



Matthew H. Mead
Governor
K. Luke Reiner
Director

WYOMING DEPARTMENT OF TRANSPORTATION PUBLIC SAFETY COMMUNICATIONS COMMISSION DRAFT MEETING MINUTES



Mark Harshman
Chairman
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I. CALL TO ORDER

A meeting of the Public Safety Communications Commission was held, Wednesday, November 13, 2019. The meeting was held in the I-80 Room of the Wyoming Department of Transportation's Training Center, located at 5300 Bishop Boulevard. Chairman Harshman presided, calling the meeting to order at 1:30 p.m.

II. PLEDGE OF ALLEGIANCE

Chairman Harshman led the Commission in reciting the Pledge of Allegiance.

III. ROLL CALL

The following members were present constituting a quorum:

Mark Harshman, Chairman

Dwane Pacheco, Commissioner

Jonathan Downing, Commissioner

Paul Bertoglio, Commissioner

Doug Frank, Commissioner

Skip Hornecker, Vice Chairman

Mike Choma, Commissioner

Ron Gatti, Commissioner

Frosty Williams, Commissioner

Luke Reiner, Ex Officio

IV. GUESTS

The following guests were present and participated in the meeting:

Troy Babbitt, Chief Technology Officer

Katie Pfister, Commission Secretary

Brian Thompson, AG's Office

Nathan Smolinski, WyoLink Systems Supervisor

Mike Kahler, AG's Office

Kevin Hibbard, A&I Budget & Econ. Analysis Dep. Director

V. ADJUSTMENTS TO AGENDA

There were no adjustments made to the agenda.

VI. ANNOUNCEMENTS

Chairman Harshman announced the departure of Mr. David Gier from the Commission, and welcomed Mr. Ron Gatti from Rock Springs to the Commission, representing Ambulance and Emergency Medical Services.

VII. ACTION ITEMS

1. Draft Minutes – April 16, 2019

It was moved by Commissioner Downing, seconded by Commissioner Bertoglio, and carried to approve the minutes from the April 16, 2019 work session.

2. Draft Minutes – May 14, 2019

It was moved by Commissioner Gatti, seconded by Commissioner Downing, and carried to approve the minutes from the May 14, 2019 business meeting.

3. Draft Minutes – September 25, 2019

It was moved by Commissioner Gatti, seconded by Commissioner Bertoglio, and carried to approve the minutes from the September 25, 2019 work session.

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VII. ACTION ITEMS (CONTINUED)

4. WyoLink Applications

It was moved by Commissioner Gatti, seconded by Commissioner Downing, and carried to approve WyoLink Applications for the City of Bairoil Fire Department and Laramie County Salvation Army.

VIII. UPDATES/DISCUSSIONS

1. Director's Update

Director Reiner presented the Director's Update, which includes several items.

Chief Technology Officer Appointment

He welcomed Mr. Troy Babbitt into his new role as the departments Chief Technology Officer, replacing Mr. Pat Lewis.

Governor's Business Alliance

He relayed information on recent attendance to the Governor's Business Alliance, explaining that the Governor's message remains consistent that the State is in a time of transition in terms of what drives the economy. He also highlighted a panel discussion held by six (6) high school students from around the state, which included their perspectives career outlook and remaining in the State following graduation.

Town Hall Meetings

He gave a brief overview of 12 Town Hall held throughout the state, noting that the focus was on carrying out his mission toward more transparent communication across the agency, and discovering and tackling key issues as they arise. Contents of his presentation included:

- Short Term Issues – Defined as Agency Policy Updates
- Medium Term Issues – Defined as Governor Policy Updates
- Long Term Issues – Defined as Statutory Updates

Additionally, he explained that consistent and timely distribution of minutes came up, given that two (2) of the agencies Commission's do not meet on a monthly basis, thus delaying the approval and distribution process. It was determined that minutes shall be published in draft format more in line with the Transportation Commission for consistency, with final approval occurring at a later date.

Joint Transportation, Highways & Military Affairs Committee (JTC) Meeting

He recounted information relating to the Joint Transportation, Highways & Military Affairs Committee (JTC) meeting held in Casper October 10-11, 2019, expressing his appreciation to Commissioners for their attendance to help with educational efforts on proposed legislation to add a \$0.50 fee to Wyoming user phone lines. He explained that the intent was to fund the \$5.5 million annual expenditure needed to cover ongoing maintenance and capitalization of the State's critical statewide interoperable public safety system, commonly referred to as WyoLink. He stressed that while the bill did not pass, work shall continue toward finding a more reliable and sustainable funding solution.

He also mentioned other legislation related to the agency that did not progress through the committee. This included a bill seeking the creation of a Transportation Funding Task force, responsible for seeking out potential funding streams for Surface transportation, as well as a bill regarding funding for the Revenue

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VIII. UPDATES/DISCUSSIONS *(CONTINUED)*

1. Director's Update (Continued)

Joint Transportation, Highways & Military Affairs Committee (JTC) Meeting (Continued)

Information System (RIS), a service developed in COBOL language in the 1980's, and still utilized today for driver licenses, driving records, and vehicle registrations. He stressed that work will continue on finding a solution to fund an upgraded system, and that as a temporary solution, all technical assistance has been outsourced to Omaha for improved hardware functionality, and additional programmers trained in supporting the COBOL language.

Additionally, he highlighted a few pieces of proposed legislation having passed through the committee, including a proposal for state employee moving expenses, a proposal for statutory changes on DUI's and Driver Licenses, a proposal for future Tolling Authority, and three (3) proposed bills related to Wildlife crossings.

Proposed Wyoming Fuel Tax Increase

He highlighted that the Joint Revenue Committee has passed a bill for legislative consideration, which considers an inflationary adjustment of \$0.03 on Wyoming fuel tax, which would equate to an additional \$13 million dollars in revenue for the agency, and an additional \$20 million for the State.

Surface Transportation System Funding Alternative Grant

He announced that in an effort to find alternative funding sources for the state's transportation system, the agency submitted an application to receive a Funding Alternative Grant. He stressed that while fuel tax remains a steady source of revenue at this time, it is on the downward trend, and we must remain vigilant in seeking out alternative funding sources.

Agency Strategic Plan

He explained that Executive Staff collaborated over several sessions to revise the agencies outdated Strategic Plan, followed by distribution of the completed draft to all agency employees for further insight and review. He noted that the plan includes updates to the agencies purpose, vision, mission, goals, and values, highlighting that 240 comments were returned from the agencies workforce for inclusion. He explained that objectives were underdetermined at this time, and would require more vetting, which will take place through Metric Walk meetings moving forward. He explained that the intent is to evaluate and chart each of the goals in terms of measurable objectives, and that future and proposed objective information will be relayed following completion of the meetings.

Connected Vehicle Project, Phase 3

He conveyed that we are into Phase 3 of the Connected Vehicle Project, and currently are seeking out 300 vehicles to put our equipment into for testing. He highlighted that the agency has made tremendous headway, with numerous companies already on board or having expressed interest in helping with the project. He also noted that an education session would be added to January's meeting in order to showcase the groundbreaking efforts underway.

Critical Housing Shortage in Teton County

He explained that we are working alongside other state agencies regarding affordable housing for state employees in Teton County. He highlighted that he and the director of Game and Fish would do a

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VIII. UPDATES/DISCUSSIONS (*CONTINUED*)

1. Director's Update (Continued)

Critical Housing Shortage in Teton County (Continued)

walkthrough of potential grounds in December, and that agencies would be looking into how it will be managed, how it will be paid for, and any policies that would need to be associated to it.

District 3 Engineer Retirement

Lastly, he announced the imminent retirement of Mr. Keith Compton, District 3 Engineer, occurring in December, and expressed his sincere appreciation for his faithful and dedicated services to the agency for the last 32 years. He noted that the agency would move rapidly in filling the vacancy.

2. 16-Tower Buildout Update

Mr. Smolinski began by reviewing photos of the progress made at the Buffalo and Orin Junction sites. He then reviewed the 16-Tower Build-Out Project Monthly Report, which included the following information for the month of November:

- **Buffalo:** Tower stood up, shelter installed, and Very High Frequency Antennas mounted. Microwave scheduled for the week of November 4, 2019. Field Network Equipment scheduled for the week of November 11, 2019. Electrical power line, approximately 900' installed, and working to schedule energization. Location Identified on Wyoming Department of Transportation property.
- **Orin Junction:** Tower stood up, and shelter installed. Coordinating fiber optic install for backhaul connection. Obtaining schedule for electrical install. Field Network Equipment installation to be scheduled. Location Identified on Wyoming Department of Transportation property.
- **Wright:** The construction schedule will be delivered upon approval of the agreement. Structural Analysis performed for local donor site, in order to support microwave hardware. Field Network Equipment in storage and ready to deploy.
- **Lusk:** Right-of-Way is finalizing easement agreements with the City of Lusk and Attorney General's office, and the site required a second survey. Shelter and tower ordered and ready to ship. The construction schedule will be delivered upon approval of the agreement. Coordinating electrical service delivery with the city. Field Network Equipment in storage and ready to deploy.
- **Rock Springs (Tank Hill):** City of Rock Springs has approved the application to erect the 100' tower. Right-of-Way is working on agreements with three (3) parties, the Sweetwater County Water Board, and two (2) private landowners. Coordinating with utility providers for delivery of services. An educational meeting was held October 31, 2019, with the provider and stakeholders in order to proceed with agreements. The construction schedule will be delivered upon approval of the agreement. WyoLink holding a collocate discussions with Sweetwater County communications. It was determined that this will be an 800Mhz site, and frequency work is complete.
- **Jackson:** Right-of-Way is working on an agreement with a private landowner for collocation. Field Network Equipment will be ordered upon approval of an agreement. The construction schedule will be delivered upon approval of the agreement, with the week of November 18, 2019 being targeted. The Wyoming Department of Transportation will assist the contractor, providing winter access. Discussion with Teton County for possible collocation.

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VIII. UPDATES/DISCUSSIONS (CONTINUED)

2. 16-Tower Buildout Update (Continued)

- **Alcova**: Finalizing Bureau of Land Management approval to proceed, and all reports and surveys submitted. The construction schedule will be delivered upon approval of the agreement. Coordinating with utility providers for delivery of services is complete.
- **Newcastle**: Surveying resulted in a modified site design, as available plot was fifty percent smaller than originally scoped. Final design to include a new shelter, and utilizing Union Wireless for a collocate on tower space. NEPA required an additional field survey, so targeting early 2020 for completion. Coordinating with utility providers for delivery of services.
- **Sundance (Crook)**: Notifications made to landowners holding grazing agreements with the State Lands Office as part of a Temporary Use Permit, leading to Special Use Permit. The construction schedule will be delivered upon approval of the permit. Coordinating with utility providers, both power and fiber, for delivery of services. WyoLink holding collocate discussions with Crook County SO as well.
- **Ten Sleep (Meadowlark)**: Proposal approved by the United States Forest Service to proceed with desired location. Coordinating with utility providers for delivery of services, reviewing modified foundation design, with a target of spring or summer of 2020. Application and proposal submitted to the United States Forest Service for the selected location above Meadowlark Lake, and approval granted to proceed.
- **Greybull**: Notifications made to landowners holding grazing agreements with the State Lands Office as part of a Temporary Use Permit, leading to Special Use Permit. Tribal on-site survey requested, and scheduling for the week of November 4, 2019. Coordinating with utility providers for delivery of services. The construction schedule will be delivered upon approval of the permit.
- **Rock Springs (14 Mile Hill)**: NEPA and SHPO under review with Bureau of Land Management requirements. Coordinating with utility providers for delivery of services. Original site required a slight relocation due to survey results and the adjacent property owner, so seeking one hundred percent to be on Bureau of Land Management lands. Application and proposal submitted to the Bureau of Land Management for the selected location, and received approval to proceed.
- **Evanston**: Original site required a slight relocation due to survey results and the adjacent property owner, so seeking one hundred percent to be on private lands. A second survey was required, along with consideration from the Bureau of Land Management and utility easements. NEPA field survey scheduled for the week of November 4, 2019. Upon survey approval, Geotech shall follow. Submitting Bureau of Land Management approval forms for access easements.
- **North Big Horn County (Little Sheep Mountain)**: NEPA and SHPO under review with Bureau of Land Management requirements. Coordinating with utility providers for delivery of services. Adjacent tower owner requested more data to mitigate possible interference concerns. Structural Analysis performed for local donor site in order to support microwave hardware. Spring-Summer 2020 target. Application and proposal submitted to the Bureau of Land Management for the selected location on Little Sheep Mountain, east of Lovell, and under review to proceed.
- **Northern Goshen County**: The Federal Aviation Administration rejected the initial proposal, limiting the tower to 41 vertical feet. Operations underway for alternate location delivery the same level of coverage. Spring-Summer 2020 target.

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VIII. UPDATES/DISCUSSIONS *(CONTINUED)*

2. 16-Tower Buildout Update *(Continued)*

- **Bondurant:** Holding discussions with Sublette for possible collocation option on Kissmet Mountain. Spring-Summer 2020 target. Upon Sublette County's decision to construct a countywide system. Awaiting technical information to schedule discussions with county to determine optimum site location.

3. Statewide Interoperability Coordination Update

Mr. Babbitt conveyed that work continues with the office of Homeland Security regarding the statewide interoperability, and that a partnership with cyber security will likely fall within his role as coordinator.

4. NCSWIC Update

Mr. Smolinski relayed information on recent attendance to the National Conference for Statewide Interoperability Coordinators (NCSWIC), providing key takeaways from the conference.

Performance Training & Exercise Committee

He highlighted attendance at a Performance Training & Exercise Committee meeting, noting that their role is to help facilitate turning new strategies and ideas into actionable plans and objectives.

Wireless Priority Service (WPS) & Government Emergency Telecommunications Services (GETS)

He conveyed that another takeaway included information on WPS, a Federal program authorizing cellular communications service providers priority calls over wireless networks, and GETS, a program of the Department of Homeland Security, which allows for prioritization of calls over wireline network.

5. NG911 Update

Mr. Babbitt explained that he recently met with several CenturyLink executives, highlighting that they are on board in putting together future working groups and online trainings for local Public Safety Answering Points (PSAPs), and that he will keep the Commission apprised once these plans reach fruition. He also announced that he has successfully obtained an accurate listing of 33 PSAPs, as well as contracts from all of them, and that he hopes to have webinars with CenturyLink and all of the PSAPs scheduled by January of 2020.

6. WyoLink Radio Economic Efficiencies

Mr. Babbitt was joined by Mr. Kevin Hibbard, A&I's Budget & Economic Analysis Deputy Director, in discussing collaborative efforts on possible future distribution of a Request for Proposal (RFP), followed by a Contract Purchase Order if possible in purchasing 4000 WyoLink Radio's in a bulk bidding to receive the best economies of scale. Mr. Hibbard explained that collaboration derived from a recommendation for strategic sourcing that came out of the Alvarez and Marsal Efficiencies Committee Study. Director Reiner expressed his appreciation to the Governor's for the study, and to Mr. Hibbard for reaching out to the agency regarding support toward this initiative.

7. SCIP Plan

Mr. Babbitt reviewed the Draft Statewide Communication Interoperability plan, a requirement for the

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VIII. UPDATES/DISCUSSIONS (CONTINUED)

7. SCIP Plan

Department of Homeland Security for administering grants. The Commission determined a workshop would be held to discuss and review the plan at their next meeting.

8. Public Comment

Mr. Bob Symons requested that a copy of the Draft Statewide Communications Interoperability Plan be made available for public review as well. Secretary Pfister conveyed that she would make this document available on the agencies website for download and review.

9. Tentative 2020 Meeting Schedule

Chairman Harshman requested that Secretary Pfister provide tentative meeting dates for 2020 for Commission consideration. Secretary Pfister recommended that meeting dates be set for January 8, 2020, April 8, 2020, July 8, 2020, and October 7, 2020. The Commission concurred to proceed with the recommended schedule for 2020.

IX. ADJOURNMENT

It was moved by Commissioner Choma, seconded by Commissioner Bertoglio, and carried to adjourn the meeting. Chairman Harshman adjourned the meeting at 3:12 p.m., on Wednesday, November 13, 2019.

DRAFT