EMERGENCY COMMUNICATIONS COMMISSION RADIO SYSTEM

Policy 05-04

November 12, 2015

TALKGROUP CREATION REQUEST AND CUSTODIAN ASSIGNMENT

I. PURPOSE

Every talkgroup that exists on the radio system represents a separate talk path that can utilize the Radio system. The system was designed to handle a finite number of simultaneous conversations. Recognizing this, talk group creation should be based on a defined need as opposed to convenience. Prior to requesting creation of a new talkgroup, every effort should be made to determine if shared access to, or use of an existing talkgroup would serve the purpose satisfactorily. New or additional talkgroups will only be considered when there is a clearly identifiable need and use of existing talkgroups will not satisfactorily meet the stated purpose. Talkgroup creation is based on a defined need in order to keep the system operating efficiently. This order will outline the policy and procedure used by the St. Louis County Emergency Communications Commission to create a new talkgroup and assign custodian authority.

II. POLICY

A. Talkgroup creation is evaluated based on the defined need.

B. Agencies must take initial request to associated User Group(s) for recommendation of approval or non-approval. Using Form (ECC F-04), herein attached.

C. Talkgroup creation will then be reviewed by the Operations Committee of the ECC with input from the technical staff and recommendation of the User Group(s).

D. St. Louis County agencies have the authority for talkgroup access on the radio sites in St. Louis County. If a talkgroup needs access to other sites (St. Charles County or Jefferson County for example) then authorization will need to be obtained through the other sites’ owner(s). ECC staff will assist in the process of communicating the request and access need with the other radio system owners.

E. If a talkgroup is approved it will either be assigned to a “Custodian,” or the ECC and the Operations committee will manage its usage with appropriate agency inputs. (Ex. Countywide Interop Channels)

F. A Talkgroup “Custodian” is the agency or decision making body (could be a designated User Group of the ECC, the Operations Committee of the ECC, etc.) that has the authority to determine which radios can access a particular talkgroup and whether its access is restricted to Receive Only.
G. St. Louis County agencies that have ECC managed codeplugs; this policy will take full effect following initial system rollout and initial codeplug programming.

III. PROCEDURE

A. A Talkgroup Request Form (ECC F-04) should be completed in its entirety.

B. Every talkgroup should have a separate application in order to capture the required governance information for each talkgroup.

C. Once recommendation is made at the User Group Level, completed form should be given to ECC Staff for Operations Committee Review.

B. In the event of Operations Committee denial, requesting agency will be notified of reasoning and explanation. Upon denial notification, agency may appeal directly to the Commission.

C. In addition, temporary talkgroups may be created in the event of an Emergency on an as needed basis.

Adopted by the Emergency Communications Commission

By order of:

DAVID J.M. BARNEY
Director

Approved at the regular Commission meeting of November 12, 2015.

WILLIAM G. KARABAS
Chairman
Talkgroup Creation Application
(ECC F-04)

Agency Requesting Talkgroup: ________________________________________________

Point of Contact for Agency (Name, Title, Email, Phone): __________________________

14 Character Talkgroup Name: ________________________________________________

8 Character Talkgroup Name: ________________________________________________

Requested Talkgroup Custodian: ______________________________________________

Talkgroup access at which sites:
(Check all that apply; permission outside of St Louis County will require a greater approval process)

☐ SLCNTY_N
☐ SLCNTY_S
☐ ST_CHRLS
☐ JEFFCO_N
☐ JEFFCO_S

Details for requested talkgroup (used during review process to base the decision):

Agency Discipline User Group recommendation: APPROVED / NOT APPROVED
DATE: ______________________________________________

User Group: ______________________________________________

ECC Operations Committee Evaluation: APPROVED / NOT APPROVED
DATE: ______________________________________________
Talkgroup Creation Application
(ECC F-04)

Agency Requesting Talkgroup: Pattonville Fire Protection District

Point of Contact for Agency (Name, Title, Email, Phone): Terry Loehr, FSUG Chair
Person, tloehr@pattonvillefd.com, 314.393.4800

14 Character Talkgroup Name: FD48 ADMIN

8 Character Talkgroup Name: FD48ADMN

Requested Talkgroup Custodian: Pattonville Fire Protection District

Talkgroup access at which sites:
(Check all that apply; permission outside of St Louis County will require a greater approval process)

☑ SLCNTY_N
□ SLCNTY_S
□ ST_CHRLS
□ JEFFCO_N
□ JEFFCO_S

Details for Requested Talkgroup (used by approval Committee to base the decision):
This talkgroup would be used for the day to day administrative needs of the Pattonville Fire Protection District. It will be programmed into every Pattonville Fire Protection District radio and made available upon request to neighboring police and fire agencies.

Agency Discipline User Group recommendation: APPROVED / NOT APPROVED

DATE: February 14, 2014

User Group: Fire/EMS

ECC Operations Committee Evaluation: APPROVED / NOT APPROVED

DATE: ____________________________