Maryland Statewide Interoperability Radio Control Board

Quarterly Public Meeting

- **Voting Members**
  - Rich Berg (designated substitute for David Balthis)
  - Bud Frank
  - Michael Leahy
  - Tony Rose
  - Clay Stamp
  - Charles Summers
- **Board Support Staff**
  - Jennifer Benedictus
  - Brittany Brothers
  - Cindy Cole
  - Justin Ellingwood
  - Norm Farley
  - Kim Funk
  - Brandon Renehan
- **Attendees Not Present**
  - David Balthis
  - Walter Landon
  - Mayor Craig Moe
  - Col. Palozzi

Call to Order – (Michael Leahy)

- Secretary Michael Leahy called the meeting to order at 1:26 pm. He welcomed everyone and apologized for starting late in order to meet quorum. He began introductions.

Approval of Previous Minutes – (Michael Leahy)

- Proposed Motion: Change Michael Leahy's title from "Acting Secretary" to "Secretary." Clay Stamp made a motion to change Michael Leahy's title in the April minutes. Rich Berg seconded the motion. There was no discussion and the motion was unanimously approved.
- Proposed Motion: The Radio Control Board approves the minutes from the April 11, 2018 meeting. Rich Berg made a motion to approve the minutes from the April 11, 2018 meeting. Bud Frank seconded the motion. There was no discussion and the minutes were unanimously approved.
- Proposed Motion: Change the order of the agenda and start with New Business, Proposed New Primary Users. Clay Stamp made a motion to change the order of the agenda and start with New Business, Proposed New Primary Users. Charles Summers seconded the motion. There was no discussion and the motion was moved unanimously.

New Business (Norm Farley)

- **Proposed New Primary Users**
  - o Cecil County, MD
    Proposed Motion: The Radio Control Board approves the application of Cecil County, MD to become a Primary User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with the US Marshals.
    - Moved – Clay Stamp
    - Seconded – Rich Berg
    - Remarks – 5,000 radios. TDMA equipped. Both Ops groups recommend. Cecil County will move from zone 1 to zone 3.
    - Vote – Unanimously approved

  - o University of Maryland, Baltimore PF
    Proposed Motion: The Radio Control Board approves the application of the University of Maryland, Baltimore PF to become a Primary User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with the University of Maryland, Baltimore PF.
    - Moved – Tony Rose
    - Seconded – Bud Frank
    - Remarks – 30-50 radios. Both Ops groups recommend.
    - Vote – Unanimously approved

  - o National Park Service – NCR (including US Fish and Wildlife
    Proposed Motion: The Radio Control Board approves the application of the National Park Service - NCR to become a Primary User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with the National Park Service - NCR.
    - Moved – Bud Frank
    - Seconded – Charles Summers
    - Remarks – Less than 100 radios. TDMA equipped. Both Ops groups recommend. No threat to capacity. They will use a few talk groups. Will be Maryland state-wide.
    - Vote – Unanimously approved

- **Proposed New Comm Interop Users**
  - o Someset County, MD
    Proposed Motion: The Radio Control Board approves the application of Somerset County, MD to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with Somerset County, MD.
    - Moved – Rich Berg
    - Seconded – Charles Summers
    - Remarks – 71 radios. TDMA equipped. 800 MHz. Both Ops groups recommend. Want to be more interoperable with others. Primary dispatch won't be on MD FiRST.
    - Vote – Unanimously approved

  - o Charles County, MD
    Proposed Motion: The Radio Control Board approves the application of Charles County, MD to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with Charles County, MD.
    - Moved – Charles Summers
    - Seconded – Clay Stamp
    - Remarks – 2,000 radios. TDMA equipped. Both Ops groups recommend. Used for interoperability.
    - Vote – Unanimously approved

  - o Somerset County, PA

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

- Moved – Charles Summers
- Seconded – Tony Rose
- Remarks – 144 radios. TDMA equipped. Both Ops groups recommend. Agreed to move forward with MOU including TDMA radios only.
- Vote – Unanimously approved

o Mineral County, WV (EMS)
Proposed Motion: The Radio Control Board approves the application of Mineral County, WV (EMS) to become a Communications Interoperable User to Maryland FiRST and authorizes the Chairman to conclude the appropriate MOU with Mineral County, WV (EMS).

- Moved – Charles Summers
- Seconded – Bud Frank
- Remarks – 10 radios. TDMA equipped. For interoperability with Western Maryland. Both Ops groups recommend.
- Vote – Unanimously approved

System Performance Reports - (Brandon Renehan)

- Uptake in system usage in April and May.
- Crosslinks established in Washington County. Hagerstown barracks on system now. It went live on June 19, 2018.
- Over 2.5 million PTTs in May with nearly 50,000 primary and interoperable users
- Grade of service below 1% (green)
- 14 busys in May
- Adding channels to Talbot County. 70% of busys were on Tablot cell. Percentage should go down once channels are added.

Project Status Update – (Jennifer Benedictus)

- **Phase 4**
  o Washington County - transitioned Hagerstown barrack. Went live on June 19, 2018.
  o Allegany County – coverage testing the last week of July. Will go live at end of August.
  o Garrett County – Close to turning on. December date to go live but could happen in September or October.
  o One tower in Table Rock. In the process of awarding the contract. Will not come online with Garrett County. Will go live end of 2018 or early 2019.
  o Looking at site in Carrol County on Cherrytown Road.
- **Phase 5**
  o Backhaul equipment has been ordered, with staging planned in the fall.
  o LMR equipment is being installed in the field.
  o Plan is to start turning on Phase 5 counties in 2019, with completion in 2020.

Operations Status Update – (Norm Farley)

- End-of-Year Procurement Status
  o Purchase orders have been issued for:
    - Talbot cell 2-channel expansion
    - Zone 3 core router expansion
    - Two factor authentication
    - CEN (Customer Enterprise Network) redesign
    - ARS "six pack" radio repeater unit

Operations Committee Update – (Gary Davis)

- The Ops Group met twice this quarter on May 22, 2018 and June 14, 2018.
- Since regionalizing groups, discussions have been great.
- Might start a group in Western Maryland.

Old Business (Bud Frank)
- Meeting Frequency & Virtual Attendance
    - Proposed idea of Webex type meeting – would be nice for people that can't attend in-person to have the option to attend virtually.
    - MDOT legal counsel looked at the ability to use electronic means for the meeting and it is okay.
    - A roll-call vote would be needed.
    - Webex shows attendees.
    - It would be a good addition because sometimes travel time is the reason someone can't attend in person.
    - More frequent, electronic meeting would give the Board the opportunity to tackle some bigger issues.
    - A resolution needs to be drafted and a motion needs to be made by Board members.
    - Michael Leahy cautioned that we must keep in mind anything that happens with the meeting format must include the ability for the public to join.
    - A resolution will be drafted and brought to the Board members at the September meeting. It will be sent to members prior to the meeting to receive input.

New Business
- Review of Annual Cost Estimation
    - As required by legislation, the Director of the Board reviewed the annual cost estimation.
    - FY 2019 O&M Budget & FY 2020 to 2023 Budget Estimate
        - O&M Budget for FY19 has been approved at $8,885,482.
    - Proposed Capital Budget
        - Proposed request includes $32,240,000 between FY19 and FY20 to complete Phase 4 and 5 and $33,700,000 between FY20 and FY24 to complete various post-initial projects and follow on work.
- Maryland FiRST Road Map
    - Similar to last proposed Road Map. (Large Excel sheet was provided to Board members at the meeting.)
    - Request for a new set of cores was removed from Road Map.
    - T1 to Ethernet conversion to be completed over a 2 year period.

Closing & Adjournment
Proposed Motion: Motion to adjourn the meeting and reconvene on September 19, 2018.
Secretary Michael Leahy asked for a motion to adjourn the meeting and reconvene on September 19, 2018. Rich Berg made the motion to adjourn the meeting. Bud Frank seconded the motion. There was a unanimous vote and the meeting was adjourned.

Next Meeting Date: September 19, 2018

Director of Board APPROVAL:
(Signature & Date) _Norman J. Farley_ 9/21/2018

Chairmen of Board APPROVAL:
(Signature & Date) _____ 9.26.18