



DATE: December 12, 2018

TIME: 1:00pm – 3:00pm

LOCATION: 100 Community Place, Crownsville, MD 21032

Maryland Statewide Interoperability Radio Control Board

Quarterly Public Meeting

▪ **Voting Members**

- David Balthis (Designee for Patricia Gainer – MIEMSS)
- Wayne Darrell (Kent Co.)
- Bud Frank (Designee for Pete Rahn – MDOT)
- Walter Landon (GOHS)
- Michael Leahy (DoIT)
- Col. Palozzi (MSP)
- Tony Rose (Charles Co.)
- Clay Stamp (Talbot Co.)
- Charles Summers (WAGIN)

▪ **Board Support Staff**

- Jennifer Benedictus
- Brittany Brothers
- Cindy Cole
- Justin Ellingwood
- Norm Farley
- Brandon Renehan

▪ **Attendees Not Present**

- Patricia Gainer (MIEMSS)
- Mayor Craig Moe (NCR)
- Pete Rahn (MDOT)

Call to Order – (Michael Leahy)

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

Approval of Previous Minutes – (Michael Leahy)

- Proposed Motion: The Radio Control Board approves the minutes from the September 19, 2018 meeting. Charles Summers made a motion to approve the minutes from the September 19, 2018 meeting. David Balthis seconded the motion. The minutes were unanimously approved.

New Business – (Norm Farley)

- **Proposed New Primary Users**
 - St. Mary's County

Proposed Motion: The Radio Control Board approves the application of St. Mary's County to become a Primary User to Maryland FiRST.

- Moved – Clay Stamp
- Seconded – Wayne Darrell
- Vote:
 - Aye - David Balthis, Wayne Darrell, Bud Frank, Michael Leahy, Col. Palozzi, Tony Rose, Clay Stamp Charles Summers
 - Abstained - Walter Landon

○ Morgan State University

Proposed Motion: The Radio Control Board approves the application of Morgan State University to become a Primary User to Maryland FiRST.

- Moved – Bud Frank
- Seconded – Wayne Darrell
- Vote:
 - Aye - David Balthis, Wayne Darrell, Bud Frank, Michael Leahy, Col. Palozzi, Tony Rose, Clay Stamp Charles Summers
 - Abstained - Walter Landon

• **Proposed New Comm Interop Users**

○ Naval District of Washington Fire & Emergency Services

Proposed Motion: The Radio Control Board approves the application of Naval District of Washington Fire & Emergency Services to become a Comm Interop User to Maryland FiRST.

- Moved – Charles Summers
- Seconded – David Balthis
- Vote:
 - Aye - David Balthis, Wayne Darrell, Bud Frank, Michael Leahy, Col. Palozzi, Tony Rose, Clay Stamp Charles Summers
 - Abstained - Walter Landon

• **Approval of New SOPs**

○ SOP 0.06 Use of Maryland “Direct” Frequencies

Proposed Motion: The Radio Control Board approves the SOP 0.06 Use of Maryland “Direct” Frequencies as written.

- Moved – Wayne Darrell
- Seconded – Clay Stamp
- Vote:
 - Aye - David Balthis, Wayne Darrell, Bud Frank, Michael Leahy, Col. Palozzi, Tony Rose, Clay Stamp Charles Summers
 - Abstained - Walter Landon

○ SOP 0.07 Use of “Nationwide Low Power” Frequencies

Proposed Motion: The Radio Control Board approves the SOP 0.07 Use of “Nationwide Low Power” Frequencies as written.

- Moved – Wayne Darrell
- Seconded – Clay Stamp
- Discussion:
 - These low power frequencies are used to talk outside the state.
 - Use of those frequencies have no impact on the system capacity.
- Vote:
 - Aye - David Balthis, Wayne Darrell, Bud Frank, Michael Leahy, Col. Palozzi, Tony Rose, Clay Stamp Charles Summers
 - Abstained - Walter Landon

System Performance Reports - (Brandon Renehan)

- There was a normal trend of a decline in traffic this fall after the summer time highs.
- Call volume trend did not have as sharp of a decline as previous years due to special events taking place.
- An average of 2.25 million PPTs per month for the last quarter.
- There was a decline in the number of bussies, which remained well under the <1% standard.
- One Federal agency in Talbot County causing a spike in busies. Working on remediating by upgrading to TDMA.
- Maintenance calls have declined.

Project Status Update – (Curt Andrich)

- **Phase 4**
 - Coverage testing in Garrett County has been completed, on track to go live in mid-December.
 - Last tower site in Garrett County is being built at Table Rock.
- **Phase 5**
 - Backhaul staging took place last week.
 - All equipment has been tested and is in the warehouse getting reconfigured.
 - Equipment will go into the field in February.
 - New tower construction planned at Nice Bridge.
 - A coverage map will be created once all phases are complete.
 - Phase 5 scheduled to be complete late in CY2020.
- **Cherry Town Chicken ASR RF Site**
 - The tower will be a commercial tower. Proposed contract undergoing legal review.

Operations Status Update – (Brandon Renehan)

- **Major System Upgrade to 7.16**
 - Major work to take place in January and February 2019.
 - Soft lockdown of system will take place on January 3, 2019.
 - Impact to users will take place on January 23rd and 24th. Should only last 5-10 seconds.
 - A conference bridge will be open during upgrade so people can hear what's going on or ask to us to hold off if there is an emergent issue.
- **Potential New ASR Site - Crisfield**
 - A tower will be added in summer 2019.
 - Currently making sure we have sufficient funds for ASR.
 - Motorola working on cost estimates.
- **Talbot 2-Channel Expansion**
 - Work has been completed. Now operational.
- **Two Factor Authentication**
 - Work mostly completed.
 - Motorola doing follow-up work regarding firewall.
 - Will provide more security.
- **CEN (Customer Enterprise Network) Redesign**
 - Re-design project has been completed.
 - Determining when budget will be available to schedule the actual upgrade.
- **Dorchester County Migration**
 - Motorola team working to bring Dorchester onto the system, which should take place in February or March 2019.
 - Waiting to move them onto the system until after system upgrade.
 - They will dispatch out of backup 911 system.
- **Cecil County Migration & Move from Zone 1 to Zone 3**

- Motorola team working to bring Cecil onto the system after Dorchester.
- Simulcast cell will move from Zone 1 to Zone 3.
- Will go onto the system in May 2019.

Operations Committee Status Report – (Rich Berg)

- PSAP Talkgroup SOG: good idea, however concern as to how to accomplish it.
 - Tony Rose and Ross Coates to provide new SOG wording for the RCB to evaluate.

Old Business – (Michael Leahy)

- No old business.

Closing

Proposed Motion: Motion to adjourn the meeting and reconvene on March 20, 2019.

- Moved – Clay Stamp
- Seconded – David Balthis
- Vote: Unanimously approved.

Next Meeting Date: March 20, 2019

Director of Board APPROVAL:
(Signature & Date)

Norman J. Farley 3/22/2019

Chairmen of Board APPROVAL:
(Signature & Date)

Michael G. Leahy 22 MAR 2019