# 2018 WV Statewide Interoperability Executive Committee (SIEC) Meeting Minutes

**February 1018**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>02/13/2018</td>
<td>9:00am – 12:00pm</td>
<td>MedComm, Flatwoods, WV</td>
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**Meeting Called By**

Jimmy Gianato, Chairman

### SIEC Members

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position/Role</th>
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<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>
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<tr>
<td>3</td>
<td>Dooley, Lisa</td>
<td>WV Municipal League</td>
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<tr>
<td>4</td>
<td>Dunlap, John</td>
<td>WV Office of Technology</td>
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<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>
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<tr>
<td>9</td>
<td>Hart, Tom</td>
<td>RIC 2 Chairman</td>
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<tr>
<td>10</td>
<td>Hoge, Bobby</td>
<td>WV E-911 Council</td>
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<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>
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<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>
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<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>Burnside, Dirk</td>
<td>RIC 3 Chairman</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>
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**Non-SIEC Board Members Present**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position/Role</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Antolini, Steve</td>
<td>WV NRP</td>
</tr>
<tr>
<td>2</td>
<td>Harless, Joe</td>
<td>WV State Police</td>
</tr>
<tr>
<td>3</td>
<td>Kirby, Danny</td>
<td>WV National Guard</td>
</tr>
<tr>
<td>4</td>
<td>McGue, Patrick</td>
<td>SIRN Project Manager</td>
</tr>
<tr>
<td>5</td>
<td>Jeff Perry</td>
<td>WV State Police</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:** 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 Lauttamus channels – Each of the Lauttamus 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
10) Important Technical Information

<table>
<thead>
<tr>
<th>Channel ID Plan</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bandwidth</td>
<td>12.5 kHz</td>
<td>12.5 kHz</td>
<td>12.5 kHz</td>
</tr>
<tr>
<td>Transmit Offset Sign</td>
<td>+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transmit Offset MHz.</td>
<td>5 MHz</td>
<td>5 MHz</td>
<td>9 MHz</td>
</tr>
<tr>
<td>Channel Spacing</td>
<td>12.5 kHz</td>
<td>6.25 kHz</td>
<td>6.25 kHz</td>
</tr>
<tr>
<td>Base Frequency</td>
<td>453.025 MHz</td>
<td>450.000 MHz</td>
<td>400 MHz</td>
</tr>
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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
3) State Broadband Council
   a) SIRN 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 RIC 6.
   • 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 HELO 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 RIC 6.
- Still working on Adjacent Site concerns
- Next meeting is TBA in March

New Business – Jimmy Gianato –
- No new business

Old Business – Jimmy Gianato –
  o 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