Maryland Statewide Interoperability Radio Control Board

Quarterly Public Meeting

- **Voting Members**
  - David Balthis (Designee for Patricia Gainer – MIEMSS)
  - Bud Frank (Designee for Pete Rahn – MDOT)
  - Walter Landon (GOHS)
  - Michael Leahy (DoIT)
  - Mayor Craig Moe (NCR)
  - Col. Palozzi (MSP)
  - Tony Rose (Charles Co.)
  - Clay Stamp (Talbot Co.)
  - Charles Summers (WAGIN)
- **Board Support Staff**
  - Brittany Brothers
  - Cindy Cole
  - Justin Ellingwood
  - Norm Farley
  - Kim Funk
  - Brandon Renehan
- **Attendees Not Present**
  - Wayne Darrell (Kent Co.)
  - Patricia Gainer (MIEMSS)
  - Pete Rahn (MDOT)

Call to Order – (Michael Leahy)

- Secretary Michael Leahy called the meeting to order at 1:00 pm. He welcomed everyone began introductions.

Approval of Previous Minutes – (Michael Leahy)

- Tony Rose noted that in the June 20, 2018 meeting minutes, a motion was moved to move "new business" to the beginning of the meeting and the agenda for this meeting had "new business" at the end. Michael Leahy noted that the agenda will be rearranged and, after the minutes are approved, the meeting will jump to "new business."
- Proposed Motion: The Radio Control Board approves the minutes from the June 20, 2018 meeting. David Balthis made a motion to approve the minutes from the June 20, 2018 meeting. Charles Summers seconded the motion. The minutes were unanimously approved.

New Business (Brandon Renehan & Michael Leahy)

- **Major System Upgrade from 7.14 to 7.16 Presentation**
  - Upgrade will take place in January 2019.
  - Ensure system maintains service availability during upgrade.
  - Updated security, new features, etc.
  - Minimal impact to field users.
  - Brandon will reach out to Motorola regarding dynamic transcoding testing.
  - Timeline will be shared with community once it is received.
  - System will get locked down before upgrade to ensure no users or talk groups are added that may get lost after the upgrade.
  - Back up contingency plan is the redundant cores. One core will be upgraded at a time. If there is a problem we can revert back to the other core.

- **Proposed Coverage Reporting Tool**
  - Users will be able to use a Google form to report areas experiencing coverage issues.
  - Will give us the ability to prioritize areas where we want to improve coverage.
  - Justin Ellingwood will work with Ops group.
  - Need to work with agencies to ensure we are getting the data. Procedures still need to be worked out.

- **Appointing a Working Committee**
  - Implementing a working committee to establish organization policies.
  - Three volunteers to serve on committee – Bud Frank, David Balthis, Mayor Craig Moe
  - Proposed Motion: To form a working committee with member volunteers in order to establish organizational policies. Col. Palozzi made a motion to approve the working committee. Pete Landon seconded the motion. The motion was unanimously approved.

System Performance Reports - (Brandon Renehan)

- Spike in activity during summertime.
- Over 2.5 million PPTs
- System call volume trend and interop. PPT trend both following the normal trends. Increase every year with new agencies on the system.
- Reported maintenance cases appears to be higher than normal in July and August. This is due in part to the Allegany County sites going "operational with less "burn-in time" than typical sites. Issues encountered during burn-in periods are normally identified and resolved without maintenance tickets being generated in the Motorola case management system. The shorter burn-in time was used to support the County's scheduling needs to use the system.
- Miscellaneous maintenance cases could be a variety of issues. Brandon will reach out to Motorola to get specifics on what that category entails.
- Rebalancing of zones will happen after the system upgrade.
- Meeting with Delaware to discuss transcoding.

Project Status Update – (Brandon Renehan)

- **Phase 4**
  - Washington County – went live in December, 2017
  - Allegany County – live August 20, 2018. Moving subscribers onto system.
  - Garrett County – online but not available to users yet. Coverage testing to start on October 20, 2018 and live in December, 2018

- **Phase 5**
  - Design phase complete for radio sites.
  - Equipment staged in warehouse or at radio sites.

- o Over half the equipment has been installed in the field.
- o Coverage testing includes: DAQ 3.4 portable on street coverage and BER. Testing talk in and out for DAQ.
- o New towers being built in Montgomery County and Nice Bridge. Montgomery County has issues with communities that do not want tower so we are looking at reexamining potential sites and working on a community outreach program.

- **St. Mary's County**
  - o Norm Farley was asked to meet with commissioners of St. Mary's County to discuss an interoperability MOU. There was a discussion regarding St. Mary's County joining MD FiRST.
  - o There will be a follow up meeting to discuss cost estimates and potential new sites.
  - o County voted to approve the submission of application to become a primary user. Initially county will use MD FiRST as a backup system and will decide at a later date if it wants to use it as their primary system.
  - o This request will be vetted at the next Ops group meeting and be presented to the Board at the December meeting.

Operations Status Update – (Brandon Renehan)

- **Talbot 2-Channel Expansion**
  - o Equipment has arrived
  - o Target late October for completion

- **Zone 3 Core Router Expansion**
  - o Expansion completed.

- **Two Factor Authentication**
  - o Work in progress.
  - o Installed in Pikesville and working on another installation in Easton and Cobb Road.

- **WAVE Installation**
  - o DNR has purchased WAVE. In process of deploying.
  - o SHA has been testing for the past couple of months.

- **Dorchester County Migration**
  - o Underway with an estimated December timeframe to go live.

- **Cecil County Migration**
  - o Motorola sent the proposal to Cecil County, which is under review.
  - o Targeting a spring move.

Operations Committee Status Report (Gary Davis)

- Some of the members went to an emergency communications conference in Philadelphia.
- Other states are using Maryland as a model for interoperability.
- Discussion about the hurricane and advanced preparedness.

Old Business (Bud Frank)

- **RCB Meeting Frequency & Virtual/Remote Attendance**
  - o A discussion ensued concerning the frequency of board meetings and the ability to remotely attend the meetings. Comments in the discussion included:

- Need to come up with a timeframe for frequency of meetings.
- According to the State law, the board can hold meetings whenever it wants.
- Vote on a schedule instead of writing policy.
- Two concerns with virtual meetings:
  - Members of the board stop attending. Should there be a limitation on virtual meetings and board member attendance?
  - Logistics of virtual meeting with technology needed.
- Possibly start bi-monthly meetings in 2019.
- People can attend remotely as long as legal requirements are met.
- Important to keep some meetings face-to-face.
- Important to get the meeting agenda out early.
- Possibility of canceling some meetings if there are no matters to discuss.
  - The Working committee will discuss all of these ideas, concerns, and suggestions in mid-October. Proposals will be presented at December meeting.

- **Proposed 9-1-1 Managers/ PSAP Talkgroup SOP**

  - Some people had concerns with the document.
  - Gary Davis and Tony Rose to talk offline.
  - Plan is to have Ops Group review the document and resolve issues so that it can be presented to the Board at the December meeting.
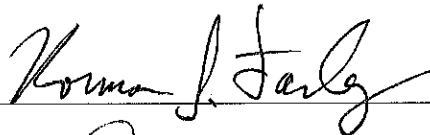
Closing & Adjournment
Proposed Motion: Motion to adjourn the meeting and reconvene on December 12, 2018.
Secretary Michael Leahy asked for a motion to adjourn the meeting and reconvene on December 12, 2018. Mayor Craig Moe made the motion to adjourn the meeting. Pete Landon seconded the motion. There was a unanimous vote and the meeting was adjourned.
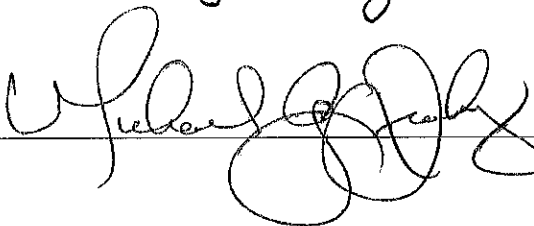
Next Meeting Date: December 12, 2018

Director of Board APPROVAL:
(Signature & Date) _____ 12/12/2018

Chairmen of Board APPROVAL:
(Signature & Date) _____ 12/20/18