Maryland FiRST Radio Control Board

March 18, 2015
1:00 pm – 3:00 pm

<u>Minutes</u>

Attending: Dave Balthis, Rich Berg, Ken Coppage, Wayne Darrell, Bud Frank, David Garcia, Ken Hasenei, Craig Moe, William Pallozzi, Clay Stamp, Charles Summers, Greg Urban, Betsy Jackson, Gary Davis, Brandon Renehan, Christina Sides, Jackie Vaughan, Kristen Skogsberg, Jeff Martin, Kenneth Reitzig

A. **Call to Order and Introductions** – Greg Urban.
   Greg introduced DoIT's new Secretary, David Garcia. Also mentioned Clay Stamp's new role on the board as Tim Hutchin's representative for the Office of Homeland Security.

B. **Review of Minutes from December 16, 2014 Meeting** –
   1. Greg corrected the minutes regarding the identification of the Project Manager (PM) for the 700MHZ Statewide Radio System. Jennifer Benedictis will serve as the PM. She will report to Maryland State Police. There were no questions.
   2. Motion to approve the minutes from December 16, 2014 meeting was made by Charlie Summers, and seconded by Wayne Darrell. Approved by unanimous vote.

C. **Committee Reports** – Ken Coppage
   1. System Manager and User Committees met on January 13, 2015, February 10, 2015, and March 10, 2015.
   2. Highlights:
      - Discussed APX Firmware and are recommending to agencies that minimum is 12, but should be updated as an ongoing process;
      - There is a need to standardize Console Alias. Working on a draft policy for review;
      - Developing a console-to-console Talk Group for MEMA, MIEMSS, and SHA;
      - Talbot County is on track for a 9/2015 cutover;
      - DNR started using the system on Eastern Shore in February, and noted an issue with scanning. Working on a solution;
      - Voted to recommend that the following organizations join the system via MOU: VA K9 police, Amtrack Police, Queen Anne's County, and NSA Police;
      - Some agencies have noted an increase in their costs to DoIT. If the increases are related to additional costs associated with the Radio System, then they want to revisit user fees for non-State agencies.

D. **Project Status Brief** - Ken Coppage and Ken Hasenei
   1. Project Leadership:
      - Major Ken Hasenei is the program Manager of the Maryland Statewide Communications Interoperability Program Management Office;

- Jennifer Benedictis is the Project Manager supporting the deployment of the Maryland Statewide 700MHz Public Safety Radio System.
2. Project Status:
   - Phase 3: Baltimore, Harford, Cecil, and Anne Arundel Counties are expected to be operationsl in 2015;
   - Phase 4: Construction of Phase 4 will begin in 2015;
   - The ISSI Pilot is on track for the 3rd Quarter of 2015;
   - Ken Hasenei distributed a report for his activities this quarter. (Will also distribute electronically with the minutes.)

E. **System Performance Report –** Ken Coppage
Ken reviewed the numbers for call volume, level 6 interoperability, grade of service (GoS), busy hour IV & D, and busy hour voice. (Will distribute graphics electronically with minutes.)

F. **Memorandums of Understanding –** Ken Coppage
1. MOU Process – Reviewed document outlining process for an agency to join MD FiRST. Dave Balthis motioned to approve the documents, Wayne Darrell seconded, passed with unanimous approval.
2. MOU Template – Reviewed template for the requested changes. Board unanimously approved the MOU template.
3. Pending Agencies –
   - Ken Coppage reviewed pending agencies
     - AMTRACK Police
     - NSA Police
     - VA K9 Police
     - Towson
     - Queen Anne's County
     - FBI, Baltimore Field Office
   - Discussion
     o Some concern expressed regarding adding more users to the system, and overloading capacity. We need to be sure to be operable within the state and counties before becoming interoperable…..on the other hand, we don't want to be a *barrier* to interoperability. It was noted that it's very expensive to increase capacity.
     o Q: Does just listening take up capacity? A: Yes. Q: Is it possible that during an emergency to shed users who are just listening? A: Yes, there is a way to manage that.
     o Motion made by Craig Moe to accept all pending agencies. Bud Frank seconded it. Approved unanimously.

G. **Funding Discussion –** Ken Coppage
1. Reviewed Options:
   - Funding from General Assembly;
   - Funding through DoIT Reimbursable Budget;

- Funding through User Fees

2. Discussion
    - Dave Balthis noted that our current system isn't very fair to counties. Some counties are paying more in terms of sites and towers given.
    - For agencies, DoIT gets money from agencies based on an allocation that can only be used for paying DoIT. DoIT has made a decision that state agencies will be paying for the maintenance of the radio system. Allocations can be changed easily.
    - Could recommend creating a fund for maintenance of infrastructure that DoIT administers, rather than allocate money to agencies. Agencies would be responsible for maintenance of their equipment and radios.
    - Another idea: in the MOU process we could establish a baseline based on number of radios or system usage, for example, then there would be a fee structure for going over the baseline.
    - At the least, we could look at ways to make the current system fairer.
    - Clay Stamp stated that whatever funding option we choose, let's make sure it keeps u headed in the direction we want and envision in terms of the interoperability and usage of the system.

H. Motion to close meeting in accordance with State Government Article, §10-508(a) so that frank discussion of sensitive topics may occur. Motion to close made by Greg Urban and seconded by Bud Frank. Motion passed unanimously. Christina Sides, Jackie Vaughan, Jeff Martin, Kenneth Reitzig left the room.

I. Motion to Adjourn – Greg moved to adjourn, Ken Coppage seconded. Passed unanimously.