



2018 WV Statewide Interoperability Executive Committee (SIEC) Meeting Minutes

| February 1018 | | |
|-------------------|-------------------------|------------------------|
| 02/13/2018 | 9:00am – 12:00pm | MedComm, Flatwoods, WV |
| Meeting Called By | Jimmy Gianato, Chairman | |

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

Non-SIEC Board Members Present

| | | | |
|---|-----------------|---|-----------------------|
| 1 | Antolini, Steve | X | WV NRP |
| 2 | Harless, Joe | X | WV State Police |
| 3 | Kirby, Danny | X | WV National Guard |
| 4 | McGue, Patrick | X | SIRN Project Manager |
| 5 | Jeff Perry | X | WV State Police |
| 6 | Paxton, Lisa | X | SIRN Business Manager |

Motion to accept Minutes of last meeting

Motion: Steve Vititoe

Second: Dave Saffel

Passed

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Reports

Technical Committee – Dave Saffel

- 1) Report from Frequency procurement
 - a) Status of frequency searching
 - i) New Sites –
 - ii) NTIA – None
 - iii) Business – None
- 2) Site Updates
 - a) WVSIRN – Beaver Falls on, Sandyville almost
- 3) Equipment testing – A new Harris portable model is to be tested by Dave Erwin
- 4) Programming
 - a) Current Versioning –
 - i) Motorola APX 17.00.01- MEGA Firmware 17.01.00 <- 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) 6.13 (v3)
 - iv) Kenwood – KPG-112DN V2.33 (20 Series) Firmware 2.21
 - v) Kenwood – KPG-D1N 2.40 (NX-5X00 & 30 Series)–Firmware 2.40
- 5) Medical Command issue of using control radios for wide area communications – Discuss findings. Technical committee recommends that the CSSI be included in our upgrade.
Motion Dave Erwin Second Bobby Hoge Passed
- 6) Use of Lattamus channels – Each of the Lattamus channels has the ability to be three channels. We have created a spreadsheet listing these channels, and a working group needs to attempt to see where the channels could be better utilized.
- 7) Putnam County – The county has a desire to add a site at Red House hill
- 8) Aviat Upgrade - Patrick McGue issued a report
- 9) A Motorola class is being proposed for the APCO conference in April.

Suggested topics:

- a) MDC (Special) Signaling
- b) Paging
- c) Encryption
- d) Firmware updates
- e) Channel layouts
- f) Subscriber management
- g) GPS (Location)
- h) Bluetooth
- i) Top Node Drag and Drop

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10) 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)

Policy and Procedure Committee – Rodney Evans

- 1) The Policy Committee met and discussed several policy revisions and additions as follows,
 - a) Operations Policy sections,
 - i) Talkgroup Use and Restrictions – Redefined the intent and definition of agency and county Primary Dispatch Talkgroups, clarifying there is no need for written permission as long as discipline to discipline use for interoperability purposes.
 - ii) Direct Connect Consoles – Established some minimum requirements and application requirements for use of Direct Connect Consoles
 - b) Security Groups –
 - i) Established requirements for talkgroups to be grouped by the intended use and certain permissions. Also requires counties and agencies to notify when intended use of a talkgroup is changed.
 - ii) Out of State Users –
 - Established policy on the use of our system via direct connect consoles from out of state agencies for interoperability purposes.
 - iii) Wide Area Dispatch Centers – Took the recommendations from a previous vote and added to the policy the requirements for agencies that wish to dispatch for multiple agencies across a wide area, also added a requirement that these agencies work with the SIEC to determine the best method of access to protect the system from excessive loading.
- 2) All policies and discussions above were written into policy and will be sent out for review and discussion before next month’s meeting.

Training, Education, and Exercise Committee – RC Faulk

- 1) WV Specific AuxComm –
 - a) Course material and module layouts are complete.

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- b) Course will borrow some material from the COML course that pertains to radio systems and the SIRN as a system, otherwise will retain most of the original AuxComm course content.
 - c) We will be reviewing the course material to remove duplicated materials/fluff/et cetera.
 - d) The course will be presented on the same slide templates as the COM-L using the same slide layouts, graphics and logo, page numbering, et cetera.
- 2) WV E-FOG project that was part of the 2017 TA's that we received has ground to a halt.
- a) West Virginia successfully complied with all requests of the original project including providing FOG material, graphics, watermarks, maps, et cetera.
 - b) West Virginia also signed the agreement plus the authorization forms for the Apple and Google app stores.
 - c) The current failure of being able to complete the project is a result of OEC not being able to provide signatory documentation that their legal people will agree to as they do not believe that our previously signed agreement is valid.
 - d) GE & RC have already had a conversation with OEC about this project and we have voiced our displeasure, but we seem no-where near having a final product.

Planning Committee –Bobby Hoge

- 1) Applications for SIRN Participation - none
- 2) Discussed capital budget
 - a) GE McCabe gave an overview of the Proposed Budget for SIRN that will be presented to the Legislature
 - b) Committee recommends the proposed budget be sent to Secretary Sandy for sustainability of the SIRN. To be presented to the Legislature.

Motion by Committee

Second Dave Erwin

Passed

- 3) Reviewed day-to-day issues and needs

Conference Committee – Tyrone Gore

- 1) The next conference will be held on September 23-28, 2018.
 - a) The Conference Committee is currently requesting agenda recommendations.
- 2) Save-The-Date Flyers will be send to WV Public Safety Expo
- 3) Requesting agenda topics and ideas for a Keynote Speaker
- 4) September 23-28, 2018 confirmed with Camp Dawson

Broadband/FirstNet – Paul Bump (Jimmy Gianato -GE McCabe)

- 1) FirstNet
 - a) SLIGP 2.0 grant application – waiting for formal approval – SLIGP planning grant from March 1, 2018 until February 28, 2020
 - b) Working on current grant phase closeout ending February 28, 2018
 - c) State FirstNet AT&T contract in place
 - d) Lori Stone and Peck attended Monday meetings via conference call
- 2) FirstNet service – if you want AT&T state contract rate need to go through AT&T
 - a) Simple process to switch to FirstNet Service

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- 3) State Broadband Council
 - a) SIRC and Office of Technology working on a Broadband Expansion Pilot program with State Parks & select vendors
 - b) Meeting held with both vendors
 - i) Request monitoring sites
 - (1) We believe this could be a security concern
 - (2) Vendor is to send us a written proposal for review

RIC Region 1 – Roy McCallister

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

- **Last meeting** - Thursday January 18, 2018 at Putnam County EMA Winfield, WV with RIC6.
- Wood County is working on a new site
- Roane County new representative Rick Lanham
- **AuxComm:** Amateur Radio Operators enthusiastic to assist and be trained
- **Programming certifications/recertification:** Currently every 2 years. Recommended keep every 2 years.
- **Legislative Update:** Working to secure funding. WV State Police request for radio dispatching information was discussed.
- **Programmer's Training:** Dave Erwin, instructor Kenwood training in January (7-8 participants)
- **Next Meeting** —TBA

RIC Region 2 – Tom Hart

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

- **Last Meeting** January 2018
- Voted for Approved Programming Recertification increased to 4 years.
- **Training:**
 - WVU Police department requests Kenwood Programming Classes 10, 20 & NX
 - Several programmers need re-certification by early 2018; will submit request for a class (Marshall County OEM has offered to host)
- **Next meeting** February 20, 2018

RIC Region 3 – Jeff Polczynski

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

- Last meeting January 17, 2018
- Region 3 Site and Infrastructure- Mineral Co has contract with Motorola. Brian advised of an issue with an UPS tower site failing. Gerald gave an update for 3 state police consoles.
- Region 3 Mutual Aid Policy- This policy is being addressed within our RIC and will be sent to the SIEC once it is finished.
- TERT- Jeff Green would like to keep talking about it and when opportunity arises go further.
- MACP- They met last week for the after action report for 2017 and concepts of 2018. There is still a plan to bring the WAGN people into our exercise.
- New Business- Jeff Green- The state is involved in a national exercise on May 9th. Jefferson, Berkeley, and Morgan are written in.
- County and Discipline Updates-
- Morgan- The emergency management radios were programmed.
- Hampshire- Stephanie is new the new rep with the Health Departments..
- Grant- Peggy questioned if the HELLO channels can be put on the dispatch consoles. They are conventional and can be added.
- Next Meeting February 21st 10am

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RIC Region 4 – Dirk Burnside

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

- Next meeting to be scheduled
- Appreciates the SIRN newsletter
- Region will be having an exercise during 2018 – Work in Progress

RIC Region 5 – Rodney Evans

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

- Last meeting held Thursday 11/16/2017 10:00 AM – conference call
- SIRN update
- Direct Connect Console discussion and security groups
- Discussed Recertification and an Advanced Programming workshop
- Next meeting will be held at February 15, 2018

RIC Region 6 – Steve Vititoe

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

- **Last meeting** - Thursday January 18, 2018 at Putnam County EMA Winfield, WV with RIC6.
- Still working on Adjacent Site concerns
- Next meeting is TBA in March

New Business – Jimmy Gianato –

- No new business

Old Business – Jimmy Gianato –

- SCIP needs to an all-encompassing document for the state’s Emergency communications use

2018* SIEC Meetings (Dates and Locations are tentative) See above listing

Motion to Adjourn

Motion: Dirk Burnside Second: Steve Vititoe Motion: Passed