor
- Last meeting April 27th meeting
   o Elections
   o Next meeting August – Elections to be Held

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RIC Region 3 – Jeff Polczynski

RIC Counties - Grant, Hardy, Hampshire, Berkeley, Jefferson, Mineral, Morgan
- Nothing Reported

RIC Region 4– Dirk Burnside

RIC Counties - Pocahontas, Pendleton, Webster, Randolph, Tucker, Barbour, Upshur, Braxton, Gilmer, Lewis
- Nothing to Report

RIC Region 5 – Rodney Evans

RIC Counties - Mercer, McDowell, Wyoming, Raleigh, Summers, Monroe, Greenbrier, Nicholas, and Fayette
- Last meeting was Thursday June 15th, Fayette County 911 center
- Discussed upcoming events including Boy Scout Jamboree
  - Danny Kirby and GE McCabe attended and updated group
- Next meeting August

RIC Region 6 – Steve Vititoe

RIC Counties- Cabell, Boone, Lincoln, Logan, Mason, Mingo
- Last meeting, June 22, 2017 Mason 911 Center
- Updates on FirstNet, Conference, and Boy Scout Jamboree
- Next meeting TBA – Elections to be held

New Business – GE McCabe
- GE McCabe – Vivian Parsons: Motion to Draft Resolution which would coordinate with counties, 911 directors with any communications,
  Motion: Jeff Perry   **Second: Rodney Evans**   **Passed**

Old Business GE McCabe
- TMI inventory system. Held meeting to retrain techs and call center on application
- GE McCabe and Tyrone Gore discussed and are working on getting Parkways - AT&T account income to be diverted into SIRN account
- Reaching out to counties and agencies to send spare parts inventory list. Requesting counties document previous and current involvement and investment into the SIRN system.
- Transition to DHSEM from DHHR is a WIP
  - General operating expenses
  - Income still needs to be transferred
- Boy Scout Jamboree – GE McCabe has distributed
  - Boy Scout Talk Group Index
  - Day of Service Information

2017 SIEC Meetings (Dates and Locations are tentative)		
August 7 – 8	MedComm Center (Aug 8th is SCIP Workshop)	Flatwoods, WV
September 11 -12	MedComm Center	Flatwoods, WV
September 24 – 28	2016 SIRN Conference	Kingwood, WV
October 16 – 17	MedComm Center	Flatwoods, WV
November 13 – 14	MedComm Center	Flatwoods, WV
December 11 – 12	MedComm Center	Flatwoods, WV

Motion to Adjourn
     Motion: Tom Hart   **Second: Bobby Hoge**   **Motion: Passed**