



**BUTLER REGIONAL INTEROPERABLE COMMUNICATIONS SYSTEM
800 MHz ADVISORY BOARD MEETING MINUTES**

July 27, 2017

LOCATION Butler County EOC

Meeting called to order by Co-Chair Chief Dawson, Co-Chair at 1:50 PM.

BOARD MEMBERS	Sheriff's Office	Capt. M. Franke	P	Commissioners	Mr. D. Dixon	A
	Engineer's	Mr. S. Bressler	E	Butler County Chiefs of Police Assn.	Chief M. Dickey	P
	Butler County Fire Chief's Assn.	Chief S. Dawson	P			
Communications Representatives	West Chester Twp.	Manager D. Dick	A	Butler County	M. Sheppard	P
	Hamilton	Sgt. B. Robinson	P	Oxford	Lt. L. Fening	A
	Middletown	Sgt. E. Crank	A	Fairfield	Chief D. Bennett	A
	Trenton	Lt. D. Rosenfelder	A	Monroe	Lt. B. Curlis	P

Motion by Chief Detherage to include radio replacement conversation as part of the minutes. Second by Chief Galloway. **PASSED**

Discussion occurred reference bulk purchase of replacement radio and how to fund.

APPROVAL OF MINUTES Motion to accept the minutes from the meeting on May 25, 2017: 1st. Chief Dickey 2nd. Chief Detherage **PASSED**

BRICS SYSTEM UPDATES

- BRICS Staff
 - YTD STATS: 5.4 million PTT's. Chief Dickey asks if we can look at talkgroup utilization? BRICS staff will prepare a report.
 - Depot repairs; 12 so far this year.
 - Open invoices spreadsheet attached
 - G4 Receivers; 60 deployed so far. Working well. Looking at a possible law enforcement usage.
 - Discussion on the weather event on 7/7/2017. Butler Counties simulcast has 54,000 PTT's with no system busies.
 - Chief Galloway discusses if an ALL CALL PAGE is able to be sent on 09 ALPHA?
 - Discussion on the county storm plan. Plan needs to be presented to the PSAP Managers group.

SECRETARY UPDATES

- Richard A. Miller, Secretary
 - Request a motion to seat SGT Robinson as Hamilton PD Rep and Manager Miranda Sheppard as Butler County SO Rep. 1st Schumann 2nd Detherage **PASSED**

COMMITTEE REPORTS

- **PSAP**, Manager Sheppard
 - No meeting
- **LE**, Chief Dickey
 - No issues
- **FIRE**, Chief Galloway
 - Continue discussion on replacing the radios.
Further discussion on the county storm plan

- **PLAIN TALK,**
 - No meeting

- **SUBSCRIBER FUNDING/ STRATEGIC PLANNING,** Chief Detherage, Chief Dickey
 - Looking at funding options; BCSO Chief and the Commisioners have been meeting. Chief Dawson requests a spreadsheet showing pricing, timelines, quantities, etc. Chief Dickey requests a meeting be set later this month at 1:30PM in the EOC with all police/fire chiefs are invited. This meeting is to discuss pricing, financing options etc. Also include purchase cost and the costs of accessories. Can a date be confirmed by next week?

- **HOSPITAL, R. Burke**
 - Request to rename the committee to HOSPITAL/HEMS to include Helicopter EMS. No issues noted with the board. The secretary will make the change. The committee discussed helicopter EMS, naming of the resourses and availabilty. More information will be brought back to the Advisory Board. The group meets again on July 27.

OLD BUSINESS

- Updating Butler County MCI Plan. Looking to mirror the Warren County plan. When completed it will be brought back to the Advisory Board. OH/IND Interop tabletop is Oct. 5th.

NEW BUSINESS

- Policy 3.05 Calling Talkgroups was presented to the board. Motion by Chief Dickey to approve the policy. Second by Chief Detherage Roll Call Vote Franke; Y, Dickey; Y, Dawson; Y, Sheppard; Y, Robinson; Y, Curlis; Y. **PASSED**
- Policy 4.03 Interoperability Talkgroup Assignment was presented to the board. Motion by Chief Dickey to approve the policy. Second by Chief Galloway. Roll Call Vote Franke; Y, Dickey; Y, Dawson; Y, Sheppard; Y, Robinson; Y, Curlis; Y. **PASSED**
- Policy 4.06 Severe Weather Coordination was presented to the board. Motion by R. Burke to approve the policy. Second by Sgt. Robinson. Discussion requested a wording change to add "4.06.04i.1.a.1 Such as countywide Tornado Siren Plan." Burke and Robinson accept the amendment. Roll Call Vote Franke; Y, Dickey;, Y, Dawson; Y, Sheppard; Y, Robinson; Y, Curlis; Y. **PASSED**

GOOD OF THE ORDER

- Lt. Curlis; request update on the flooded basement issues. The problems have been mitigated and we are monitoring the situation.
- The next meeting is September 28, 2017 at 1:30 PM

Adjournment - Motion by Many to close the meeting at 3:25 PM.

Respectfully Submitted,

Richard A. Miller,
Secretary

Butler County Sheriff's Office
Technical Services Division
BRICS Support Unit



BRICS

Butler Regional Interoperable
Communications System

800MHz Advisory Board
July 26, 2017

Agenda

- Statistics
- Motorola Depot
- Financial Update
- Codeplugs
- Secretary Report
- Committee Reports
- Old Business
- New Business
- Good of the Order
- Meeting Schedule

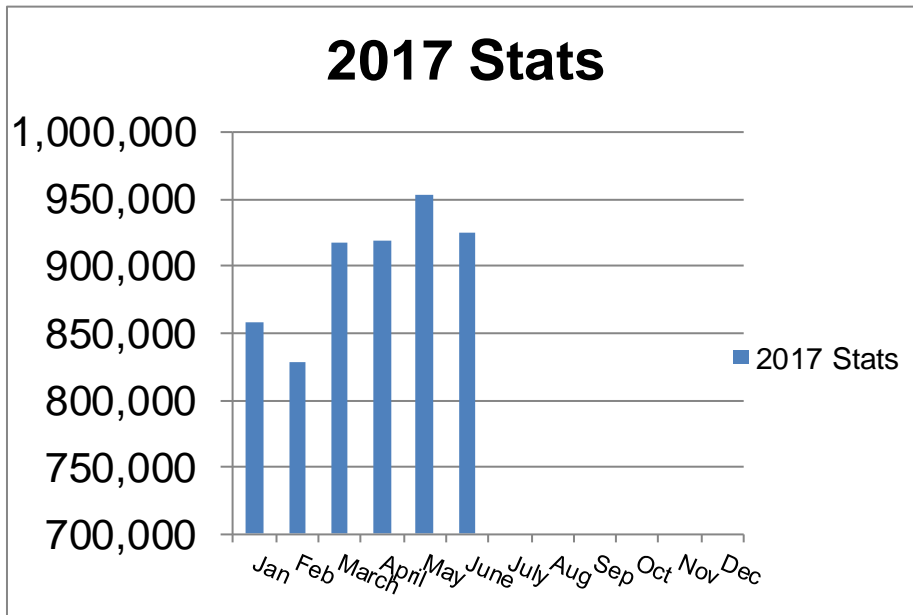
Statistics

Jan-June 2017

■ PTTs – 5,403,413

2017 Jan-June	
Radio PTTs	
January	858,954
February	828,972
March	917,785
April	918,589
May	953,401
June	925,712

2017 July-December	
Radio PTTs	
July	
August	
September	
October	
November	
December	



- 3066 Radio users
- 377 Talkgroups
- 10 Dispatch console sites
- 7 PSAPS
 - 4 Primary
 - 3 Secondary
- 7 Telephone sites
- 20 Channels
- Repairs and Purchases
 - 2017 – 398

Radio Repair - Motorola Depot

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Total Depot Repair - 2017	4	5	2	1	6	2							12
Total Depot Repair - 2016	5	2	3	3	2	21	10	5	11	20	10	1	92
Total Depot Repair - 2015	3	9	2	9	3	9	7	9	9	5	2	4	71
Total Depot Repair - 2014	3	2	1	7	8	4	9	11	6	3	3	2	59
Total Depot Repair - 2013	2	1	2	1	4	1	9	3	3	1	2	1	30

Butler County Sheriff's Office
Open Invoices
As of July 26, 2017

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Open Balance</u>
Hanover Twp Fire Dept					
	Invoice	02/17/2017	2532	purchase	362.12
Total Hanover Twp Fire Dept					<u>362.12</u>
McCullough Hyde Hospital					
	Invoice	01/24/2017	2434	2017 Annual Billing	75.00
Total McCullough Hyde Hospital					<u>75.00</u>
Miami Univ Police / EMS					
	Invoice	07/01/2017	2437	2017 Annual Billing	1,175.00
Total Miami Univ Police / EMS					<u>1,175.00</u>
Monroe City Fire Dept					
	Invoice	06/19/2017	2735	Purchase	86.00
Total Monroe City Fire Dept					<u>86.00</u>
TOTAL					<u><u>1,698.12</u></u>



Codeplugs

- Still working to get updates scheduled



G4 UPDATES

- 60 receivers have been deployed



Secretary Report

July 26, 2017



Committee Reports

- PSAP Committee
- Law Communications Committee
- Fire Communications Committee
- Plain Language Committee
- Subscriber Funding/ Strategic Planning
- Hospital Communications Committee



Old Business

- 2017 Tabletop Exercises (Update)
 - Communications exercise for accomplishing interoperability between Ohio and Indiana county agencies
 - Regional pursuit talkgroup exercise



New Business

- Policy Approval

- 3.05 Calling Talkgroups
- 4.03 Interoperability Talkgroup Assignment
- 4.06 Severe Weather Coordination



Good Of The Order

July 26, 2017

Meeting Schedule

- Schedule:

- January

- March

- May

- July

- September

- Next meeting

- September 28, 2017 @ 1:30 PM

Butler Regional Interoperable Communications System

Title:	Calling Talkgroups and Channels
Number:	BRICS Policy 3.05
Cross-Referenced:	4.05 Emergency Alarm Policy
Applies to:	Communications Centers BRICS 800MHz Voice System BRICS VHF Voice System
February 1, 2010	Initial Effective Date
August 1, 2017	Revision Effective Date

3.05.01 Purpose

- a. The Butler Regional Interoperable Communications System (BRICS) has established calling talkgroups and channels to allow field users to reach any public safety communications center using the system.
- b. There is a countywide calling talkgroup on the 800MHz voice system. In addition, BRICS established a countywide calling channel for users in the VHF (136 – 174 MHz) band.
- c. The State of Ohio has designated a calling talkgroup on the MARCS 800MHz system that allow users of that system to reach Butler County communications centers.
- d. By allowing direct communication with other communications centers, these talkgroups and channels will enhance the coordination of resources across jurisdictional lines.

3.05.02 Definitions

- a. As used in this policy:
 - i. “communications center” refers to any center using BRICS dispatch consoles to communicate with public safety personnel; also known as a Public Safety Answering Point (PSAP)
 - ii. “inter-PSAP channel” refers to a talkgroup or channel used by dispatchers for the purpose of direct coordination between communications centers

3.05.03 Policy

- a. Every Butler County radio will be equipped with a calling talkgroup or channel that will enable the user to reach any public safety communications center using the system.
- b. Non-BRICS users who might provide mutual aid or otherwise have a need to interoperate with BRICS users, and who have compatible radio equipment, may be provided with calling talkgroups or channels to reach a communications center on our system.
- c. Every Butler County communications center will be equipped to monitor and respond to users on calling talkgroups and channels as defined in this document.

3.05.04 Procedure

- a. Intended Use
 - i. The 09 HELP talkgroup:
 1. is a talkgroup on the BRICS 800MHz Voice System

Butler Regional Interoperable Communications System

2. is intended to simplify interactions between field users and the multiple communications centers in Butler County.
 3. is to be used for hailing any communications center on the system.
 4. will not be used for user to user communication.
- ii. 09 TALK
 1. Is a talkgroup on the BRICS 800MHz Voice System
 2. Is provided for general user to user communication.
 3. will normally not be assigned or restricted for a particular incident
 - iii. 09 V-CALL 1
 1. is a channel on the BRICS VHF Voice System
 2. is for all VHF users
 3. is intended to simplify interactions between VHF field users and users of the 800MHz voice system
 4. is to be used for hailing any communications center on the system
 - iv. MARCS XSO-09
 1. is a talkgroup on the State of Ohio MARCS 800MHz system
 2. is available to all MARCS users
 3. is the calling channel for MARCS users to reach a Butler County communications center
 4. can be used by Butler County users with MARCS capability, when they are elsewhere in the state, to reach a Butler County communications center in an emergency
 5. is normally also monitored by the Ohio State Highway Patrol dispatch center responsible for our county
 6. is to be used for hailing only
 7. will normally not be assigned or restricted for a particular incident
- b. Location in Radios
 - i. All Butler County radios will contain the 09 HELP talkgroup in the first position of Zone C, allowing for simple selection by field users with the zone toggle switch on their portable radio.
 - ii. The talkgroup for user to user communication (09 TALK) will immediately follow in the second position of Zone C.
 - c. Monitoring
 - i. All Butler County communications centers:
 1. should actively monitor the following talkgroups and channels at a volume that allows them to respond to calls for their center:
 - a. 09 HELP
 - b. MARCS SO-09
 - c. 09 V-CALL 1

Butler Regional Interoperable Communications System

2. have access to, but are not required to monitor, 09 TALK on their radio console.
- d. Out-of-County Public Safety Users
 - i. Any user of a nearby radio system who has been provided Butler County 800MHz talkgroups for interoperability and mutual aid will use the 09 HELP talkgroup to reach our communications centers.
 - ii. 09 HELP will receive and display emergency alarms for out-of-county users. Their alarms will be handled in accordance with the Emergency Alarm Policy.
 - iii. Any user who has been provided Butler County VHF channels for interoperability and mutual aid will use the 09 V-CALL 1 channel to reach our communications centers.
 - e. Cooperation
 - i. Butler County communications centers are encouraged to work cooperatively in monitoring and managing their calling talkgroups and channels. On 09 HELP, it will not be uncommon for out-of-county users to request assistance with a general call, being unsure of their jurisdictional location.
 - ii. Any center may assist with responding to unanswered calls for another center. The answering center may ask the calling unit to stand by while they reach the appropriate center on an inter-PSAP channel, or they may provide the assistance requested.
 - iii. Centers experiencing an unusually heavy call volume or critical incident may ask another center to monitor for and respond to hails on calling talkgroups and channels during their incident. Centers should continue to monitor the PSAP talkgroup if another center is handling their calling traffic.
 - f. Restrictions
 - i. The 09 HELP talkgroup is governed by the following restrictions:
 1. The 09 HELP talkgroup are for hailing communications centers and the delivery of brief messages only. The 09 TALK talkgroup will be requested for extended conversations or communication with a specific field user.
 - a. Example:

An Oxford police officer is traveling to exchange a prisoner with a West Chester police officer and wishes to coordinate the location for the exchange. The Oxford police officer hails West Chester on 09 HELP and requests to speak to the transporting officer. West Chester directs the Oxford unit and their transporting officer to 09 TALK to have their conversation.
 2. Plain language will be used on these common talkgroups at all times.
 - a. While our dispatch centers will respond to hails for their particular designation (e.g. 7COM), dispatchers should not expect end users, particularly those from out of county, to know them. A plain language substitute (e.g. West Chester Communications) is acceptable.

Butler Regional Interoperable Communications System

3. Calling talkgroups and channels may be restricted to emergency traffic only at the discretion of any communications center when dealing with the activation of an emergency alarm or other similar situation on the talkgroup.
 - a. The center will announce the restriction and activate the channel marker. The channel marker will be deactivated at the conclusion of the emergency and a corresponding announcement will be made.
 - b. Example:

“Middletown Communications has restricted 09 HELP to emergency traffic only until further notice.”
4. The 09 HELP talkgroup should not be used for the confirmation of warrants or other routine records requests.

3.05.05 Revision History and References

a. Revision History

12-03-2009	First publication recommended by Advisory Board
01-29-2010	First publication approved by Sheriff
08-26-2013	Revision recommended by Communications Division
05-26-2017	Revision recommended by Communications Division
07-27-2017	Recommended by Advisory Board
MM-DD-YYY	Approved by the Sheriff

b. Content References

None

Butler Regional Interoperable Communications System

Title:	Interoperability Talkgroup Assignment
Number:	BRICS Policy 4.03
Cross-Referenced:	4.04 PSAP Talkgroup Policy
Applies to:	Communications Centers BRICS 800MHz Voice System

4.03.01 Purpose

- a. The Butler Regional Interoperable Communications System (BRICS) established several groups of shared, interoperable talkgroups available to all agencies and communications centers on the 800MHz voice system. These talkgroups are used for routine and major incidents, training and mutual aid responses.
- b. Talkgroups shared between multiple centers must be assigned in a standard way to prevent confusion, ensure coordination and share information.
- c. The Sheriff, as operator of the radio system, must ensure that operational procedures and activities conform to the technical constraints and requirements of the system. All policies must establish appropriate operation by agencies and orderly interaction between agencies on a common radio system, in order to provide for the safety of all field users and the public we serve.

4.03.02 Policy

- a. It is the policy of BRICS that common talkgroups are shared and may be assigned by any communications center for the purpose of interoperability. Communications centers will coordinate and track the assignment of interoperability talkgroups in a standardized way, in conformity with this and any other applicable policy or procedure, as well as consistent with current training.
- b. It is the policy of BRICS that any scheduled event requiring the use of shared common talkgroups will have an ICS 205 completed by BRICS staff with the talkgroup assignments.
 - i. BRICS staff will disseminate the ICS 205 to all PSAP's and the agency requesting the talkgroups.

4.03.03 Definitions

- a. As used in this policy:
 - i. "communications center" refers to any center using BRICS dispatch consoles to communicate with public safety personnel
 - ii. "interoperability talkgroup" refers to the common talkgroups available for assignment by all communications centers, including:
 1. LAW talkgroups (09 LAW) for law enforcement
 2. FIRE talkgroups (09 FIRE) for fire and EMS
 3. TAC talkgroups (09 TAC) fire, EMS and law
 4. MA and EVNT talkgroups (09 MA 09 EVNT) for all users
 - iii. "restrict" refers to assigning or restricting the use of a talkgroup to a particular incident, event or exercise
 - iv. "release" refers to releasing, relinquishing control of or otherwise making an interoperability talkgroup available

Butler Regional Interoperable Communications System

4.03.04 Procedure

a. General

- i. Any interoperability talkgroup may be assigned by any communications center, either automatically based on the type of incident or as requested by field units.

1. Refer to section 4.03.02 b

- ii. For all interoperability talkgroups displayed on BRICS radio consoles, a corresponding "channel use indicator" displays a red circle when the channel has been assigned by a dispatcher.
- iii. The 09 IPSAP talkgroup is used for system coordination between all communications centers, including brief announcements indicating the assignment or release of interoperability talkgroups.
- iv. Currently, no solution exists to visually display which center assigned the talkgroup or which agency is using the talkgroup. The channel use indicator simply shows dispatchers whether it is available or busy, and the 09 IPSAP talkgroup announcement serves as an informational broadcast to all centers and the only historical record of the assignment.

b. Restricting an Interoperability Talkgroup

- i. Choose the appropriate type of talkgroup based on the disciplines involved (09 LAW for law enforcement, 09 FIRE for fire and EMS, for Fire, EMS and law or 09 MA/ 09 EVNT to accommodate all types of users).
- ii. Select an available talkgroup based on the channel use indicator
 1. The preferred practice is 9COM will assign odd numbered incident groups and the other dispatch centers will assign the even talkgroups.
 - a. This does not preclude a center from assigning talkgroups based on #3 below.
 2. When an incident expands beyond a single talkgroup, it is preferable to restrict the next sequentially numbered talkgroup to the same incident. (e.g. it would be easiest for an incident commander operating on 09 FIRE 05 to also be assigned 09 FIRE 06)
 3. If all FIRE or LAW talkgroups have been restricted, centers may restrict the 09 TAC talkgroups.
- iii. Activate the channel use indicator button next to the talkgroup selected to indicate to all dispatch centers that the talkgroup has been reserved
- iv. Make a brief announcement on the 09 IPSAP talkgroup
 1. Identify the following information:
 - a. Communications center
 - b. Talkgroup name
 - c. Agency (or event, incident or exercise in cases of multi-agency response) for which the talkgroup was restricted
 2. Use the following format:
 - a. "9COM restricting FIRE 07 for College Corner Fire"

Butler Regional Interoperable Communications System

- b. "4COM restricting TAC 13 for Miami football game"
 - c. "8COM restricting LAW 12 for Middletown and Monroe Police"
 3. It is not necessary to use an alert tone, repeat the information or provide the current time
 4. An All-County Broadcast that includes a talkgroup assignment, in situations like a bank robbery or vehicular pursuit, can be used in place this announcement. There is no need to make a separate announcement for the assignment. Refer to 3.03 Informational All-County Broadcasts and 4.04 PSAP Talkgroup Use.
- v. Best Practice
 1. The dispatch center that assigns the incident to a shared talkgroup is responsible for conducting welfare checks of all units assigned to the talkgroup. This includes responding to emergency buttons on the talkgroup according to BRICS Policy # 4.05.
 - a. 8COM to Butler 9R13, check up
 - b. 9COM to Middletown 1A12, check up
 2. If the dispatch center cannot handle the incident they can request assistance from an agency dispatch center via the 09 IPSAP talkgroup.
- vi. Recommendation
 1. Activate the channel use indicator before using fire tones and providing the talkgroup assignment to responding personnel. It would otherwise be possible to voice your assignment in a fire dispatch and have another center select the talkgroup for their own use before you have a chance to do so. The 09 IPSAP talkgroup announcement can wait until after dispatching your incident.
- c. Procedure for Releasing an Interoperability talkgroup
 - i. When the incident commander or other responsible party reports that the incident, event or exercise has concluded or that the talkgroup may be released:
 1. Deactivate the channel use indicator, following the same procedure for activation
 2. Make a brief announcement on the 09 IPSAP talkgroup
 - a. Identify the following information:
 - i. Communications center
 - ii. Talkgroup name
 - b. Use the following format:
 - i. "9COM has released FIRE 07"
 - ii. "4COM has released TAC 13"
 - c. It is not necessary to use an alert tone, repeat the information or provide the current time

Butler Regional Interoperable Communications System

4.03.05 Revision History and References

a. Revision History

01-27-2010	First publication recommended by Advisory Board
01-29-2010	First publication approved by Sheriff
08-25-2010	Revision recommended by PSAP Committee
08-30-2010	Revision approved by Sheriff
06-02-2017	Recommended by Communications Division
07-27-2017	Approved by the Advisory Board
MM-DD-YYYY	Revision approved by the Sheriff

b. Content References

None

Title:	Emergency Alarms
Number:	BRICS Policy 4.05
Cross-Referenced:	None
Applies to:	Communications Centers BRICS Trunked Radio System
March 23, 2017	Recommended by Advisory Board
March 24, 2017	Approved by Sheriff
Effective Date:	May 1, 2017

4.05.1 Purpose

- a. The Butler Regional Interoperable Communications System (BRICS) is capable of transmitting emergency alarms from field users to communications centers. This policy seeks to establish consistent acknowledgement and response to emergency alarms.

4.05.2 Definitions

- a. As used in this policy:
 - i. “communications center” or “center” refers to any public safety communications center using BRICS dispatch consoles to communicate with public safety personnel
 - ii. “Emergency Alarm” refers to an alarm transmitted when a field users presses the emergency button on their portable or mobile radio. Upon receipt, the console sounds an audible alarm until it is silenced by a dispatcher. The talkgroup receiving the alarm flashes red.
 - iii. “Emergency Call” refers to any voice traffic transmitted by a radio after sending an emergency alarm. An emergency call receives higher priority on the radio system than a normal talkgroup call.
 - iv. “Acknowledge the alarm” refers to the command on the dispatch console that silences the audible alarm at all positions. The visual indication of alarm (red flashing) continues, allowing the communications center to investigate and verify the source of the alarm without the disruption of an audible alarm.
 - v. “Knockdown the alarm” refers to the command on the dispatch console that clears the alarm condition completely. The alarming talkgroup returns to normal at all console positions at all centers.
 - vi. “End Emergency Tones” refers to the command on the dispatch console that silences emergency tones at one position only. It does not affect the emergency alarm at any other console or center.
 - vii. “Tactical Alarm” refers to an emergency alarm that is delivered on the same talkgroup as the one currently selected on the user’s radio.
 - viii. “Revert Alarm” refers to an emergency alarm that is delivered on a designated talkgroup, regardless of the one currently selected on the user’s radio.

- 4.05.3** “Hot Microphone” or “Hot Mic” refers to an emergency alarm setting that causes the radio to automatically initiate an emergency call following the alarm, for a pre-

Butler Regional Interoperable Communications System Butler County, Ohio

determined time period, activating the microphone and transmitting without requiring further user interaction.

4.05.4 Emergency Alarm Radio Behavior by Talkgroup

- i. Local Law Enforcement and Fire / EMS Talkgroups
 1. Each communications center responsible for a law enforcement agency or agencies has one or more primary law enforcement dispatching talkgroups specific to their center.
 2. Each communications center responsible for a Fire / EMS agency or agencies has one or more primary fire / EMS dispatching talkgroups specific to their center.
 3. Radios are programmed so that, while selected on a local talkgroup such as those found in Zone A1 – A4, activation of the emergency alarm will revert to the primary dispatching talkgroup in Zone A1. The alarm is only received by the center responsible for the local talkgroup.
- ii. Shared Countywide Talkgroups
 1. Emergency alarms sent on the following types of talkgroups will revert to the user's primary talkgroup in Zone A1:
 - a. 09 LAW talkgroups
 - b. 09 CVRT talkgroups
 2. Emergency alarms sent on the following types of talkgroups are tactical alarms and remain on the selected talkgroup. The alarm will be received by all communications centers in Butler County:
 - a. 09 FIRE talkgroups
 - b. 09 TAC talkgroups
 - c. 09 EVNT talkgroups
 - d. 09 MA talkgroups
 3. Emergency alarms from "Out of County" / Interoperability Users
 - a. Many agencies from surrounding counties will have Butler County interoperability talkgroups programmed into their radios for use while assisting at incidents in our county.
 - b. Since there is no way to determine what agency or communications center these users will be assisting at any given time, emergency alarms and calls on "revert alarm" talkgroups will be delivered on the "09 HELP" talkgroup to all centers.
- iii. Special Programming for Hot Microphone
 1. The Hot Microphone feature is not typically used. Normally, a user generates an emergency alarm by pressing the emergency button, and then the user may optionally initiate an emergency call using the push-to-talk button.

4.05.5 There are some exceptions for special circumstances. Correctional Center talkgroups and School Emergency talkgroups, for instance, use the hot microphone to automatically transmit audio following an emergency alarm activation. During the hot mic

Butler Regional Interoperable Communications System Butler County, Ohio

transmission, the dispatcher or radio console operator can listen to what is occurring and must wait for it to conclude before querying the radio user.

4.05.6 Procedure Upon Receipt of Alarm – Local Talkgroups

- a. Received on Local Primary Dispatch Talkgroups
 - i. Emergency alarms received on local talkgroups are the responsibility of the receiving communications center and will be dealt with according to local policy
 - ii. Console operators will use the “knockdown” command when the alarm condition has been verified as false or dealt with according to local policy

4.05.7 Procedure Upon Receipt of Alarm – Shared Countywide Talkgroups

- a. Emergency alarms on shared, countywide talkgroups sound in all communications centers. It is of the utmost importance that emergency alarms are only acknowledged or knocked down by the dispatcher who will handle the emergency. These commands affect the alarm across all radio consoles in all communications centers. Acknowledging or knocking down an alarm that you do not intend to handle is a serious safety concern, and has the potential to delay or prevent a response from the dispatcher responsible for the user in distress.
- b. Once the emergency alarm has been received, the priority level for that user and talkgroup are elevated in the radio system. The elevated priority is canceled when the dispatcher uses the knockdown command, which is why it is important not to knockdown an emergency alarm until the situation has been resolved.
- c. All dispatchers using BRICS radio systems shall:
 - i. only use the “acknowledge” or “knockdown” command if they will be taking ownership of or otherwise handling the alarm, including but not limited to checking on the user and providing whatever resources or assistance their situation may require
 - ii. use the “acknowledge” command when taking ownership of the alarm, before querying the user in alarm
 - iii. use the “knockdown” command only once the user’s emergency has been completely resolved or determined to be false
 - iv. use the “end emergency tones” command for emergencies outside their responsibility, for the purpose of muting the alarm at an individual console position
- d. When a tactical emergency alarm is received on a countywide talkgroup, all centers shall:
 - i. Review the radio alias or ID number from the alarm
 - ii. Determine, based on knowledge of incidents and assignments in progress, if the radio’s user is the responsibility of that center
 1. If yes, the communications center responsible for the incident or assignment in progress will take control of the emergency alarm
 2. If no, the radio console operator may use the “end emergency tones” command to silence the alarm at their individual console
 3. No radio console operator shall “acknowledge” or “knockdown” an emergency alarm unless they intend to take control of the emergency situation to its conclusion
- e. The communications center taking control of the alarm shall:
 - i. “Acknowledge” the emergency alarm

Butler Regional Interoperable Communications System Butler County, Ohio

- ii. Query the radio user on the talkgroup, using the radio alias
 - 1. Example: "9COM to 83 Engine 56-B, are you declaring an emergency?"
- iii. If the radio user indicates an emergency situation:
 - 1. Gather necessary information and relay it to an incident commander on the appropriate talkgroup, or send emergency assistance as appropriate according to local policy
- iv. If the radio user indicates the alarm was accidental:
 - 1. Instruct the user to reset their radio and return to the appropriate talkgroup
 - 2. Use the "knockdown" command
- v. If the radio user is unreachable:
 - 1. Relay information, including the full alias of the radio user with the emergency, to the incident commander on the appropriate talkgroup and ask them to check the status of the radio user, or
 - 2. Contact the communications center normally responsible for the radio user (e.g. Warren County Communications)
- vi. In the event an emergency alarm on a "09" talkgroup is not acknowledged by any center for a period of ten seconds, the Butler County Sheriff's Communications Center (9COM) shall assume control of the alarm. The 9COM dispatcher will check on the unit and notify the appropriate center based on the emergency's circumstances.

4.05.8 Procedural Recommendations

- a. Use of Emergency Alarm
 - i. The activation of an emergency alarm is sent, as data, even when a talkgroup is otherwise busy with voice traffic that would prevent a user from making a normal talkgroup call. The emergency alarm gives a radio user the highest priority available on the radio system, allowing that user to secure a trunking channel when that user might otherwise receive a busy signal. It also allows the user, operating in emergency mode, to interrupt the voice calls of dispatchers and field users.
 - ii. From this technical perspective, it is recommended that users be directed, in the procedures of police and fire associations or local agencies, to activate the emergency alarm as their first course of action if that user is in distress and requires emergency assistance or rescue.
- b. Verification of Accidental Alarm Activations
 - i. When a user activates the emergency alarm feature and reports that it was done so in error, the dispatcher handling the alarm must make a determination about whether further confirmation is required, or whether the user might be in distress but unable to say so.
 - ii. Due to the nature of shared countywide talkgroups, it is possible that an emergency alarm might be handled by any one of the dispatch centers on the system, irrespective of which dispatch center normally works with the user.
 - iii. From the operational perspective of a shared system, it is recommended that the procedures of police and fire associations or local agencies be

standardized to use a common term or coded language indicating that the user is safe and that the alarm is confirmed as accidental. It is recommended that these procedure(s) include provisions to send emergency help if the term or code is not received.

- iv. The Butler County Fire Chiefs' Association and the Butler County Association of Chiefs of Police have adopted the term "out" to be used in a message to a dispatcher to confirm that an alarm was accidental and that no emergency assistance is required.

- 1. Example

- Dispatcher: "Oxford 1 Lincoln 40 are you declaring an emergency?"

- 1L40: "1 Lincoln 40, accidental, out"

4.05.9 Revision History and References

a. Revision History

12-03-2009	First publication recommended by Advisory Board
01-29-2010	First publication approved by Sheriff
01-20-2015	Policy modified and clarified with Special Order 2015-001
01-16-2017	Revision recommended by BRICS Support Unit
03-23-2017	Publication of revision recommended by Advisory Board
03-24-2017	Revision approved by Sheriff, rescinding Special Order 2015-001

b. Content References

Radio Procedure – Butler County Fire Chiefs' Association, Section 7.4.1

Butler Regional Interoperable Communications System

Title:	Severe Weather Coordination
Number:	BRICS Policy 4.06
Cross-Referenced:	Informational All-County Broadcasts PSAP Talkgroup Policy Interoperability Talkgroup Assignment Policy
Applies to:	Communications Centers

4.06.01 Purpose

- a. The Butler Regional Interoperable Communications System (BRICS) established several talkgroups and procedures used to quickly disseminate information to agencies and communications centers throughout the region.
- b. The fast-paced nature of severe weather can quickly create a regional demand for public safety responses. Information received at one center about changing conditions may be extremely valuable to other centers and agencies. Instant dissemination of these messages to all public safety personnel in the region can dramatically increase the chances for a successful resolution and will enhance the coordination of resources across jurisdictional lines.

4.06.02 Policy

- a. It is the policy of BRICS that communications centers will disseminate information, as needed, to other agencies and centers in a standardized way. Information will be exchanged about severe weather in a way that enhances coordination and safety. Communication and coordination during severe weather shall be undertaken in conformity with this and any other applicable policy or procedure, as well as consistent with current training.

4.06.03 Definitions

- a. As used in this policy:
 - i. "all county broadcast" (ACB) refers to the process by which a dispatcher makes an informational broadcast to other agencies and communications centers in accordance with BRICS Policy 3.03
 - ii. "communications center" refers to any center using BRICS dispatch consoles to communicate with public safety personnel
 - iii. "funnel cloud" refers to a funnel extending from the base of a towering cumulus cloud, associated with a rotating column of air that is not in contact with the ground
 - iv. "interoperability talkgroup" refers to the common talkgroups available for assignment by all communications centers, including:
 1. LAW talkgroups (09 LAW) for law enforcement
 2. Fire talkgroups (09 FIRE) for fire and EMS
 3. TAC talkgroups (09TAC) for fire, EMS and law
 4. Mutual Aid talkgroups (09 MA) for all users
 - v. "tornado" refers to a violently rotating column of air with circulation reaching the ground that nearly always starts as a funnel cloud and may be accompanied by a loud roaring noise

Butler Regional Interoperable Communications System

- vi. "severe weather" refers to any dangerous meteorological phenomena, of varying duration, with risk of causing major damage, serious social disruption and loss of human life
- vii. "weather siren" refers to any outdoor warning device that is normally activated to warn the public to take shelter due to severe weather

4.06.04 Procedure

- a. Coordination and Information Sharing
 - i. A BRICS communications center will:
 - 1. share pertinent information using the All-County Broadcast (ACB) when the center:
 - a. activates weather sirens under its control, based on established local or regional criteria
 - i. such as the countywide tornado siren plan
 - b. receives a credible report of a funnel cloud or tornado sighting
 - c. receives telephone notification from the National Weather Service of a radar-indicated tornado cell in our region
 - d. has other important information regarding severe weather that, if shared, may assist neighboring agencies in their preparation or response
 - 2. include, in an ACB regarding a siren activation, the reason or information that prompted the activation
 - 3. determine, based on established local or regional criteria and dispatcher discretion, what constitutes a credible report of a funnel cloud or tornado sighting
 - 4. assign, as needed or when requested, a talkgroup for command and coordination during severe weather in accordance with BRICS Policy 4.03 Interoperable Talkgroup Assignment
 - ii. When a communications center receives a credible report or a notification from the National Weather Service about a particular geographic area and is not the center responsible for that area's weather sirens, the receiving center will:
 - 1. make the appropriate broadcasts and notifications specified above
 - 2. confirm that the center responsible (see: appendix A) for those weather sirens received and understood the ACB, using the PSAP talkgroup

Butler Regional Interoperable Communications System

Appendix A – Areas of Responsibility for Weather Sirens

<u>Geographic Area</u>	<u>Weather Sirens</u>	<u>Responsible Center</u>
College Corner	Yes	Locally Activated
Fairfield	Yes	3COM - Fairfield
Fairfield Township	Yes	9COM - Butler
Hamilton	Yes	9COM - Butler
Hanover Township	Millville	9COM – Butler
Jacksonburg	No (but may hear overlapping siren coverage from neighboring areas)	
Lemon Township	Yes	6COM - Monroe
Liberty Township	Yes	7COM - West Chester
Madison Twp	No (but may hear overlapping siren coverage from neighboring areas)	
Middletown	Yes	8COM - Middletown
Milford Township	Yes Darrrtown, Collinsville and Somerville	9COM - Butler
Millville	Yes	9COM - Butler
Monroe	Yes	6COM - Monroe
Morgan Township	Yes Chapel Rd., California Rd, Station 142	9 COM Butler
New Miami	Yes	9COM – Butler
Oxford	Yes	9COM – Butler
Oxford Township	Yes	9COM – Butler
Reily Township	Yes	Locally Activated
Ross Township*	Yes	Hamilton County*
Seven Mile	Yes	9COM - Butler
St. Clair Twp	No (but may hear overlapping siren coverage from neighboring areas)	
Trenton	Yes	5COM - Trenton
Wayne Twp	No (but may hear overlapping siren coverage from neighboring areas)	
West Chester Township	Yes	7COM - West Chester

* Ross Township is served by one weather siren in Millville that is activated by 9COM. The remaining weather sirens in Ross Township are activated by the Hamilton County Communications Center based on their criteria.

06-02-2017	Recommended by Communications Division
07-27-2017	Approved by Advisory Board
MM-DD-YYYY	Approved by Sheriff
08-01-2017	Effective