



**CUYAHOGA COUNTY EMERGENCY SERVICES ADVISORY BOARD
COMMUNICATIONS COMMITTEE**

Communications Committee Meeting Minutes

Date/Time: Wednesday, Marc 8, 2017

Location: Independence Fire Station
6305 Selig Road
Independence, Ohio 44131

Attendees (Voting Committee Members)

NAME	Present	ASSOCIATION	ALTERNATE	Present
Chief William Shaw	X	Chairman		
Steven Greene		Vice Chair – (Law Enforcement)	Craig Bollinger	X
Randy Kimbro	X	Brook Park	Lt. Tom Cramer	
Brad Handke	X	City of Cleveland Rep.	Courtney Newman	
Laura Palinkas	X	City of Cleveland Rep.	Jack McCarthy	
Debra Cavett	X	City of Cleveland Rep.	Lt. Reynaldo Oritz	
Supervisor Shawn Smith	X	CECOMS	Supervisor Jackie Costa	
Brandy Carney		Cuyahoga County	Nancy Kolcan	
Pete Greene	X	Cuyahoga County		
Chief Scott Gilman	X	Fire	Chief Rega	
Chief Chris Lyons		Fire	Chief Turner	
Kevin Friis		Hospitals	Beth Gatlin	
Nick DiCicco	X	Law Enforcement	Carol Haddon	
Chief Bruce Elliott		MARCS	Chief Tom Robinson	
Jim Heath	X	MARCS	Chief Freeman	
Jeff Scott		Law Enforcement	Deano McNeil	X
George Balasko	X	PARMA	Capt. Ronald Heffern	
Mike Lasky		PARMA	T.J. Martin	x
Rob Jamieson		Public Works	Bob Girardi	
Tim Clapp	X	Regional Dispatch	Jack McCarthy	
Ron Barlow	X	Regional Dispatch	Kristina Eich	

Others in Attendance: P. Kelly, E. Schepp, D. Nagy, S. Rega, J. Branic, D. Leff, L. Raffurty, S. Cartier, C. Newman, S. Garwood, D. Miller, S. Cerrito, J. McCarthy, J. Hofmann, B. Mueller.

AGENDA ITEMS

1. CALL TO ORDER / ROLL CALL / QUORUM DETERMINATION

- Called to order by Bollinger at 9:35 AM. Shaw was running late and arrived.
- Roll Call conducted, 15 voting members, quorum met. 16 once Shaw arrived.

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2. PUBLIC COMMENT

- Dick Miller had another meeting to attend so he entertained questions. MARS fees were asked about, so far the fees remain \$20 with a \$10 credit for now until July 2017. Bills throughout the house and senate are addressing this but nothing has passed as of yet. Fire Marshal has funding but it is earmarked toward urgent users and their fees being paid, based on smaller counties and smaller populations. Brad asked about the users of Public works and issues with XMTAC's and CUYCO's. Brad asked for a definitive determination that those talk groups are in fact free because snow plows had issues using them. Miller said that ODOT supervisors have them and Greene added that he had programmed them. Miller confirmed that those talk groups are free to use.
- S. Greene's mother had passed, a card is being passed around to be signed.

3. APPROVAL OF OCTOBER MINUTES

- Balasko motioned, Martin seconded. Passed with all AYES.

4. RADIO TEMPLATE

- Brad passed out copies of the template. Brad explained the naming convention of both the city and state. The zone names have both the 3 character naming and the longer naming involving the word so that both XTS's and APX's can be named the same. All zones need to remain the same and specialty talk groups should not be added in zones that are developed. There are zones that will have room for home talk groups. Home zones are fully customized for daily use.
- Shaw asked if there was a way to lock down a zone so that another programmer doesn't add to a zone because there are blank spaces for talk groups. The only way per Garwood is to lock down the radio but that would defeat the ability of any allowed programmer to make a change or adjust a radio. A system manager would have to issue a memo that zones are not to be adjusted or added to.
- Shaw pointed out that the first area of concern is that the first zones are available to the specific agency to program whatever they want in it. Shaw asked if anyone had a problem with the direction mentioned. The only thing to remember is that a Z28 may be in position 5 in one radio but in position 25 in another. Just as long as a user can locate Z28, then going to talk group channel 5 in one that it is the same within the other.
- Training was mentioned as a resolution which would help but is not well received by some departments.
- Heath asked who would be the clearing house for managing the template. Shaw wasn't sure exactly how but maybe this committee would be the watcher of this. This committee doesn't have the full authority to enforce this but at least the ability to advise when changes are made and provide guidance when an agency wants to make any changes. Shaw said that if someone does make a change, that somehow they should be warned that if they make a change, it's under the understanding that they are taking a risk and not an outside issues of a problem occurs.
- Brad said that members should take time to review the templates that he submitted and make notes of any talk group that needs to be renamed or an error fixed. Shaw wants everyone to review the sheets, and be ready to report to the May meeting the outcome.
- Garwood said that the actual code plugs for each model radio can be worked on and developed so that a master code plug is created.
- Brads asked Nick if he wants to keep the M's or keep the C's and it didn't matter as long as it is the same in all radios. Balasko said that from a Parma stand point, he does not care if the zone is a P or if it is and M as long as the zones match radio to radio. Balasko's concern is

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that the regional swat teams all have the same talk groups in order to work together. Shaw said that each chief has the flexibility to program their radios their way, however; keeping what is in a specific zone should remain.

- Gillman asked for a deadline that each user submits their template so that by next month, all info is turned in and vetted prior to the next meeting in May.
- Shaw wants to draft a cover letter that if any programmer makes a change to what is approved, they are taking a risk upon themselves.
- Gillman pointed out that anyone who took radios, signed an MOU and agreed to share any talkgroups.
- Brad and Greene echoed that they would only add a talk group if an agency chief were to agree to it either in an MOU or an email. This covers them on a liability level.

5. RADIO ALLOCATION

- The paperwork is at the state and waiting on the approval. Once they approve, then the RFP can go out.

6. COUNTYWIDE FIRE NOTIFICATION SYSTEM

- Tests were conducted and some small issues were discovered so Motorola had to come out and make those adjustments. Next Monday is the next test and emails plus notification on XMTAC1 will be made.

7. EXERCISES/DRILLS FOR COM-L PARTICIPATION

- None

8. ANNOUNCEMENTS / OTHER BUSINESS

- None

9. EXECUTIVE SESSION

- No executive session conducted.

10. NEXT MEETING

- Next meeting will be held on Wednesday May 10, 2017 @09:30a. Location is Independence Fire Department.

11. ADJOURNMENT

- Motion to adjourn by Shaw, second by all.
- Adjourned at 10:55 AM