ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
ATTENDANCE LOG

Date: Wednesday, 1 March 2006

VOTING MEMBERS
(or Designates)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Chief J. Dan Eggleston (Albemarle County)</td>
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NON-VOTING MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
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<tr>
<td>Mr. Thomas Foley (County Executive's Office)</td>
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<tr>
<td>The Honorable David Wyant (Board of Supervisors)</td>
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<tr>
<td>Chief Bill Pahuta (Charlottesville-Albemarle Airport)</td>
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<tr>
<td>Mr. Tom Hanson (Emergency Communications Center)</td>
<td>Tom Hanson</td>
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<tr>
<td>Chief Charles Werner (Charlottesville Fire)</td>
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<tr>
<td>Chief Mike Chisholm (Charlottesville Volunteer Fire)</td>
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<tr>
<td>Mary Kathryn Allen (Thomas Jefferson EMS Council)</td>
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"We will provide the highest quality services to protect and preserve the lives, property, and environment of our community."
<table>
<thead>
<tr>
<th>Name</th>
<th>Organization/Agency/Affiliation</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Chairman</td>
<td>ACFR</td>
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<tr>
<td>James Williams Sr.</td>
<td>SUFD</td>
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<tr>
<td>Matt Robb</td>
<td>GUFED</td>
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<td>James Williams</td>
<td>SUFD</td>
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<td>Wayne Stacke</td>
<td>RCC</td>
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<td>Wayne Campagna</td>
<td>ECL</td>
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<td>Larry L. Mose Sr.</td>
<td>ERVFC</td>
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<td>Bob Brown</td>
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<td>Paul Stoneburner</td>
<td>VQOE</td>
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<td>John Oprandy</td>
<td>ACFR</td>
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**AGENDA TITLE/ISSUE** | **ACTION** | **ASSIGNMENT**
--- | --- | ---
Call to Order | Chairman Stephens called the meeting to order at 1901 Hours. |  
Other Business Items |  
• 800MHz Communications System Update [Hanson]  
• Finance/Budget Committee Appointment [Stephens]  
• FY 2004-05 Annual Report [Eggleston]  
• 2006 AFG Grant [Eggleston]  
• Fleet Size [Hood] |  
Consent Agenda | A Consent Agenda is provided.  
• RECEIVED  
Chief Smythers moved to approve and accept the Consent Agenda as prepared and presented. Chief McCue seconded the motion. | Nauman: Post & file January & February 2006 Action Letters & Minutes.  
1. Tanker Specifications  
Mr. Moore reported that Pierce has returned the build sheet and specifications for the tanker to include the changes discussed at the last meeting. Staff is working to secure the purchase orders to begin the order process.  
• DISCUSSION  
Chief Huckstep expressed concern that the tanker purchase process has been dysfunctional; he requested that Pete Sweeney be appointed to the Tanker Workgroup temporarily.  
• APPOINTED, NO OBJECTION  
Chief Huckstep stated that the research voted on last May to study the cost difference between commercial and custom chassis has never been completed.  
• DISCUSSION  
Chief Huckstep moved to endorse the Mack MR as an optional chassis for tankers. Chief Haugh seconded the motion.  
• FAILED  
Apparatus Specifications |  
Board of Supervisors Report | No report. |  
Stephens:  
Appointed Pete Sweeney to Tanker Workgroup.  
Moore:  
Forward brush truck specifications to Nauman.  
Moore:  
Develop timeline for future apparatus specifications including the engine specifications and submit to the Advisory Board.
### 2. Brush Truck Specifications
The Brush Truck Workgroup is meeting soon to review specifications again.

### 3. Ambulance Specifications
No report.

### 4. Engine Specifications
The Engine Workgroup has a copy of the last three (3) engine specifications ordered. The workgroup will begin work on those specifications soon. Chief Smythers inquired if the Advisory Board should pass a resolution requiring the engine specifications to be completed by a certain date.

- **DISCUSSION**
  - Chief Smythers recommended having engine specifications complete by 1 July 2006.
  - **AGREED**

### Volunteer Personnel Reporting
An executive summary and draft SAP are provided as a second reading for action.

- **RECEIVED**
- Captain Nauman reviewed the proposed SAP.

- **DISCUSSION**
  - Chief Armentrout moved to approve the policy as written if staff provides in-station clerical support for data entry and extend the deadline to 30 April 2006. Chief Huckstep seconded the motion. Chief Smythers moved to strike Volunteer Manhours as a required element; the amendment was accepted as friendly.
  - **DISCUSSION**
    - Chief Armentrout withdrew his motion.
    - **WITHDRAWN**
    - **DISCUSSION**

### Vehicle & Traffic Safety
An executive summary and draft SOG are provided as a first reading for information.

- **RECEIVED**
- Assistant Chief Brown reviewed the proposed guideline.

- **DISCUSSION**
  - Staff: Develop SOG to define “guidelines.”
  - Staff: Make revisions as needed based on discussion.

### Turnout Time
An executive summary and draft SOG are provided as a first reading for information.

- **RECEIVED**
- Assistant Chief Brown reviewed the proposed guideline.

- **DISCUSSION**
  - Staff: Make revisions as needed based on discussion including the toning processes.

### 800MHz Communications System Update
Mr. Hanson gave a brief update on the 800MHz Communications System. Mr. Stack provided a presentation on the options for low coverage areas.

- **RECEIVED**
- Chief Huckstep inquired when the portable radio reprogramming will be completed and portable radios returned to the stations for training prior to cutover.

- **DISCUSSION**

---

**Nauman:**
Research tax exemption definitions and definition of manhours.

**Oprandy:**
Ensure security levels are set appropriately to address concerns.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Description</th>
<th>Decision</th>
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| Finance/Budget Committee Appointment | Chairman Stephens appointed Mr. John Shifflett to succeed Chief Huckstep on the Finance/Budget Committee.  
  - APPOINTED, NO OBJECTION  
  Chief Eggleston and the Chairman expressed gratitude to Chief Huckstep for his service on the Finance/Budget Committee. | Gentry: Include Mr. Shifflett as a member of the Finance/Budget Committee. |
  - RECEIVED  
  Chief Eggleston highlighted the FY 2004-05 Annual Report and the advantages of the report. |          |
| 2006 AFG Grant               | Chief Eggleston reported that staff recommends requesting personal protective equipment again as part of the 2006 Assistance to Firefighters Grant program.  
  - CONSENSUS |          |
| Fleet Size                   | Chief Hood explained that based on future growth and development in the Rivanna Village, East Rivanna realizes that daytime career personnel will be needed as well as an aerial.  
  Chief Hood reported that East Rivanna is seriously considering the purchase of aerial apparatus.  
  Chief Hood requested the support of the Advisory Board to amend the fleet size to include an aerial at East Rivanna.  
  - DISCUSSION | Chief Officers: Provide feedback to Chief Hood. |
| Adjournment                  | Chairman Stephens adjourned the meeting at 2150 Hours. |          |
**AGENDA TITLE/ISSUE:** Consent Agenda  
**AGENDA DATE:** Wednesday, 1 March 2006

**MOTION:**
To approve and accept the Consent Agenda as prepared and presented.
**MOTION MADE BY:** Smythers  
**SECONDED BY:** McCue

**SUBSEQUENT MOTIONS/AMENDMENTS:**
1. 

**CALL OF THE QUESTION:**

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<th>Yes</th>
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<th>Abstain</th>
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I hereby attest that the foregoing is true and complete to the best of my knowledge.

_________________________  ____________________________  
Clerk                     Date

**We will provide the highest quality services to protect and preserve the lives, property, and environment of our community.**
ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD
ACTION RECORD

AGENDA TITLE/ISSUE: Tanker Chassis
AGENDA DATE: Wednesday, 1 March 2006

MOTION: To endorse the Mack MR as an optional chassis for tankers.
MOTION MADE BY: Huckstep
SECONDED BY: Haugh

SUBSEQUENT MOTIONS/AMENDMENTS:
1.

CALL OF THE QUESTION:

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[Signature]

Clerk

[Signature]

Wednesday, 1 March 2006

Date
**ALBEMARLE COUNTY FIRE RESCUE ADVISORY BOARD**  
**ACTION RECORD**

<table>
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<tr>
<th>AGENDA TITLE/ISSUE:</th>
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<tbody>
<tr>
<td>Volunteer Personnel Reporting (SAP_DEP_029)</td>
<td>Wednesday, 1 March 2006</td>
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**MOTION:**

To approve the policy as written if staff provides in-station clerical support for data entry and extend the deadline to 30 April 2006.

**MOTION MADE BY:** Armentrout  
**SECONDED BY:** Huckstep

**SUBSEQUENT MOTIONS/AMENDMENTS:**

1. To strike Volunteer Manhours as a required element.  
   **WITHDRAWN**
   **Smythers**  
   **Armentrout**

**CALL OF THE QUESTION:**

| Chief J. Dan Eggleston (Albemarle County) | ☐ | ☐ | ☐ |
| Chief L. Dayton Haugh (CARS) | ☐ | ☐ | ☐ |
| Chief Robert Baber (Crozet) | ☐ | ☐ | ☐ |
| Chief Fred Huckstep (Earlysville) | ☐ | ☐ | ☐ |
| Chief John Hood (East Rivanna) | ☐ | ☐ | ☐ |
| Chief David Cason (Monticello) | ☐ | ☐ | ☐ |
| Chief George Stephens (North Garden) | ☐ | ☐ | ☐ |
| Chief Timothy Cersley (Scottsville Fire) | ☐ | ☐ | ☐ |
| Chief Michael Johnson (Scottsville Rescue) | ☐ | ☐ | ☐ |
| Chief Douglas Smythers (Seminole Trail) | ☐ | ☐ | ☐ |
| Chief Ted Armentrout (Stony Point) | ☐ | ☐ | ☐ |
| Chief Kostas Alibertis (Western Albemarle) | ☐ | ☐ | ☐ |

I hereby attest that the foregoing is true and complete to the best of my knowledge.

[Signature]

**Clerk**  
**Date:** Wednesday, 1 March 2006

*We will provide the highest quality services to protect and preserve the lives, property, and environment of our community.*
I. Chairman Stephens called the meeting to order at 1901 Hours.

The following members were in attendance:
- Dan Eggleston, Fire Rescue
- Robert Baber, Crozet
- John Hood, East Rivanna
- Michael Grandstaff, Scottsville Fire
- Ted Armentrout, Stony Point

Dayton Haugh, CARS
- Fred Huckstep, Earlysville
- George Stephens, North Garden
- Doug Smythers, Seminole Trail
- Purcell McCue, III

Others in Attendance:
- Tom Hanson, ECC
- James Williams, Sr., Scottsville Fire
- Wayne Stack, RCC
- Lanny L. Moore, Sr., East Rivanna
- Paul Stoneburner, VDOF

Jason C. Nauman, ACFR
- Matt Robb, Crozet
- Wayne Campagna, ECC
- Bob Brown, ACFR
- John Oprandy, ACFR

II. Consent Agenda
A Consent Agenda is provided. Chief Smythers moved to approve and accept the Consent Agenda as prepared and presented. Chief McCue seconded the motion, and the motion passed.

III. Board of Supervisors Report
No report.

IV. Unfinished Business
A. Apparatus Specifications
   1. Tanker Specifications
      a. Mr. Moore reported that Pierce has returned the build sheet and specifications for the tanker to include the changes discussed at the last meeting.
      b. Staff is working to secure the purchase orders to begin the order process.
      c. Discussion followed.
      d. Chief Huckstep expressed concern that the tanker purchase process has been dysfunctional; he requested that Pete Sweeney be appointed to the Tanker Workgroup temporarily.
      e. Chairman Stephens appointed Mr. Sweeney without objection.
      f. Chief Huckstep stated that the research voted on last May to study the cost difference between commercial and custom chassis has never been completed.
      g. Discussion followed.
      h. Chief Huckstep moved to endorse the Mack MR as an optional chassis for tankers. Chief Haugh seconded the motion, and the motion failed.
2. Brush Truck Specifications  
   a. The Brush Truck Workgroup is meeting soon to review specifications again.  
3. Ambulance Specifications  
   a. No report.  
4. Engine Specifications  
   a. The Engine Workgroup has a copy of the last three (3) engine specifications ordered.  
   b. The workgroup will begin work on those specifications soon.  
   c. Chief Smythers inquired if the Advisory Board should pass a resolution requiring the engine specifications to be completed by a certain date.  
   d. Discussion followed.  
   e. Chief Smythers recommended having engine specifications complete by 1 July 2006, and it was agreed by all.  

B. Volunteer Personnel Reporting (SAP_DEP_029)  
1. An executive summary and draft SAP are provided as a second reading for action.  
2. Captain Nauman reviewed the proposed SAP.  
3. Chief Armentrout moved to approve the policy as written if staff provides in-station clerical support for data entry and extend the deadline to 30 April 2006. Chief Huckstep seconded the motion. Chief Smythers moved to strike Volunteer Manhours as a required element; the amendment was accepted as friendly.  
4. Discussion followed.  
5. Chief Armentrout withdrew his motion.  
6. Discussion followed.  

V. New Business  
A. Vehicle & Traffic Safety  
1. An executive summary and draft SOG are provided as a first reading for information.  
2. Assistant Chief Brown reviewed the proposed guideline.  
3. Discussion followed.  

B. Turnout Time  
1. An executive summary and draft SOG are provided as a first reading for information.  
2. Assistant Chief Brown reviewed the proposed guideline.  
3. Discussion followed.  

VI. Other Business  
A. 800MHz Communications System Update  
1. Mr. Hanson gave a brief update on the 800MHz Communications System.  
2. Mr. Stack provided a presentation on the options for low coverage areas.  
3. Chief Huckstep inquired when the portable radio reprogramming will be completed and portable radios returned to the stations for training prior to cutover.  
4. Discussion followed.  

B. Finance/Budget Committee Appointment  
1. Chairman Stephens appointed Mr. John Shifflett to succeed Chief Huckstep on the Finance/Budget Committee without objection.  
2. Chief Eggleston and the Chairman expressed gratitude to Chief Huckstep for his service on the Finance/Budget Committee.  

C. FY 2004-05 Annual Report  
1. A copy of the FY 2004-05 Annual Report is provided.  
2. Chief Eggleston highlighted the FY 2004-05 Annual Report and the advantages of the report.
D. 2006 Assistance to Firefighters Grant
   1. Chief Eggleston reported that staff recommends requesting personal protective equipment (PPE) again as part of the 2006 Assistance to Firefighters Grant program.
   2. It was agreed by consensus to apply for PPE.

E. Fleet Size
   1. Chief Hood explained that based on future growth and development in the Rivanna Village, East Rivanna realizes that daytime career personnel will be needed as well as an aerial.
   2. Chief Hood reported that East Rivanna is seriously considering the purchase of aerial apparatus. Chief Hood requested the support of the Advisory Board to amend the fleet size to include an aerial at East Rivanna.
   3. Discussion followed.

VII. Next Meeting(s)
   Wednesday, 22 March 2006 at 1900 Hours – COB-5th Street, Fire Rescue Training Room

VIII. Chairman Stephens adjourned the meeting at 2150 Hours.

Respectfully submitted:

[Signature]

Jason C. Nauman
Clerk
Volunteer Personnel Reporting

Need for Volunteer Personnel Reporting

• ACFRAB Recruitment & Retention Task Force Recommendation
• Accurate Accounting of Volunteer Personnel
• Ensure Ability to Recruit, Retain, Train, & Develop Personnel to Full Potential
• Imperative to Identify Trends, Predict Future Needs, and Measure Program Performance
• Board of Supervisors Require Real-Time Data on System Personnel
Application of Centralized Data

- Volunteer Recruitment & Retention Trends
- Reports
- Surveys
- Training
- Personal Property Tax Vouchers & Decal Vouchers
- Parks & Recreation Passes
- Identification Cards
- Court Records
- Communication
- Accountability

Data Entry

- All Initial Data Entered by Staff
- Reported Monthly by Fourth Monday of Each Month
- Only Key Reporting Elements are Required
- Two (2) Options for Monthly Reporting:

**OPTION I**
- Maintain current personnel records in FireRMS at the station-level (station-based entry in records management system)

**OPTION II**
- Submission of monthly report of personnel changes to ACFR staff for entry in FireRMS
## Benchmarks

<table>
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<tr>
<th>Locality</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Prince William County</td>
<td>Monthly</td>
</tr>
<tr>
<td>Hanover County</td>
<td>Quarterly</td>
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<tr>
<td>Henrico County</td>
<td>Monthly</td>
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<tr>
<td>Caroline County</td>
<td>Annual</td>
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<tr>
<td>Roanoke County</td>
<td>Monthly</td>
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<tr>
<td>Chesterfield County</td>
<td>Monthly</td>
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ACFRAB

Radio Coverage Update

March 1, 2006

Agenda

- The Issue
- The Specifics
- The Alternatives
- The Recommendation
The Issue

Provision of Radio System Coverage in Non-covered Areas

• Background
  – The new radio system exceeds contractual coverage requirements
  – Certain sparsely populated areas of the County continue to lack coverage
  – Additional “fill-in” coverage is desirable in some of these sparsely populated areas
The Specifics

• Coverage Holes: Contributing Causes
  – Topography
  – Quantity of Sites
  – Location of Sites
  – Foliage
  – Weather
The Alternatives

- A 5\textsuperscript{th} RF Site
- An IntelliRepeater Site
- A Short-range Repeater System
- Vehicular Repeater System
- Talkaround

The Alternatives

- **New Radio Site**
  - Coverage: Most Extensive
  - Complexity: Most Complex
  - Cost: Greatest Cost ($1.5 – 2 million)
  - Timeframe: Longest
The Alternatives

- **IntelliRepeater Site**
  - Coverage: Most Extensive
  - Complexity: Complex
  - Cost: $\frac{3}{4} – 1$ million
  - Timeframe: Longest (Additional Frequencies)

The Alternatives

- **Vehicular Repeater System**
  - Coverage: Local Area
  - Complexity: Minimal
  - Cost: $15k$ each
  - Timeframe: Moderate (Frequencies)
  - Not appropriate for APD
The Alternatives

- **Talkaround**
  - Coverage: 1 mile (terrain dependent)
  - Complexity: None
  - Cost: None
  - Timeframe: Moderate (Frequencies)

Short-range Repeater System

- Local Area Coverage
- Minimal Complexity
- Cost: ~$25k each
- Timeframe: Spring '07
Short-range Repeater System

Recommendation

- Implement Short-range Repeaters at Two Locations In the Howardsville/Schuyler Area
  - Complete the testing for site selection
  - Acquire site access
  - Prepare/construct sites
  - Acquire frequencies
  - Purchase/install/commission repeaters (2 for police and 2 for fire/rescue)
  - Evaluate performance for possible augmentation
Site Selection

- Test remaining two potential locations with transportable tower
- Compare test results from all four locations
- Select the two best sites
- Commence site access/acquisition activities

Site Design

- Select mast (pole, tower, etc.) location on site
- Design/acquire electric power
- Design back-up power
- Develop site construction documents
Frequency Acquisition

- Wait for the Freeze to end (Sep ‘06)
- Submit application for four NPSPAC channels
- Receive coordination (3 months)
- Receive License (3 months)

Site Implementation

- Install mast / antenna
- Install electric power
- Install back-up power
- Install Repeater
- Optimize and test
- Commence operation
Evaluate Performance

- Operate repeaters for several months
- Elicit user feedback
- Address coverage and operational issues
- Augment with additional repeaters where necessary (consider foliage effects)

Timeline

- Testing for Site Selection: May ‘06
- Acquire Sites: Jul ‘06
- Prepare/Construct Sites: Sep ‘06
- Acquire Frequencies: Mar ‘07
- Commission Repeaters: May ‘07