



DATE: April 11, 2018

TIME: 1 PM – 3 PM

LOCATION: 100 Community Place, Crownsville, MD 21032

Maryland Statewide Interoperability Radio Control Board

Quarterly Public Meeting

- **Voting Members**
 - David Balthis
 - Wayne Darrell
 - Bud Frank
 - Michael Leahy
 - Walter Landon
 - Tony Rose
 - Clay Stamp
- **Board Support Staff**
 - Jennifer Benedictis
 - Brittany Brothers
 - Justin Ellingwood
 - Norm Farley
 - Christina Lessels
 - Brandon Renehan
- **Members Not Present**
 - Mayor Craig Moe
 - Col. Palozzi
 - Charles Summers

Call to Order – (Michael Leahy)

- Secretary Michael Leahy called the meeting to order at 1:02 pm. He welcomed everyone and began new introductions.

Approval of Previous Minutes – (Michael Leahy)

- Proposed Motion: The Radio Control Board approves the minutes from the December 13, 2017 meeting. David Balthis made a motion to approve the minutes from the December 13, 2017 meeting. Bud Frank seconded the motion. There was no discussion and the minutes were approved unanimously.

System Performance Reports - (Brandon Renehan)

- Provided an overview of trends.
- Approximately 49,000 users programmed into the system.
- The trend lines are following general seasonal trends.
- Tracking when agencies get onto other agencies' talk groups.
- Tracking maintenance cases when someone gets dispatched out.
- Severity 1 is the most serious. Severity 4 is not catastrophic.
- Each severity has different response timeframes.

Project Status Update – (Jennifer Benedictis)

- **Phase 4**
 - Allegany County and Garrett County are the only counties remaining to be completed.
 - Allegany County should be completed in July/August 2018 timeframe
 - Possibility of Garrett County being turned on in the summer 2018 with the exception of the Table Rock site.
 - Table Rock should be completed by the end of 2018.
- **Phase 5**
 - Equipment is being installed in the National Capital Region and Southern Maryland.
 - Phase 5 will be built based on Ethernet (packet-switched technology) verse T1 (circuit-switched technology).
- **Phase 3 Follow-on Work**
 - Adding an RF site in Carroll County at Cherrytown Chicken to fill coverage gap. Privately owned tower, will have to lease space.

Operations Status Update – (Norm Farley)

- **Motorola Contract**
 - Approval by BPW on February 21, 2018.
 - Base contract extended 4 years to November 2022.
 - Allows us to complete project and have Motorola as maintenance provider during period when parts of the system are still under warranty.
 - A RFP will be started in FY22 for a maintenance provider to start in November 2022.
- **New Radio Communication Master Contract**
 - Approved with \$100 million ceiling by BPW in December 2017.
 - Posted on the DoIT website.
 - All state agencies and counties can order off the contract.

Operations Committee Status Update – (Gary Davis)

- The operations group held 2 meeting.
- Both groups had a lot of involvement.
- Neither group sent specific requests for the board.
- Generalized discussions – MDFiRST maintenance, roadmap, coverage gaps, etc.

Old Business

- **Letter to the Governor**
 - Fulfills Board's legal responsibility.
 - Letter dated April 16, 2018 so it's not during Legislative Session.
 - Three general recommendations in the letter.
 - System level O&M costs for the Maryland FiRST 700 MHz public safety radio system be fully funded via appropriated dollars from the General Fund.
 - General Fund appropriated for the System level O&M is placed in a non-lapsing fund and is available to pay for unplanned repair costs, needed system upgrades, and capacity increases.
 - For Maryland State agencies, O&M costs for consoles, and lifecycle replacement costs related to subscriber devices and consoles should be a centrally funded commodity IT administered through the Department of IT to the greatest extent practical.

- Proposed Motion: The Radio Control Board approves the draft letter to the Governor and the associated position paper concerning O&M funding for Maryland FiRST and authorized the Chairman to transmit the letter on April 16, 2018.
 - Moved - David Balthis
 - Seconded – Tony Rose
 - Remarks
 - Clay Stamp: Any tie to Next Gen 911?
 - Norm Farley: No.
 - David Balthis: Why talk about cost?
 - Mike Leahy: Trying to be transparent. Giving the details ahead of time.
 - Vote – 1 abstain (Bud Frank), 1 opposed (Pete Landon), 5 approved (David Balthis, Tony Rose, Wayne Darrell, Mike Leahy, Clay Stamp) – motion carries.
- Proposed Motion: To amend the approved letter to remove the word “unanimous.”
 - Moved – David Balthis
 - Seconded – Wayne Darrell
 - Vote – Unanimously approved
- **Revised MD Call/ MD TAC SOP 0.02A**
 - Presented at the last meeting. Members wanted to remove law enforcement sensitive markings and leave the rest of the SOP as is.
 - Reviewed by Ops group and they are okay with the changes.
 - Proposed Motion: The Radio Control Board approves the revision to the MD Call/MD TAC SOP 0.02A.
 - Moved – Bud Frank
 - Seconded – Wayne Darrell
 - Vote – Unanimously approved

New Business

- **End of FY Spending Plan**
 - A review of the end of FY spending was conducted which included:
 - Microwave realignment repairs from recent wind storms
 - Hagerstown emergency repairs (service costs)
 - Talbot 2-Channel expansion
 - Zone 3 Core Router Expansion
 - MEMA COOP BDA
 - Two Factor Authentication
 - CEN redesign
 - Hagerstown shelter roof had damage from falling ice, which caused a crack that was covered by snow. Water leaked in and caused about \$50K damage to equipment. Damaged equipment was replaced by spares. Spare equipment will be replenished using FY 2019 funding.
- **Proposed New Primary Users**
 - US Marshals
 - Proposed Motion: The Radio Control Board approves the application of the US Marshals 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 – Pete Landon
 - Remarks – 125 radios. Ops group recommended approval.
 - Vote – Unanimously approved

- **Proposed New Comm Interop Users**

- Anne Arundel County

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

- Moved – David Balthis
- Seconded – Pete Landon
- Remarks – 3,200 radios. TDMA equipped. Ops group recommended approval.
- Vote – Unanimously approved

- Worcester County

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

- Moved – Pete Landon
- Seconded – Clay Stamp
- Remarks – 1,000 radios. TDMA equipped. Ops group recommended approval.
- Vote – Unanimously approved

- DC Air National Guard

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

- Moved – Tony Rose
- Seconded – Wayne Darrell
- Remarks – 100 radios. TDMA equipped. Ops group recommended approval. Own talk group. Could enter talk group sharing agreement with state agencies. Aircraft and 911 center talk groups first.
- Vote – Unanimously approved

- Metro Washington Airport Authority

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

- Moved – Bud Frank
- Seconded – David Balthis
- Remarks – 251 radios. TDMA equipped. Ops group recommended approval.
- Vote – Unanimously approved

- **Approval of New User Process SOP**

- Board requested at last meeting to create an SOP that outlines the process for new users to join MD FiRST.

- Ops group recommended approval.

Proposed Motion: The Radio Control Board approves the New User Process to Join Maryland FiRST SOP 0.05.

- Moved – Tony Rose
- Seconded – Pete Landon
- Remarks – The Board requested that the MOU templates dealing with Primary and Interop users be attached to the SOP.
- Vote – Unanimously approved

- **Frequency and Type of RCB Meetings (Bud Frank)**

- A lot of activity happening and the board is getting more involved.
- Meeting 4 times a year is not enough.
- Webinar possibility – look at documents online, have conversations, fulfill transparency needs.
- Aware that a lot of board members are busy.
- Mike Leahy proposed forming a 2-3 member committee that can research open meeting laws, etc. and bring suggestions to the board next meeting. New committee members: Bud Frank, Mike Leahy, David Balthis, and Pete Landon.

Closing of Open Session

- Proposed Motion: Vote to adjourn the open session to a closed session in accordance with Maryland’s Open Meetings Act under General Provisions Art. §3-305(b) - to discuss System Capacity.
 - Time – 1:52 PM
 - Moved – Bud Frank
 - Seconded – David Balthis
 - Vote
 - In favor: Mike Leahy, Bud Frank, David Balthis, Clay Stamp, Pete Landon, Wayne Darrell, Tony Rose
 - Absent – Col. Pallozzi, Mayor Craig Moe, Charles Summers

Closed Session Summary

The meeting was closed under the statutory authority of General Provisions Art. §3-305(b) (10) to discuss public security. The topic discussed was Maryland FiRST system capacity. Seven board members were present, as well as Board staff. As a summary of what was discussed, the Board received a briefing from the Director of the Board concerning potential system capacity issues. It was shown that the system did not have a near or medium term capacity issue that could not be rectified by re-balancing the load. It was also shown that there was no need to procure an additional core and DSR, as some had previously thought, in the near or medium term. No specific motions were made and no specific actions were taken.

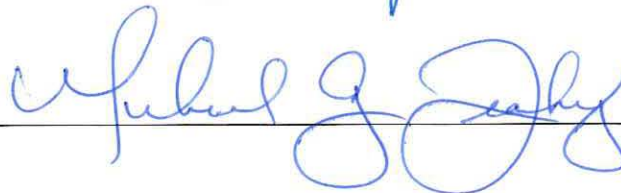
Closing

- Proposed Motion: To adjourn the April 11, 2018 Radio Control Board meeting.
 - Moved – Wayne Darrell
 - Seconded – Clay Stamp
 - Vote - Unanimously approved

Director of Board:
(Signature & Date)

 6/20/2018

Chairmen of Board:
(Signature & Date)

 6-20-2018