

## **Minutes of Zone 4 Meeting**

Meeting No- 2/08  
Date 26<sup>th</sup> October 2008  
Time 1030  
Location Newmarket

### **Present**

<b>Call sign</b>	<b>Group</b>
G0BOE	Cambs
G0TVD	SW Herts
G1BYY	Mid Herts
G4KUJ	Hertfordshire
G6EDD	North Herts
G6EYO	Forest Heath
G7CNX	Mid Herts
G7OOW	Suffolk
G7UHE	Essex
G8HVV	Cambs
G8IDL	Cambs
G8KLC	ZC4
M0NAS	Essex

### **Apologies**

Apologies were received from:  
G1SCQ, G4PMG, G6FSU, G7BNF, G7CIY, G7OPO, M1XZG,

### **Minutes of last meeting**

These were agreed as a correct record with 2 small corrections

### **Matters arising from last meeting**

There was an outstanding action on G8KLC to send out a list detailing those who receive the reflector and their roles within RAYNET.

**ACTION – G8KLC**

### **Zone Coordinator's Report**

G8KLC advised the meeting that he had been working on the proposed MoU requested by The East of England Ambulance Trust and that he would be sharing this in due course.

The majority of the time at the meeting would be devoted to the Exercise Polly debrief.

## **Treasurer's Report**

G8KLC reported that there had been no expenditure since the last meeting and that the current balance remained at £33.52.

## **Exercise POLLY 08**

The major part of the meeting concentrated on a debrief of the exercise. Those present were asked to identify 3 things that didn't go well and 3 things that did go well.

### ***What didn't go well***

- Unclear on message form usage
- Very little traffic at distant outstations and couldn't hear Silver Controls
- Confusion over the role of operator
- Gold Control overloaded
- Late in the day until understood what was involved – so; need better briefing earlier and more frequently
- Not all groups took part
- Lack of common sense of some members (ie – Didn't take maps)
- No replies to messages
- Not involved – could have been if had known about it
- No HCC County Hall station
- MCU unavailable due to towing problems
- Non availability of groups due to clash of events
- Overloaded at critical points
- Frequency confusions and problems
- No coastal operators in Norfolk
- Too much traffic for one operator at Gold
- Collocation of two 2m stations is not possible
- Link to Gold was on County net (Better frequency planning needed)
- Speed of message transmission – talking too fast
- Not breaking messages into small sections
- Only 1 operator at Controls

### ***What went well***

- Cross county communications worked
- Most of the Zone participated including some Norfolk stations
- Local assumptions that were made worked
- Operators learned net discipline
- The number of channels in use worked well
- Frequency planning good but not excellent

- Adequate Networks but better frequency planning needed
- Good location for Gold control
- 'Read backs' mainly accurate
- Good fun
- Cromer station took part
- Net worked well
- Operators picked up what to do
- Operators were very good at handling priorities
- Had to move Herts control by 4 miles
- Happy with Content of messages
- Net discipline good
- Good participation by groups
- Had planning meeting a week before. Three talk throughs on Essex coast could hear each other which gave good coastal coverage except for Harwich. Radio system worked and had an 'all informed' net
- Had 4 operators in control – 2 Controllers, 1 Event controller and 1 support
- Local RF planning
- Proved local procedures on a wider scale
- Accurate message handling
- Nice to operate from home

### ***Learning points***

From the above the following learning points were agreed.

- Get the communications checks with the Control station completed early; well before exercise start time
- Training to improve net procedures
- More rigorous RF planning, particularly regarding frequency reuse
- Talk to each other more
- Resource planning (What is available and when can it be used?)
- Think how to staff for medium and long term
- Training on use of message forms is needed
- Gold control should be more of a 'MC' and allow direct communications between counties
- Would be useful for outstations to send replies to messages
- There was no way of confirming that messages reached their destination
- Make greater use of UHF for local use
- Two stations with good coverage sounded like a natter channel before the exercise. There were a lot of listeners!
- Consider advising user services of exercise in advance. In case listeners miss "Exercise message" prefix and start hares running.
- Reaffirm that messages should not be interpreted
- Message addressed to 'all stations' means 'all stations'

### ***Exercise objectives***

These were reviewed and it was agreed that 4 out of the 5 had been met with –  
The inclusion of as many RAYNET groups as possible' being only partially met.

## **Any other Business**

### ***Zone Officers***

The following were prepared to stand for re-appointment and were elected unanimously by the meeting –

Treasurer G8KLC

Secretary G4KUJ

Deputy ZC and emergency point of contact G6EUO

### ***G4ODH's website***

G4PMG advised the meeting that inaccurate, misleading and unauthorised material contained on the website had caused a potential serious reputational risk situation with one of our partner organisations. This had been managed but groups were advised to check the website for any material appertaining to their group.

G4ODH had removed the offending entries from his website and agreed only to provide a link to the SW Herts website. In this way only accurate up to date information would available if outside organisations carried out a 'Google' search. G8KLC would write to G4ODH regarding this matter.

**ACTION – G8KLC**

### ***Talk through permits***

G700W wanted to know what the Network's position was with regard to talk through permits. G8KLC advised that the preferred situation was for groups to apply for permits as previously as this made the gathering of information for the annual usage report that Ofcom require a lot easier.

It was agreed that this matter needs clarification from CoM and that G8KLC would seek this.

**ACTION - G8KLC**

### ***RSGB Year Book Entries***

G6EDD noted that there were no Hertfordshire RAYNET group entries in the latest RSGB Year Book. G8KLC advised the meeting that the network had provided the RSGB with the contact details of Network groups in good time and that the RSGB Public Service Director and staff were apparently responsible for the many errors and omissions in the published document. It was suggested that groups contact the RSGB directly regarding incorrect or missing information.

### ***Zonal Exercise***

The meeting agreed that there ought to be another exercise in 2009 and it was suggested that the inclusion of a data communications element be considered by the planning team as well as the use of modes other than FM.

**ACTION – Exercise Team**

### **Dates of future meetings**

It was agreed that in the future it would be more appropriate for the autumn meeting to be after the National Conference and AGM.

The 2009 meeting dates were agreed as -

Sunday 19<sup>th</sup> April 2009. Newmarket

Sunday 22<sup>nd</sup> November – Venue to be discussed at the April meeting