

# BUTLER REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM

## ADVISORY BOARD MEETING MINUTES

**Date:** 02/24/2011

**Location:** GSC

**Board Members Present:**                      **Absent:**

Meeting called to order by Co-Chair Co-Chair Schutte at 1338 hrs.

**Meeting Minutes:** Motion to accept the minutes from the meeting on January 27, 2011: 1<sup>st</sup>: Chief Ferdelman 2<sup>nd</sup>: Chief Niehaus. **PASSED**

### **BRICS System Updates:**

- Bill Vedra provided the below information on the system.
  - There will be Tower Maintenance the second week of March. The schedule is posted on the website and is attached.
- Policy Updates
  - There are 10 policies in effect. One still needs board action.
  - The board still needs to appoint a Law Enforcement Committee reference Policy 3.02, Plain Language. Chief Dickey will organize the Committee.
  - All County Broadcast 3.03 - Policy is not being consistently followed. There have only been 2 ACB;s in the last 8 months since the policy was adopted. Manager Philpot reports this was discussed yesterday at PSAP meeting. All dispatchers have been trained. The Communications Managers are going to monitor for any issues.
- Chief Ferdelman questioned Media Records requests from media?
  - Bill Vedra - Each Communications Center has access on their User Log-in.
  - Requests should be routed to the local agency. However, a policy needs to be drafted reference release of records.
- Chief Dickey asked what the Retention Schedule is.
  - Bill Vedra is not sure what the official schedule is.
- Bill Vedra discussed invoices.
  - Consoles - There will be 2 invoices for 2011. one covering 10/2010 to 3/2011 and the second 4/2011 to 03/31/2012. The schedule 4/1 to 3/31 will be followed in the future.
  - Chief Ferdelman asked if console maintenance was now mandatory. Matt Franke states that \$1000 per position was saved by rolling the maintenance into the contract. This contract is the most cost-effective way to handle issues.

**Old Business:** Matt Franke requested Board Member information; Secretary Miller reports resolutions from the Commissioners. The original is 05-05-981, which includes representatives from the City of Hamilton, City of Fairfield, City of Oxford, City of Middletown, West Chester Twp, Butler County Chief's of Police Assn, Butler County Fire Chief's Assn, Butler County EMA, Butler County Board of Commissioners, Butler County Sheriff's Office,

Butler County Engineer's and all Public Works and populations less than 10,000. Adopted May 23, 2005

Resolution 07-07-1338 provided further updates On July 19, 2007; Representatives will be Butler County SO, Butler County Commissioners, Butler County Chiefs of Police Assn, Butler County Engineer's, Butler County Fire Chief's Assn and communications representatives from the cities of Hamilton, Oxford, Middletown and Fairfield. This was amended to add the City of Trenton and the City of Monroe as Resolution 07-08-1549 on 8/09/2007

Based 07-08-1549 Resolution

Butler County Sheriff's Office	Chief Dwyer
Butler County Commissioners	C. Furmon
Butler Engineer's	F. Stitsinger
Butler Chiefs of Police	Chief Dickey
Butler Fire Chiefs	Chief Schutte
West Chester Communications	D. Bruce
Butler Communications	M. Franke
Hamilton Communications	Chief Ferdelman
Oxford Communications	Sgt J. Jones
Middletown Communications	Major VanArsdale
Fairfield Communications	Chief Bennett
City of Trenton	Chief Traud
City of Monroe	Lt. Curliss

There was discussion reference to jurisdictions less than 10,00 representing police and fire which is Chief Neu and Chief St. John's positions.

This will be placed on the agenda for next month's meeting for further discussion.

**New Business:** Sgt Rosenfelder requested clarification on issue; Mobilcomm reprogrammed their radios and they no longer can transmit on Bank E. They can only receive. This is causing communication issues with the way they operate with Monroe and Trenton FD.

o Matt Franke - These should have been Receive Only in all radios from the original build. Per Policy, other agencies are not permitted to transmit on another agencies main talkgroup. This corrected template has the proper talkgroups. If there are problems respond to the BRICS staff and they will work together for a resolution.

Chief Schutte received a letter from Trenton City Manager Jones reference this also. He will respond back to him.

**Next Meeting:** March 24, 2011 at 1:30 PM

Meeting adjourned at: 2:30 PM

Respectfully,

*Richard A. Miller*  
Secretary



### Console Maintenance Invoice Update

The Motorola maintenance contract, which includes the system infrastructure and dispatch consoles, started on April 1<sup>st</sup>, 2010.

Since it was understood to have a one (1) year warranty on the consoles and the last console was installed in October 2009, agencies with dispatch centers will be receiving updated invoices.

Two (2) invoices will be sent in 2011.

- The first will cover six (6) months, Oct 1, 2010 – Mar 31, 2011, to stay on track with the Motorola maintenance contract.
- The second will cover twelve (12) months, April 1, 2011 – March 31, 2012.
- Those that paid the full year of 2010 will see adjustments on the second invoice.
- Future invoices will continue on the twelve month, April 1 to March 31 schedule.

Contact the BRICS office at 785-1299 with any questions.

### Invoices Paid / Partially Paid / Still Outstanding

See separate handout with a list of agencies that have paid, partially paid or have invoices outstanding for maintenance.

### 2010 Maintenance / Part Order Financial Summary

Money paid in to radio maintenance "pool" fund:

\$24,675.00

Parts purchases made by BCSO Communications Division:

\$14,150.00

Non-covered repairs and parts purchased through the Communications Division:

\$7,441.97 (\$3,038.26 of the \$7,441.97 is on outstanding invoices)

## BRICS Policy Implementation Status

Policies adopted for BRICS are available at [butlersheriff.org/radio](http://butlersheriff.org/radio) in the 'Policies' section. Since some policies might contain sensitive operational plans or information, the page has been password protected.

Section 1 – Administration

Section 2 – Maintenance

### 2.02 Maintenance Policy for Subscriber and Console Equipment – Effective 4/1/2010

This policy establishes standards for maintaining the quality and capability of individual political subdivision radio equipment used on BRICS through maintaining and repairing its portable and mobile radios and consoles.

Section 3 – General Operations

### 3.02 Plain Language and NIMS Compliance – Effective 7/14/2010

This policy standardizes the use of plain language and NIMS on BRICS.

**Not Implemented / Requires Board Action / Plain Language Committee not established, some discipline-specific communications groups not established, codes / signals often used on interoperable talkgroups in violation of policy.**

### 3.03 Informational All-County Broadcasts - Effective 7/14/2010

This policy establishes the procedure, criteria and use of the ACB.

**Local Training Complete / ACBs are not broadcasted when appropriate**

### 3.05 BC CALLING and BC TALK Use - Effective 2/1/2010 – Fully Implemented

This policy defines the use of the BC CALLING and BC TALK talkgroups.

Section 4 – Communications Center Operations

### 4.02 Alert Tones - Effective 2/1/2010 – Fully Implemented

This policy defines the use of three standard alert tones on the Motorola dispatch console.

### 4.03 Interoperability Talkgroup Assignment - Effective 2/1/2010 – Fully Implemented

This policy standardizes the process of assigning shared interoperability talkgroups.

### 4.04 PSAP Talkgroup Use - Effective 2/1/2010 – Fully Implemented

This policy defines the scope and use of the PSAP BUTLER talkgroup.

### 4.05 Response to Emergency Alarms - Effective 2/1/2010 – Fully Implemented

This policy standardizes the response to emergency alarms for all dispatch centers.

Section 5 – Continuity of Operations

Section 6 – National Mutual Aid Conventional Channels and Systems

Section 7 – BRICS Conventional Channels and Systems

Section 8 – Data Channels and Systems

Section 9 – Trunked Radios and Systems

Section 10 – Security

### 10.02 Radio Security - Effective 2/1/2010 – Fully Implemented

This policy defines responsibilities and restrictions meant to ensure radio, talkgroup and system security.

### 10.04 Alarm Monitoring - Effective 8/1/2010 – Fully Implemented

This policy defines the system alarm monitoring responsibilities of 9COM and BRICS staff.

Preventative Maintenance and Coverage Overlap

Radio towers on the BRICS 800MHz voice system receive a thorough yearly preventative maintenance check. During this process, each individual tower is taken out of service for several hours so that site equipment can be checked and calibrated.

For any particular site taken out of service, it may cause a coverage reduction inside dense buildings in that area. Since there is considerable overlap between all of our fourteen tower sites, no significant coverage loss is expected and this process may be transparent to end users. Last year’s preventative maintenance outages caused no noticeable reduction in service to be reported. Even so, it is important that agencies review the affected areas and be prepared with plans to operate with reduced coverage if needed.

Tower Outage Schedule

Updates to this schedule will be reflected online; visit [butlersheriff.org/radio](http://butlersheriff.org/radio) and click on ‘Calendar’ for this information.

Two sites will be affected per day, one in morning and the other in the afternoon.

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| 3/08 Tuesday AM: Tower Site #1    | 3/11 Friday PM: Tower Site #14   |
| 3/08 Tuesday PM: Tower Site #13   | 3/14 Monday AM: Tower Site #5    |
| 3/09 Wednesday AM: Tower Site #8  | 3/14 Monday PM: Tower Site #6    |
| 3/09 Wednesday PM: Tower Site #11 | 3/15 Tuesday AM: Tower Site #7   |
| 3/10 Thursday AM: Tower Site #12  | 3/15 Tuesday PM: Tower Site #4   |
| 3/10 Thursday PM: Tower Site #10  | 3/16 Wednesday AM: Tower Site #2 |
| 3/11 Friday AM: Tower Site #3     | 3/16 Wednesday PM: Tower Site #9 |

<b>Predicted Areas Affected by Tower Sites</b>		
<b>Tower #</b>	<b>Primarily Affects</b>	<b>Secondary</b>
<b>1</b>	City of Hamilton and Fairfield Township	City of Fairfield and St. Clair Township
<b>2</b>	Israel, Union, Bath and Oxford Township	City of Oxford and Milford Township
<b>3</b>	City of Fairfield and Ross Township	City of Hamilton and St. Clair Township
<b>4</b>	City of Oxford, Oxford Township and Miami University	Milford, Reily, Hanover, Israel, Union and Bath Townships
<b>5</b>	Morgan Township	Hanover, Ross and Reily Townships
<b>6</b>	Hanover and Reily Townships and City of Hamilton	Ross, St. Clair and Milford Townships
<b>7</b>	Reily, Oxford and Bath Townships	Hanover and Union Townships
<b>8</b>	Madison Township and City of Middletown	Wayne Township and City of Trenton
<b>9</b>	Milford, Wayne, St. Clair and Somers Townships	Hanover Township
<b>10</b>	West Chester Township	Liberty Township and City of Monroe
<b>11</b>	Cities of Middletown and Monroe	Madison and Lemon Townships
<b>12</b>	West Chester Township and City of Fairfield	Fairfield Township and City of Hamilton
<b>13</b>	Wayne and Madison Townships and City of Trenton	St. Clair and Lemon Townships and City of Middletown
<b>14</b>	Liberty, West Chester and Fairfield Townships	Cities of Hamilton and Monroe

This information is available at [butlersheriff.org/radio](http://butlersheriff.org/radio)