

**Communications Committee Meeting  
Virginia Office of EMS  
Courtyard by Marriott  
10077 Brook Road, Glen Allen, VA 23059  
May 6, 2016  
9:00 a.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>OEMS Staff:</b>	<b>Guests:</b>
Gary Critzer, Chair	John Korman (Excused)	Ken Crumpler	
Hershel Kreis, NENA	Derrick Ruble (Excused)	Wanda Street	
Mike Keefe, VDEM			
Melissa Wood, Member-at-Large (Training)			
Richard Rubino, Member-at-large (Legal)			
Lewis Cassada, VITA			
Tracey McLaurin, Lord Fairfax EMS Council, Regional Council Member			

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to Order &amp; Introductions:</b>	The meeting was called to order by the Chair at 8:59 a.m. Everyone in the room introduced themselves.	
<b>Approval of the minutes dated February 5, 2016:</b>	<b>A motion was made to approve the February minutes. The minutes were approved as submitted.</b>	<b>The minutes were approved as submitted.</b>
<b>Committee Chair Report (Mr. Gary Critzer):</b>	No specific report. The Chair will contribute to topics discussed during the meeting.	
<b>OEMS Communications Coordinators Report (Ken Crumpler):</b>	<p><b>APCO ProCHRT subcommittee –Emergency Medical Dispatch (Derrick Ruble/Ken Crumpler)</b> Jeff Flournoy is the chair of this committee and he is making a huge educational push for Emergency Medical Dispatch (EMD) across the Commonwealth. Roughly 60% of PSAPs provide some sort of pre-arrival instructions and 40% do not, mostly which are rural. EMD will be approached by APCO on a peer-to-peer level as an outreach program. Ken or Derrick will keep the committee updated on this effort.</p> <p>Gary Critzer asked if anyone has any updates on the DCJS proposed rule changes regarding in-service. Ken stated that he attended the meeting and DCJS is on board with it; however, they needed more information.</p> <p><b>National Traffic Incident Management Responder Training Program</b> This is a two-day train-the-trainer course and they have a shortened version of about 2hours long for the dispatchers dealing with incident traffic management. Ken will work with APCO and NENA to</p>	

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	<p>get this program out. He has received his certificate and is excited about teaching this class. It is a very good class.</p> <p>At the last Fall APCO/NENA Conference, PowerPhone was demonstrating their flip card system and it is now on a free standing tablet. Other programs are going to a similar tablet format. It is cheaper to have the tablets than to replace the card sets. It costs less to update the changes on the tablet.</p>	
<p><b>New Business:</b></p>	<p><b>PSAP Accreditation Application – Pentagon Operations Center</b> Per Ken, all of the documentation was submitted with the application.</p> <p><b>A motion was made to accept the Pentagon Operation Center’s application. The motion was moved by Richard Rubino and seconded by Hershel Kreis. The motion was approved.</b></p> <p>Ken will travel to Winchester on May 10<sup>th</sup> to present their PSAP accreditation. If any member of the committee wants to accompany Ken on any of these accreditations, please let him know.</p> <p><b>Location of the next scheduled Communications Committee meeting</b> At the last meeting, the committee discussed the possibility of having the meeting in conjunction with the APCO/NENA conference. The Office does support this; however, there may be some logistical challenges. It is the last week of October (October 25-28) in Roanoke. He will let the committee decide. We would not meet in November at the symposium. Hershel thinks it is a good way to reach out to those reluctant constituents. He also feels that with everyone in the same place, it would be great for interoperability networking since everyone will be there. We will proceed with plans to meet in Roanoke in conjunction with APCO/NENA conference.</p>	<p><b>The Pentagon Operations Center application was approved.</b></p>
<p><b>Unfinished Business:</b></p>	<p><b>Update to C.O.V. EMS Rules and Regulations regarding Communications (Draft interoperability frequency templates)</b> Mike Keefe and Ken talked about how to encourage localities to input certain frequencies into their radios. According to Michael Berg at OEMS, this can become a regulation. See attached spreadsheets.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">         DRAFT UHF     </div> <div style="text-align: center;">         DRAFT     </div> <div style="text-align: center;">         DRAFT 700-800     </div> </div> <p>interoperability frequ Interoperatbility Freq interoperability frequ</p> <p>Some of the urban jurisdictions already have these frequencies. Gary Critzer stated that he supports putting language in the regulations that require every licensed EMS vehicle and portable radio assigned to those vehicles to carry the state and federal interoperability channels based on their frequency band of operations. Per Ken, this is an unfunded mandate. An average cost is \$50 per radio.</p> <p>Language should be included that this must be done with your next scheduled upgrade or within 5 years. RSAF could also be used to fund this. Do we also want call channels to be considered as part</p>	

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	<p>of their radio infrastructure upgrade? We may not want to mandate this, but encourage it. Richard Rubino said that education also should be given in regard to the frequencies.</p> <p><b>A motion was made to include in the revision of the EMS regulations related to the regulations that the state and federal interoperability channels be required in all licensed EMS agency subscriber units based on the applicable channel frequency band used by their jurisdiction. The addition of those frequencies must be completed during the next planned reprogramming or within two years of the effective date of this regulation whichever comes first.</b></p> <p><b>The motion was moved by Hershel Kreis and seconded by Mike Keefe.</b></p> <p><b>A motion was made to recommend to FARC that any subscribers units that are purchased from this date (May 6, 2016) with RSAF funds must have the state and federal interoperability channels programmed in them.</b></p> <p><b>The motion was moved by Richard Rubino and seconded by Hershel Kreis.</b></p> <p>Per Ken, the frequency templates can be posted on the OEMS website as a guideline. Gary Critzer suggested drafting a letter for the current grant cycle and include a copy of the templates. Going forward this will be a condition of the grant. The letter should “strongly encourage” them to use the frequencies.</p> <p><b>Regulatory Updates</b> Ken will email everyone on the committee the section of the Regulations that pertain to communications. Comments and/or changes should be returned to Ken by June 15<sup>th</sup>.</p> <p>Tim Perkins has also asked the committee to review the communications portion of the State EMS Plan and have that back to Ken by July 31. This will be emailed to the committee members as well.</p> <p>We will need to vote on the changes for both of these items at the August meeting. They will then need to go to the Rules and Regulations Division.</p> <p><b>SIEC Update</b> Karen Owens stated that the charter, the committee membership and the structure of the SIEC is being rewritten. The technical document of the vision and mission is also being rewritten by a small group.</p>	
<b>Public Comment:</b>	None.	
<b>Adjournment:</b>	The meeting adjourned at approximately 10:06 a.m.	

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	<b>2016 Meeting Schedule:</b> Aug. 5 & Oct.	

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