



ONONDAGA COUNTY DEPARTMENT OF EMERGENCY COMMUNICATIONS

Motorola Meeting
OCICS – Team leads
Monthly Project Status Meeting
August 6, 2008
9:30 a.m. @ the 911 Center Roll Call Room

Present were:

Jan Blair, Motorola
Aaron Boone, Motorola
John Balloni, Commissioner, Project Administrator
Jo-Anne Munroe, Deputy Commissioner, Team Lead County 911
Lori Hable, Secretary to the Commissioner, 911 Center
Charles Gabriel, Consultant
John Heisler, III, County Executive's Office
Ben Rinaldi, PSSS, 911 Center, Team Lead Policy & Procedures
Carl Loerzel – PSSS, Team Lead CAD Integration
Kevin Spraker, PSD, Technical, 911
Sean Sparks, SODO, Technical, 911
Chuck Combs – SODO, Team Lead Training
Lucy Howard – Team Lead Asset Management
Rick Rioux - Team Lead Syracuse Police
Bob Haumann, Syracuse Police
Jeff Daly - Deputy Chief, Team Lead Syracuse Fire
Bill Bleyle - Captain, Team Lead Onon Co Police Agencies
Ray Herrick, Team Lead Sheriff's Office
Robert Capria, OCSO
Joe Rinefierd – Director, Fire Bureau
Dave Steinberg – County Fire Chiefs
Mike Downey – Team Lead NYSP
Brian Butler – United Radio
Ken Cook – Onondaga County Fire Districts Association
Kevin Pooley – United Radio
Chick Langone – Langone & Associates
Norm Boucher – Langone & Associates

Absent:

Ed Healy – PSSS, Team Lead Voice Recorder
Dave Stevenson - Team Lead Technical
Tony DiGregorio – Director, Team Lead EMS
Tom Callahan, Team Lead, Information Technology

Opening Comments & Updates - Charlie Gabriel (Project Manager) - Opened the meeting and thanked everyone for attending. He said we are coming up to the “interesting” phase of the project. In six (6) months, this group has made a lot of progress. The trip to Yorktown, Virginia in July proved to be very beneficial for all who attended. Their system is similar to Onondaga only on a smaller scale but provided a great deal of helpful information. Charlie asked the question to the team leads regarding do they have enough information so they can move on with planning and requirements. The team leads seem to agree they have enough information can complete the talk path plan and finalize the radio configuration.

Charlie Gabriel will be sending out a spreadsheet, which has the OCICS Project Milestone/Benchmark Time Line completion dates listed on it. [This will be the only document to be used from now on managing this project with lock down dates that you will need to follow. Please review the areas that directly affect you.](#) At the August 27th meeting, we will drill down on the timeline dates. July 2009 is the target completion date for this project. We are currently in Phase II of the Radio Project. A new Action Item List is being distributed to you, which Jan Blair will review with you shortly. Charlie made it clear that each team lead must look at this document and see where they fit into the schedule. Charlie gave an example, Syracuse Police look at the projected time line, understand what needs to be created in terms of training, vehicle replacements, procedures etc. The agency can create a spreadsheet listing tasks they envisioned needs future detailing. Send in the details to me and I will insert your changes into this document thus creating a more detailed project plan by agency.

Commissioner Balloni said the new Skaneateles tower site would go to the Legislative committees this month. We are entering into an agreement with Verizon as they had planned on building a tower in Skaneateles and will allow us to co-locate on it; Verizon also needs a tower in Jamesville, which the county will be building at Jamesville Corrections and will allow them to co-locate there. This is a win-win situation for us. Dave Stevenson and Sean Sparks worked very hard to accomplish this task. This solves our third tower coverage issue.

[Jo-Anne Munroe, Deputy Commissioner, Team Lead County 911-](#) Discussed the lessons learned from Yorktown, Virginia.

- Plan on regular maintenance for the radios and equipment. This includes service on the towers, portables, mobiles and a charge of \$15.00 per month for other subscribers (non-public safety) users. You need proper maintenance agreements on all of these areas.
- POP25 – Over the air programming was cut out of our project. Programming will now take an average of 2-4 hours per radio, which will be more costly, by taking resources off the street for a length of time. Yorktown has this feature and highly recommends it.
- Training program – For the field users on the street, they receive 4 hours training and 2 hours hands on training. Until the field users have this training, no radios were distributed.
- Do not start training until 2 weeks prior to going live with the new radios. (Have equipment in hand though). Overall, this was an excellent trip, which hopefully will alleviate any mistakes we may have made along the way.

Commissioner Balloni said that Madison County, Oswego County and SU Public Safety are interested in sharing the master site (digital trunked system). We need to discuss what the County would charge them, what to do for connectivity to the switch and meet with Motorola to discuss the issue in detail.

[Tower Sites – Sean Sparks](#) – Discussed the BDA (*bi-directional amplifiers*). This is an advanced system to provide connectivity to the users. We need to draft a local law for this type of system.

Nims Bank – Yorktown had a trunked group to activate National Management System, and National Management System for Operations and command with tactical frequencies. Our

County wants to implement this also into our talk plan. The Yorktown was a very worthwhile trip.

[Kevin Spraker](#) – Sent out “*Data Collection Forms*” to agencies to get a complete inventory of their equipment. There are still outstanding forms not returned to date.

[Deputy Commissioner Munroe](#) said she would hold internal meetings with the 911 groups to make sure the group is meeting their timelines. If Kevin (or anyone else) is having trouble getting requested information back from agencies, please notify Jo-Anne and she will contact these agencies personally. We need to keep the process moving. It is very important to stay on these timelines provided.

[Rick Rioux, Team Lead Syracuse Police](#) - All set.

[Bob Haumann – SPD](#) – Agreed with the other members that attended the Virginia trip, that it was very informational.

[Deputy Chief Jeff Daly - Team Lead Syracuse Fire](#) – Will meet with Sean Sparks on some issues after the meeting.

[Bill Bleyle \(Team Leads Onondaga County Police Agencies\)](#) - Sent an e-mail out to everyone that went on the Virginia trip. He is in full agreement on the POP25 issue that Onondaga County needs to have this included in our radio project. This is a huge loss for us time wise. This is a lesson learned from the trip.

For training, we need to figure out an effective and efficient way to schedule/accomplish this with all agencies. Bill will meet with the County Police chiefs on the talk group plan to see where we need to be.

[Chuck Combs – Team Leads Training](#) – Chuck Combs said Yorktown, Virginia provided good ideas for training. Technical training is being mapped out and once the Master Site is powered up, we can educate the users to the level that they need. The end users training will be closer to cutover.

The workshop Motorola provided on July 24th on the overview of equipment was very positive.

[Ben Rinaldi – Team Leads Policy & Procedures](#)- Ben is still waiting for information on governance issues from Team leads. He will provide a rolling punch list for Jo-Anne Munroe.

[CAD – Carl Loerzel- Team CAD Integration](#) – Spoke with Intergraph on the push-to-talk interface. Intergraph’s work on this should take less than a week to accomplish. Fire and EMS are also included. Carl is tracking Intergraph’s Statement of Work at this time.

Charlie Gabriel will start building the asset management piece of the system. Jan Blair said once he receives the inventory sheets back he would eliminate anything that is not hardware pieces (example – plugs etc.)

Ray Herrick, Team Leads OCSO – Said he would have the inventory information to Kevin by the end of this week.

Joe Rinefierd – Director, Fire Bureau – Is working on the transition plan. He would like to attend the meeting scheduled for August 27th. Charlie Gabriel said that that would be fine.

John Heisler – Research & Communication Officer, County Executive Office – Commented that the Virginia trip was great. The NIMS bank is huge from a public safety standpoint. He is behind the POP25 100% and feels there is a huge need for it. John asked Charlie if he could provide justification on why this should be added into this radio project and he would present it to the County Executive and Budget Office for further review. Please include what the impact is to the users in the field. He also asked the agencies to provide a letter for justification to provide more validation. Deputy Commissioner Munroe suggested contacting Yorktown, Virginia to provide a letter on the benefits of POP25 and what the repercussion would be if they did not get it included in the project. Time is of the essence on this so let's get it done.

Jan Blair, Project Manager – II General Comments- Batteries were installed at eight (8) sites to date. Thanks to United Radio for keeping the project on schedule.

Aaron Boone, Lead Engineer – United Radio is working on the DC power plants (UPS for Master/Prime Site equipment) at the 911 Center. Sean Sparks located an area in the Center for approval and placed a locked gate around this area to house the equipment. We are also following up on frequency issues.

Jan Blair, Project Manager – III Discussion Topics

a) Review of Action Item spreadsheet

#34 – Chick Langone stated the antenna's have at least another 30 days.

#10 – Sean Sparks said that the fire side is laid in stone but need to finalize it.

#27 – Skaneateles new tower site is in progress. The bid to build the tree new tower sites was awarded to Mid State Communications. They have 90 days to get the work done after signing the contract. Shelter will then be installed with equipment and should be complete by end of October early November.

#33 – Mark this complete.

#35 – The room where the UPS is housed is complete. The electrician did a walk through and providing quotes. Equipment is arriving today and can be staged. Sean needs to get with Aaron on the panels to see where they should go. Aaron said he could wire tie some in place to see where is the best place. Sean said he has three quotes but Purchasing may decide to go in a different direction. He will wait to hear from Purchasing.

#37 – Relocation of the Generator to the Civic Center roof issue is still in the works. The Air conditioning unit on the 17th floor issue is in process. The county signed a contract to install a new air conditioner. Jan Blair said that August 22nd of this month is the deadline for this issue so please let him know if this deadline cannot be met.

#41 – Kevin is still working on setting up talk group ID's.

#42 – FCC frequency coordination is still a work in progress.

#49 – TAC equipment – still in progress. Fixed site equipment installed at Manlius, Pompey and Otisco. The Civic Center is in progress and the cabling is not complete yet.

#50 – All Set, Chuck Combs reported on this.

#51 – Policy and Procedures is still outstanding but more will be coming into Ben Rinaldi this week.

(b) DC Power Plant installation progress

A plan is in place for Lemoyne, Civic Center, Stump and Vinette. DC power plant work will take place at Elbridge, Lysander and Skaneateles in December.

(c) FNE installations begin in September

Baldwinsville, Cicero, Highland and Makyes

(d) Progress update on balance of antennas for TLMR sites

On hold for the next 30 days

Charlie Gabriel asked Jan Blair to provide validations with United Radio. Jan will provide that information to Charlie. Charlie also requested that the transition plan be finalized. Police are finished with their plan. We need a baseline transition plan to present to United Radio to review. We need a strategy that works for 911 also. It should list our desires vs. what 911 is capable of working with.

The next Project Status Team Leads Meeting
is scheduled for
Wednesday, September 17, 2008
@
9:30 at the 911 Center roll call room.