# 2017 WV Statewide Interoperability Executive Committee (SIEC) Meeting Minutes

## July 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/11/2017</td>
<td>9:00am – 12:30pm</td>
<td>MedComm, Flatwoods, WV</td>
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</tbody>
</table>

### Meeting Called By

- Bobby Hoge

### SIEC Members

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

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bump, Paul</td>
<td>WV Zone 1 Switch Agency</td>
</tr>
<tr>
<td>2</td>
<td>Burnside, Dirk</td>
<td>RIC 4 Chairman</td>
</tr>
<tr>
<td>3</td>
<td>Dooley, Lisa</td>
<td>WV Municipal League</td>
</tr>
<tr>
<td>4</td>
<td>Dunlap, John</td>
<td>WV Office of Technology</td>
</tr>
<tr>
<td>5</td>
<td>Evans, Rodney</td>
<td>RIC 5 Chairman</td>
</tr>
<tr>
<td>6</td>
<td>Faulk, RC</td>
<td>WV Emergency Manager Council (Emg Mgr Assoc)</td>
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<tr>
<td>7</td>
<td>Gianato, Jimmy</td>
<td>WV Homeland Security and Emergency Management</td>
</tr>
<tr>
<td>8</td>
<td>Gore, Tyrone</td>
<td>WV Parkways Authority</td>
</tr>
<tr>
<td>9</td>
<td>Hart, Tom</td>
<td>RIC 2 Chairman</td>
</tr>
<tr>
<td>10</td>
<td>Hoge, Bobby</td>
<td>WV E-911 Council</td>
</tr>
<tr>
<td>11</td>
<td>Kitzmiller, Don</td>
<td>WV State Police</td>
</tr>
<tr>
<td>12</td>
<td>McCabe, G E.</td>
<td>Statewide Interoperability Coordinator (SWIC)</td>
</tr>
<tr>
<td>13</td>
<td>McCallister, Roy</td>
<td>RIC 1 Chairman</td>
</tr>
<tr>
<td>14</td>
<td>Ogle, Jody</td>
<td>WV National Guard</td>
</tr>
<tr>
<td>15</td>
<td>Palmer, Larry</td>
<td>WV Sheriff's Association</td>
</tr>
<tr>
<td>16</td>
<td>Parsons, Vivian</td>
<td>WV County Commissioner Association</td>
</tr>
<tr>
<td>17</td>
<td>Polczynski, Jeff</td>
<td>RIC 3 Chairman</td>
</tr>
<tr>
<td>18</td>
<td>Raynes, Melissa</td>
<td>WV Health &amp; Human Resources (DHHR)</td>
</tr>
<tr>
<td>19</td>
<td>Runyon, Chuck</td>
<td>WV Division of Highways</td>
</tr>
<tr>
<td>20</td>
<td>Saffel, Dave</td>
<td>Assoc of Public Safety Communications Officials (APCO)</td>
</tr>
<tr>
<td>21</td>
<td>Sharp, Bob</td>
<td>WV State Fire Marshal</td>
</tr>
<tr>
<td>22</td>
<td>Vargo, Lou</td>
<td>WV Zone 3 Switch Agency</td>
</tr>
<tr>
<td>23</td>
<td>Vititoe, Steve</td>
<td>RIC 6 Chairman</td>
</tr>
</tbody>
</table>

### Non-SIEC Board Members Present

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Channell, Fred</td>
<td>WV DOC</td>
</tr>
<tr>
<td>2</td>
<td>Erwin, Dave</td>
<td>EOC Coordinator -Kanawha County DHSEM</td>
</tr>
<tr>
<td>4</td>
<td>Mangus, Jim</td>
<td>RIC 1 Vice Chair</td>
</tr>
<tr>
<td>5</td>
<td>McGue, Patrick</td>
<td>SIRN Project Manager</td>
</tr>
<tr>
<td>6</td>
<td>Paxton, Lisa</td>
<td>SIRN Business Manager</td>
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**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
2017 WV Statewide Interoperability Executive Committee
(SIEC) Meeting Minutes

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

   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
2017 WV Statewide Interoperability Executive Committee
(SIEC) Meeting Minutes

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
2017 WV Statewide Interoperability Executive Committee (SIEC) Meeting Minutes

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
  o 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
  o General operating expenses
  o Income still needs to be transferred
• Boy Scout Jamboree – GE McCabe has distributed
  o Boy Scout Talk Group Index
  o Day of Service Information

### 2017 SIEC Meetings (Dates and Locations are tentative)

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Location</th>
<th>Details</th>
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<tbody>
<tr>
<td>August 7 – 8</td>
<td>MedComm Center</td>
<td>Aug 8th is SCIP Workshop</td>
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<td>September 11 -12</td>
<td>MedComm Center</td>
<td>Flatwoods, WV</td>
</tr>
<tr>
<td>September 24 – 28</td>
<td>2016 SIRN Conference</td>
<td>Flatwoods, WV</td>
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<tr>
<td>October 16 – 17</td>
<td>MedComm Center</td>
<td>Flatwoods, WV</td>
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<td>November 13 – 14</td>
<td>MedComm Center</td>
<td>Flatwoods, WV</td>
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<tr>
<td>December 11 – 12</td>
<td>MedComm Center</td>
<td>Flatwoods, WV</td>
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**Motion to Adjourn**
Motion: Tom Hart   Second: Bobby Hoge   Motion: Passed