

**HazCollect Follow-On Operational Test & Evaluation (FOTE) ACTION ITEMS**  
**Monday, December 08, 2008**

<b>Item</b>	<b>Description</b>	<b>POC</b>	<b>Due Date</b>	<b>Status</b>
1	<p>OPS24 will distribute the FOTE Site/EM kickoff meeting presentation materials to all meeting attendees.</p> <p>Additionally, the AWIPS Information Note and the CRS Information Note will be distributed to the FOTE test sites.</p>	Bert Vilorio	9/18/08	<p>Closed (9/5/08)</p> <p>Closed (9/18/08)</p>
2	<p>a. Timothy Hopkins will get permission from NCF, NWSTG, AWIPS, CIO, and DHS/FEMA to proceed with the ST on Monday September 15, 2008.</p> <p>b. Walter Mussante will get permission from CIO to support with the ST on Monday September 15, 2008.</p> <p>c. Mike Silva will get permission from DHS/FEMA to have DMIS support the ST on Monday September 15, 2008.</p>	Tim Hopkins	9/12/08	Closed (9/12/08)
3	Tim Hopkins will provide disposition of the HazCollect database (missing and/or incorrect header information for Hawaii and Puerto Rico state messages) based on the results of the national message test during ST.	Tim Hopkins	10/1/08	<p>Closed (10/1/08)</p> <p>Tim Hopkins said spot check revealed no issues.</p> <p>National Message test on 11/18/08 will test database integrity.</p>
4	<p>Joel Williams will provide the actual directory location at the global U drive for the following documents:</p> <ul style="list-style-type: none"> <li>• HazCollect User's &amp; Operations Manual</li> <li>• HazCollect System Administration Manual</li> <li>• HazCollect Version Description Manual</li> <li>• HazCollect Integrated Logistics Support (ILS) Plan</li> <li>• DMIS Operator's Guide</li> </ul>	Joel Williams	10/1/08	<p>Closed (10/1/08)</p> <p>Joel Williams sent this directory for the location of the files:</p> <p>\\NWS-FS2\GLOBAL\$\Hazcollect</p>

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5	OS51 and OPS24 will meet to discuss which NWEM guidelines are required for the FOTE	Bert Vioria Jae Lee Herb White Art Kraus	9/26/08	Closed (10/1/08) The NWEM guidelines will be included in the EM online training before IOC
6	Bert Vioria will provide, via email, the COG ID and COG name for all emergency managers participating in the FOTE.	Bert Vioria	9/17/08	Closed (9/17/08)
7	Herb White/Art Kraus will generate the national PNS message before the start of the FOTE. OS51 will provide the message contents for the sample PNS to the FOTE sites for use to generate their local PNS message	Herb White Art Kraus	9/16/08	Closed (9/16/08)
8	OPS24 will coordinate with WFO Paducah, KY for when the FOTE will start at their site pending successful completion of the ST.	Bert Vioria Jae Lee	9/17/08	Closed (9/17/08)
9	OPS24 will coordinate with all FOTE sites to create a document which contains a list of expected duties of the WFO staff during the FOTE.  UPDATE: Draft document has been generated by OS51 and has been sent to WFO PAH, PBZ, and HFO for review. This document will be sent to all remaining FOTE sites for their review.	Bert Vioria Jae Lee	11/5/08	Closed (11/5/08)  OPS24 sent the HazCollect FOTE operational procedures to all FOTE site POCs for their review and comments. Comments due by 11/20/08.
10	OPS24 will send local PNS sample message to the next FOTE site no later than Thursday before the FOTE site start week.	Bert Vioria Jae Lee	On-going	Closed (10/14/08)  Sample PNS message was sent out to the remaining FOTE sites (WFO HI, WFO AFC, and WFO TAE).

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11	Rich Kane (WFO PAH WCM) agreed to set up a meeting.  OPS24 will contact and meet with David Gaggetta (Allegheny PA emergency manager) to discuss DMIS client.	Rich Kane  Bert Vilorio Jae Lee	9/26/08	Closed 9/26/08 - New EM (John Nicklin has been selected)
12	OPS24 will contact Mike Hudson and Gregory Noonan to coordinate and prepare for the state message testing for Kentucky and their neighboring counties from other states serviced by Kentucky WFOs.	Bert Vilorio Jae Lee	9/23/08	Closed (9/24/08)
13	OPS24 and OST will meet to discuss disposition of current test trouble reports.	OST, OPS24, UACS	9/26/08	Closed (9/26/08) TTR 55: Priority 2, Impact 2 TTR 56: Priority 2, Impact 2
14	FOTE test team will contact the CRS help desk and Wayne Hart (Dissemination Systems Branch) for their support in analysis of weather radio audio alert problem at WFO PAH.	Bert Vilorio Jae Lee	9/26/08	Closed (12/5/08) OPS24 had meeting with Walt Atherton, Art Kraus. Discovered ADR blocking on Walt's receivers that caused problems.
15	OS51 to mitigate a discrepancy between <b>NWSI 10-1710, Appendix G</b> and <b>CRS Note 63</b> regarding the sending of SAME tones for ADR messages.	Herb White	12/15/08	Closed (12/9/08) An updated Appendix G was coordinated by OS51 with regional offices more than 2 years ago but was not incorporated into NWSI 10-1710. OS51 is re-coordinating with the regional offices to incorporate changes in early 2009.
16	FOTE test team will setup a meeting with Art Botterell, Herb White, and Art Kraus to discuss OPEN API.	Bert Vilorio Jae Lee	10/17/08	Closed (10/17/08)  Joel Williams and Steve Pritchett will be the focal point for any subsequent OPEN API meeting.

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17	OPS24 to send WFO Paducah, KY (PAH) with the links to the latest CRS Maintenance Note 63 and miscellaneous HazCollect documentation per SAME tone activation of different non-weather related events.	Bert Vilorio Jae Lee	10/30/08	Closed (10/29/08)  OPS24 sent an email to WFO PAH with the appropriate website links.
18	OPS24 to setup meeting with Sam Albanese (WFO AFC WCM) and Herb White/Art Kraus to talk about the ADR message as a Update/Cancel mechanism in HazCollect, but also used as an update to Tsunami warnings in Alaska.	Bert Vilorio Jae Lee	11/14/08	Closed (11/12/08)  Meeting with Sam & Herb White conducted after TRG meeting.