



**DATE:** December 13, 2017

**TIME:** 1:00 – 3:00 PM

**LOCATION:** DoIT Headquarters, 1<sup>st</sup> Fl Conf Rm, Side A  
100 Community Place, Crownsville, MD 21032

## Maryland Statewide Interoperability Radio Control Board

### Quarterly Public Meeting

#### Call to Order – (Norm Farley)

- **Voting Members Present**
  - David Balthis (MIEMSS)
  - Wayne Darrell (Kent County)
  - Bud Frank (MDOT)
  - Zack Fry (GOHS)
  - Col. W. Pallozzi (MSP)
  - Lance Schine (DoIT)
- **Members Not Present**
  - Mayor Craig Moe (City of Laurel)
  - Charles Summers (Washington County)
  - Clay Stamp (Talbot County)
  - Tony Rose (Charles County)
  - Vacant (Statewide Interoperability Director)
- **Board Support Staff Present**
  - Brittany Brothers
  - Cindy Cole
  - Justin Ellingwood
  - Norm Farley
  - Christina Lessels
  - Brandon Renehan

#### Approval of Previous Minutes – (Norm Farley)

- Proposed Motion: The Radio Control Board approves the minutes from the September 20, 2017 meeting. David Balthis made a motion to approve the minutes from the September 20, 2017 meeting and requested the voting members to be separated from the non-voting members. Bud Frank seconded the motion. There was no discussion and the minutes were approved unanimously.

#### System Performance Reports - (Brandon Renehan)

- Brandon reported in general it has gotten quieter in the winter months.
- Approximately 2 million PTTs a month.
- He highlighted the call volume trend and interoperability via the PowerPoint presentation.

#### Project Status Update – (Jennifer Benedictus/Curt Andrich)

- **Phase 4 Status**
  - The DSR move was successful. Washington County was turned on December 4<sup>th</sup>. Allegany and Garrett County are pending.
- **Phase 5 Status**
  - Backhaul design and change request scheduled for next Wednesday (December 20, 2017).

- **APX 6000 Series AN Subscriber Radio End of Support (Curt Andrich)**
  - All factory support ends 2023, we have about 2686 radios purchased as part of 700/800MHz contract. Agencies with APX 6000 Series AN radios: SHA, MDTA, Comptroller, DGS, Port Authority, DNR, DLLR, DHA, DPSCS. After 2023 radios will still work, no firmware updates, no parts will be produced. All of these will be out of service and/or nearing end of life cycle in about 12 years.
  - Recommendation: via Ops Group let each agency know to work with their maintenance provider before 2023 to get all latest firmware, preventive maintenance done so they may get a few more years out of these radios.
  - None of the APX 7000 or APX 8000 radios are affected by this.

### Operations Status Update – (Norm Farley/ Brandon Renehan)

- **BPW Results**
  - The next BPW meeting is scheduled for December 20, 2017. We will be requesting approval to exercise the first 4 option years.
- **Dorchester Health RF Site Relocation**
  - The Dorchester Health RF site in Cambridge, MD will need to be moved in 9 to 18 months. Started process to find a new location. This will probably be an FY19 expense.
- **Naylor Mill Shelter/Mux Relocation**
  - The old tower and shelter are being torn down and a new tower is being built at the facility. All equipment will have to be moved to another shelter. The cost will be \$69,000 and come out of the repair budget. A purchasing order to Motorola to complete the work is in progress.
- **Talbot/Caroline/QA Counties Additional Channels**
  - These counties are looking to get quotes from Motorola to add channels to support the busy issues.
- **Annual Preventative Maintenance Checks (Sep 11 to Dec 22)**
  - Almost all RF sites have received their annual preventative maintenance checks. Scheduled to be completed by Dec 22.
- **Genesis Data Warehouse purchase**
  - The purchase order has been issued and installation is planned for January 2018.
- **MTA 2 Channel expansion in PG and Montgomery Counties (Purple Line)**
  - We received an email from MTA - they have secured funding for the expansion. We will work through the Ops Group to figure out the details.
- **Two-Way Radio Contract**
  - On the agenda for the December 20, 2017 BPW meeting. If approved, the effective date will be January 28, 2018.

### Operations Committee Status Update – (Gary Davis/ Rich Berg)

- **Chair & Co-Chair review of Workgroup Re-Org**
  - To improve participation, the Ops Group reorganized into multiple meeting groups. We had three meetings: Eastern Shore, Central MD, Western MD. Participation was outstanding. One topic all three groups asked Board to consider - Busy's on the Eastern Shore.
  - Delaware daily operations, and cross border radio usage are main cause for Busy's. No commitment from Delaware to go TDMA. We recommend adding a Two Channel Expansion. Talbot County can possibly provide funding from this fiscal year and next fiscal year, Maryland FiRST project may be able to get approval to add some funds as well. Have Motorola provide a proposal for a Two Channel Expansion.



- Proposed Motion: The operations group be directed to research the two channel expansion option and bring it back to the Board in March 2018. David Balthis made the motion. Col. W. Pallozzi seconded the motion. The motion was unanimously approved.

## Old Business

- **Proposed letter & position paper to the Governor How to Fund the Radio System**
  - Many suggested changes, I put them in blue font, so now I want to know what the board wants me to do with this letter. I need to change one number, letter says 13,000 primary users, we are now at 14,000 primary users.  
Proposed Motion: Norm will change the blue font to black font (*The Board approves the letter as amended*), have Chairman sign and send the letter. David Balthis made the motion. Wayne Darrell seconded the motion. Vote: 2 “Yes” (1 “Yes” by Chair), 3 “Nay”. Motion did not pass.
  - We sent this letter to the Governor two years ago, the board wanted to send an update to show what the O&M costs are, the Board recommend it be funded out of the General Fund, not reimbursable, the County’s wouldn’t have to share the costs. This letter also lists the success and users of the system.
  - Norm noted this is not a budget request. Decision to table this issue and talk with Chairman Mike Leahy about the best time to send the letter.
- **Proposed New Comm Interop Users:**
  - **Baltimore County**  
Proposed Motion: The Radio Control Board approves the application of Baltimore County to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with Baltimore County.
    - Moved – Bud Frank
    - Second – David Balthis
    - Vote – Unanimously approved
  - **Ocean City**  
Proposed Motion: The Radio Control Board approves the application of Ocean City to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with Ocean City.
    - Moved – David Balthis
    - Second – Wayne Darrell
    - Vote – Unanimously approved

## New Business

- **Proposed New Primary Users:**
  - **Dorchester County**  
Proposed Motion: The Radio Control Board approves the application of the Dorchester County to become a Primary User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with the Dorchester County.
    - Moved – Wayne Darrell
    - Second – Bud Frank
    - Vote – Unanimously approved
- **Proposed New Comm Interop Users:**
  - **Harford County**

Proposed Motion: The Radio Control Board approves the application of Hartford County to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with Hartford County.

- Moved – Bud Frank
- Second – Wayne Darrell
- Vote - Unanimously approved

○ **CSX**

Proposed Motion: The Radio Control Board approves the application of CSX to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with CSX.

- Moved – Bud Frank
- Second – Wayne Darrell
- Vote – Unanimously approved

• **Approval of Revised SOP/SOG:**

○ **MD Call/MD TAC SOP 0.02A**

Proposed Motion: The Radio Control Board approves the revision to the MD Call/MD TAC SOP 0.02A.

- Moved – Bud Frank
- Second – David Balthis
- Remarks – This SOP is already in effect and was approved by the Board Sept. 23, 2015, we simply put it on the MD FiRST page template/format. The Ops Group recommended this information get designated as LES. DNR does not feel this encryption information is LES on the Marine TAC SOP.
- Decision – Table the motion to the next meeting, remove the LES table and review again.
- Col. W. Palozzi: Down the road we need to have the discussion of who owns the MD Call Talkgroups.

○ **MD Marine Call/ MD Marine TAC SOP 0.04A**

Proposed Motion: The Radio Control Board approves the revision to the MD Marine Call/ MD Marine TAC SOP 0.04A.

- Moved – Wayne Darrell
- Second – Bud Frank
- Remarks – Change to add one additional sentence.
- Vote - Unanimously approved

○ **Selection of Portable Radio Antenna SOG 0.01A**

Proposed Motion: The Radio Control Board approves the revision to the Selection of Portable Radio Antenna SOG 0.01A.

- Moved – Wayne Darrell
- Second – Bud Frank
- Remarks – Only change is to take the originally SOG and put it into the new SOG format.
- Vote – Unanimously approved

○ **Core Capacity Presentation**

Proposed Motion: Table the discussion of System Capacity until the next meeting.

- Moved – Bud Frank
- Second – David Balthis
- Vote – Unanimously approved

○ **New User Process Discussion**

Proposed Motion: Take the effective ADHOC process and turn it into a written process for Interop and Primary User applications.

- Moved – David Balthis
- Second – Wayne Darrell
- Vote – Unanimously approved

○ **Board Designee Discussion**


- David Balthis - We almost didn't have a quorum today, we should ask that Board members identify an alternate to attend meetings and vote.
- The law is written that State Agencies can have a designee, SWIC and Governor appointed board members cannot assign a designee to vote.
- State agencies should send who their designee will be in writing.
- Board members should RSVP prior to meetings so we know whether or not we are going to have a quorum.

**Closing**

Col. W. Pallozzi made the motion to adjourn the meeting. Bud Frank seconded the motion. There was a unanimous vote and the meeting was adjourned, to reconvene on March 21, 2018.

**Next Meeting Date: March 21, 2018**

**Director of Board:**  
(Signature & Date)

 4/12/2018

**Chairman of Board:**  
(Signature & Date)

