

DRAFT -- Summary Minutes -- DRAFT
 Local Emergency Communications Committee – Operational Area 9
 (Charlotte – Lee – Hendry – Glades – Collier

WEB: <http://www.colliergov.net/Index.aspx?page=2061>

Collier County Emergency Services Center, 8075 Lely Cultural Pkwy, Naples, FL
 13 November 2015

Name	Affiliation
Kevin Trueblood, LECC Co-chair	WGCU
Rick Zyvoloski, LECC Co-chair	Collier County Emergency Mgt.
Dan Summers	Collier County Bureau of Emergency Svs.
Chuck Hagan	Florida Division of Emergency Management
Patrick Fuller	Florida Division of Emergency Management
Jerry Heckerman	RENDA
Chris Gonzalez	Collier County Sheriff's Communications
Justin Koval	Collier County Sheriff's Office
Bob Finney	Collier County Sheriff's Office
Sandra Tapfumaneyi	Lee County Emergency Management
Lindsay Herrell	Lee County Emergency Management
Al Baxa	WAVV, Alpine
Bob Ladd	WVOI (Marco/Naples)
Rob Molleda	NWS Miami Wx Office
Jim Johnson	WAFZ (Immokalee)
Amy Tardif	WGCU News
Jade McClelland	WINK

1. The meeting opened with introductions around 10am. Since it has been so long since the last meeting, there was no minutes to approve.
2. Following the introductions Mr. Chuck Hagan, Florida Div. of Emergency Mgt – Logistics/Communications, described the purpose of the Florida Emergency Alert System (EAS) program, the EAS Plan, and the twelve operational area committees that make up the States Emergency Alert System. Following the broad overview, Mr. Hagan went on to describe the responsibilities of the Operational Area Committee, i.e., Overseeing the EAS in the Operational Area, Maintaining our annex to the State's EAS Plan, Promoting EAS and Orienting the public to the EAS program.
3. **Election of the Co-chair for Emergency Management:** Ms. Sandra Tapfumaneyi was nominated, but she said she'd like to get a better understanding of the program first. Dan Summers said he'd allow Rick Zyvoloski to serve. The O/A-9 committee unanimously voted to elect Zyvoloski to the position. (Complete)
4. **Update O/A-9 Annex B to the State EAS Plan:** Because of the size of the O/A-9, Mr. Trueblood addressed the need to select an LP-2 to cover the southern half of the area. For that

reason, WAVV radio, 101.1-FM, in Naples was identified to meet the need for coverage. Mr. Al Baxa, WAVV Chief Engineer, accepted the responsibility. Regarding other items needing to be updated in the Annex, each co-chair will accept corrections/updates from their respective disciplines. (Rick Z. to post on the O/A-9 homepage and send to the State for the Plan update.)

5. **Public Education:** The committee was to look into available public service announcements to see if any were up to date enough to address the wireless/cell phone alerts. Additionally, Rick Zyvoloski said some of the EAS test transmissions should go out to the public airways, periodically to make the public aware of the program and to allow the new EAS infrastructure to be put through its paces. (All - Open for next meeting)

6. **EAS Activation Issues:** Ms. Jade McClelland, WINK, said the last few RWT/RMTs had 5-10 seconds of unnecessary dead-time between the voice and tones. She asks that the dead time be edited out of the wav-file. Mr. Hagan said he was aware of a recent problem but was unaware of others. So, he said he'd look into it. Rick Zyvoloski asked about how the local county programs can be included in the schedule for either the RWTs or RMTs. Mr. Hagan said the state develops the schedule and would address the process in the interim with local EMs. (Mr. Hagan will look into the dead-air time and address how local EM programs can be included in the "Testing" schedule.)

7. **Meeting Schedule:** The Committee agreed to meet quarterly, on Fridays and between 10 and noon. We hope to have the State, FAB and FCC at future meetings.

8. **Hazcollect:** Mr. Rob Molleda, NWS-Miami, said local Ems need a separate approval to access the National Weather Service's public warning program. (Mr. Molleda will send information on the program to the local EM offices.)

9. **Alert Transmissions/Retransmission (LP-1 & LP-2):** A question was raised about what alerts need to be aired. This was of particular importance if an alert came into an LP-1 and the LP-1 did not intend to retransmit it so that the LP-2 could pick it up. After a lot of discussion, it was stated that the only alert that had to be transmitted was a national one. However, most alerts represent news and retransmitting the alert was good public service. Mr. Trueblood felt that our local Annex should be expanded to address who monitors whom and we should come to a general understanding about the transmission of alerts. Rick Zyvoloski said we could maintain an expanded annex to the one we send to the State on our LECC O/A-9 web page. (To be discussed at the next meeting.)

Attachments

Self-Inspection Checklist for Broadcasters and Cable System Operators (furnished by Mr. Hagan)

Emergency Alert System

Self-Inspection Checklist for Broadcasters and Cable System Operators

General information on airing EAS messages, applicable to all EAS participants.

What tests must I air for my area?

You must air the RWT, the RMT and any national level alerts (header codes of EAN and EAT)

What about all those weather alerts? Must I air them?

You are not required to air any weather information, however, in the interest of serving your listeners/viewers, you should provide them with emergency information - this may be done as an EAS alert, or as an on air message by station personnel, at the discretion of management

For LP-1 and LP-2 stations, if all stations in your local operational area cannot receive the National Weather Service, your local EAS plan should address which weather service alerts stations want sent via the EAS. (Many have agreed that these warnings should be sent via the EAS: flash flood, tornado, severe thunderstorm, and blizzard)

1. EAS Operating Handbook available? (§11.15)

This is a required document and is available from the following sources:

Call the EAS office at 202-418-1220 and request a copy or,

Write the EAS office at: Federal Communications Commission
 Compliance and Information Bureau
 1919 M Street NW, Room 736
 Washington, D.C. 20554
 (EAS office will move to Portals in May 99)
 e-mail: send request to eas@fcc.gov
 Download the document from our website:
 <http://www.fcc.gov/cib/eas/handbook.htm>

2. EAS Encoder/Decoder installed and operational? (§11.35)

EAS unit may be programmed to be in the fully manual or fully automatic mode, or a combination of both modes. Unit must be programmed to transmit/send the Required Weekly Test (RWT), the Required Monthly Test (RMT) and the national level alerts (EAN, EAT) to the state and county for the broadcaster's county of license. Other location codes are optional, however, stations are encouraged to program the unit to transmit for all counties in their local operational area. The LP-1 and LP-2 in the local operational area must program their units for all counties in their local operational area.

3. EAS Decoder tuned to stations in accordance with local/state EAS plans? (§11.52)

Per FCC Rules, all broadcast stations are required to monitor 2 sources. The EAS unit must be able to receive a clear, strong signal or it will not activate. If you cannot receive your assigned monitoring sources adequately, report this to your local and state chairperson, and request a change in your assignment.

The current chairperson contact is:

4. Encoder timing tones 8-25 seconds in length? (§11.32)

In order to conserve airtime, most stations keep the tones set for 8 seconds.

5. Transmit Tests - Is Required Weekly Test, "RWT", conducted weekly? (§11.61)

A week typically runs from Sunday to Saturday. All stations are required to send at least 1 RWT each week. The RWT may be aired on any day, and at any time, as long as the days and times are random. The RWT must include at least the FIPS# of the county of license or cable system county of service. Other FIPS #'s are optional.

General Logging Information

Printouts from EAS units or program log sheets are not a log unless the entries are signed/initialed by the operator - in other words, all logs must be signed. All logs must be reviewed weekly and signed by the chief operator - a review on Thursday is suggested, as this allows for the sending of tests if it has not been done. There must be a written explanation in the log for any tests not received or sent. Stations have an obligation to determine why a test was not sent or received. The EAS printouts do not have to be kept if other logging is used, however stations may want to keep proof of the RWT and RMT.

All tests and alerts received from your 2 required sources must be logged.

6. Transmit Tests: Required Weekly Test, "RWT", logged properly on station log? (§11.61)

Logging consists of a signed entry recording the date, time, and type of activation transmitted/sent. If no test was sent, explain this omission.

7. Receive Tests: Is the Required Weekly Test, "RWT", logged properly on station log? (§11.61)

Logging consists of a signed entry recording the date, time, and type of activation received. If no test was received, explain this omission. All tests and alerts received from your 2 required sources must be logged.

General Required Monthly Test Information:

The schedule for the RMT should be part of, or an appendix to your state plan. Usually the RMT is generated by the LP-1 in your local area. In even numbered months, the RMT is conducted during the evening (between local sunset and 8:30 a.m.). In odd numbered months, the RMT is conducted during the day (between 8:30 a.m. and local sunset).

The RMT should be conducted during a full calendar week in the month, unless the State plan dictates otherwise (this means it should not be aired on a day that part of the week is one month, and part of the week is in another month).

8. Transmit Tests: Required Monthly Test, "RMT", logged properly on station log? (§11.61)

Logging consists of a signed entry recording the date, time, and type of activation transmitted/sent. If no test was sent, explain this omission. (i.e., not for our operational area, station off air, etc.)

9. Transmit Tests: Is the Required Monthly Test, "RMT", conducted within 15 minutes of reception? (§11.61)

The RMT must be transmitted within 15 minutes receipt if it is for counties in your local operational area. This may be done manually or automatically. If the RMT received is from a different local operational area, it should not be retransmitted - the test should be logged, and a note included to explain why it was not retransmitted (RMT not for our local area).

The script of the RMT may not be changed. The digital codes of the RMT must never be changed. The LLLLLLLL code is automatically changed by the EAS encoder upon retransmission of the RMT message. The script is part of the State plan, and must be aired as received. No station call letters should be in the message portion of the text. You are allowed to have your own station personnel record the RMT script if you feel certain on air voices have a high recognition factor.

If a station is off the air when an RMT is received, they are required to air the RMT if the valid time period of the message has not expired. If sign on occurs after the RMT has expired, it does not have to be aired, but your log should reflect why it was not aired. An RWT should be sent if it is not possible to retransmit the RMT.

10. Receive Tests: Required Monthly Test, "RMT", logged properly on station log? (§11.61)

Logging consists of a signed entry recording the date, time, and type of activation received. If no RMT was received, explain this omission. An RWT should be sent if it is not possible to retransmit the RMT. If RMT was not retransmitted, explain this in your log (Not for our local operational area, or county of license, station off the air during time when RMT was valid, etc.).

11. Does the Station Log explain any failures to send or receive RMT and/or RWT?

For any failure to send or receive a test, the log should contain information that explains why the test was not received/sent. The explanation should include notes if your equipment experienced failure, staff omitted the test or is not trained to send tests, or why the sending station did not transmit the test. List name, date and phone number of person contacted. Items that should be explained are:

No RMT received, or RMT not sent within 15 minutes of receipt

No RWT sent for a calendar week

No RWT received from either source for a calendar week.

12. Does the station log contain data and time for EAS equipment outages?

If EAS equipment fails, note date and time in the log. If the equipment must be sent in for repairs, note day sent, when it is expected to be returned and detail any action taken to get a replacement unit or to obtain EAS messages from another source. Proper logging of equipment failures may prevent enforcement action for missed tests.

Items Applicable for cable systems only:

13. RMT - Is the visual message of the RMT on all channels that carry programming?

The visual message must include the originator, event, location(s) and valid time period of RMT. Programmed channels do not include channels used for the transmission of data, such as interactive video games. The video message must be on all channels, this includes pay-per-view and premium channels.

14. RMT - Is the EAS audio message transmitted on all channels that carry programming?

The audio message must include the EAS header codes, Attention Signal, emergency message, and End of Message using EAS Protocol. Programmed channels do not include channels used for the transmission of data, such as interactive video games. The audio message must be on all channels, this includes pay-per-view and premium channels.

15. RWT - Is the RWT on all channels that carry programming?

There is no requirement for a video message when the RWT is transmitted on a cable system.