

**PUBLIC SAFETY COMMUNICATIONS COMMISSION**  
**PSCC Commission**  
**August 18, 2004**

The Public Safety Communications Commission meeting was called to order by Chairman Kelly Hamilton at 10:10 am on August 18, 2004. Chairman Hamilton asked that Commissioners introduce them selves.

**Members in attendance:**

Bill Westerfield – State Parks & Cultural Resources  
Neil Kourbelas – Municipal Government  
Jerry Kennedy – County Government  
Mark Joiner – Federal Agency  
Russ Christiansen – Emergency Management  
Earl Atwood – Executive Director PSCC  
Kim Lee – Homeland Security  
Mark Harshman – Fire Chief's Assoc.  
Jim Narva – State Fire Marshal  
Dave Mattis – Sheriff's Assoc.  
Sam Powell - WyDOT  
Steve DeCecco – Game & Fish

**Members absent:**

Shanna Laible – Public at Large  
Billy Janes – Police Chief's Assoc  
Kebin Haller - DCI

**Others in Attendance:**

Tom Mahon – WyoLink Project Manager  
Robert Wilson – WyDOT  
Jay Johnson – Wideband Communications  
Kent Drummond – WyoLink Project Team  
Larry Sheridan – WyDOT  
Miguel Boehlke – WyDOT  
Bill Fleming – Motorola  
Margaret Spearman – Spearman Company  
Craig Post – Communication Tech.  
Dick Bolin – WHP/Salecs  
Patty Bauer – WHP/Salecs  
Ron Kisicki – WyDOT  
Dale Pawling – Cheyenne Fire Department

### **Proposed Agenda – Changes, Deletions and Approval:**

Chairman Hamilton called for additions to the agenda: Chairman Hamilton added WyoLink Project Report between item 3 and 4. Mr. Atwood asks to have 700/800 MHz report added after the project report. Mr. Wilson asked if there would be a discussion about the pre-negotiated pricing letter. Mr. Atwood conveyed that it will be part of Mr. Drummond's report. **Motion made by Commissioner Kourbelas and seconded by Commissioner Christiansen to approve agenda with noted changes. Motion carried.**

### **Approval of July 14, 2004 minutes:**

Chairman Hamilton called for corrections or changes to the July 14, 2004 minutes. Mr. Wilson asked for changes to dates that appear in the minutes with reference to the timeline for the RFP. The WyoLink Project Report section, mid-way down page 4 reads, "The recommended vendor will be notified via FedEx and October 17<sup>th</sup> the RFP will be awarded." Correct wording should be, "The recommended vendor will be notified via FedEx *and the RFP will be awarded by November 17<sup>th</sup>.*" **Motion made by Commissioner Harshman and seconded by Commissioner Christensen to approve minutes as amended. Motion carried.**

Mr. Atwood asked for input from the commissioners concerning the style of minute reporting that they prefer for Commission meetings. Consensus of the Commission was that the minutes be detailed versus summary form. Commissioner DeCecco asked that key areas or assignments be bolded or highlighted for quick reference and maybe action items be added at end. **Mr. Atwood and Mrs. Green will work together for continuity and furnish type of minutes the Commission wishes.**

### **WyoLink Project Manager Report:**

Mr. Mahon reported that WyoLink procurement is proceeding on schedule. The WyoLink RFP was published on July 15<sup>th</sup>, shortly after the last meeting. Addenda have been issued to correct minor errors and to clarify information. The Department of Commerce, Institute for Telecommunication Science in Boulder Colorado, will assist as subject matter experts (SMEs) in the evaluation of test articles. Vendors submitted for testing Project-25 trunking radios on August 2, 2004. Final testing will be accomplished by September 24, 2004. The evaluation process for the RFP is a series of steps beginning with a review for completeness. Incomplete or unsigned proposals will not move forward. Then the review process with the SME's will provide information to the Technical Evaluation Team. Intent to Propose forms have been submitted by six vendors.

Mr. Mahon attended the APCO conference in Canada, finding it very useful with several seminars directly related to the work that is being accomplished in the RFP.

Mr. Mahon requested guidance from the Commissioners concerning the "Blue Sheet" that is on the WyoLink Web page information. The Blue Sheet has been taken off the web for revision. Mr. Mahon suggested a page on the web of "Frequently Asked

Questions" (FAQs) as an alternative for public information. Mr. Mahon will work with the Operations committee to update the Blue Sheet. **This will be an item for further discussion.**

Mr. Atwood asked Mr. Mahon about the administrative process as the RFP moved forward. Mr. Atwood wanted to know how he should interact with PSCC working groups on key issues. Mr. Mahon indicated he would work with the chairmen of the working groups to have open communication to deal with any problems that might arise, with notice being sent to Chairman Hamilton. In an effort to keep communication lines open and direction moving forward, Mr. Mahon will apprise the appropriate working group chairman of status of project and copy Chairman Hamilton and Mr. Atwood.

#### **Frequency Report:**

Mr. Sheridan reports that the WyoLink licensing and coordination activities are moving forward. The first section is complete. Currently involved in the frequency portion for five counties in Wyoming. There were 237 frequencies obtained within 18 sites. Issued authority for partial payment to APCO for about 7% or around \$40,000 of contract agreed upon amount. Frequency coordination will begin next week for four counties within district 2. Frequency acquisition is on schedule and will be completed by December or January.

At the APCO conference there was discussion on the FCC issuing a reassignment of frequencies on the 800 MHz band. This will have impact on the users in Wyoming as it affects every user band that has been shifted. There will more discussion on this issue in the 800 Regional Planning Commission meeting that takes place after the PSCC meeting. This is a priority issue.

#### **Dispatch Report:**

Ms. Bauer reports status quo on frequency report. Ms. Bauer requests clarification on frequency of reports to commission. **Since SALECS is part of PSCC, statistics and frequency reports will be submitted to the commission quarterly.** Ms. Bauer will also see that the commission receives a copy of the annual report as well.

#### **Executive Director's Report:**

There was no change in the PSCC budget balance, as there was not many expense items since last meeting. Mr. Atwood asked Commissioners if there were any expenses outstanding with them. There were no outstanding expense vouchers.

Discussion about acceptance of video conferencing as an alternative to face-to-face meetings. Handouts were distributed with video sites and a cost comparative sheet. Commissioners will identify closest site to their domicile and Mr. Atwood suggests that the next meeting be hosted in this manner for those who normally travel to meetings. If the Commissioner already has meeting at a location or key action items needing to be

discussed, he/she would attend meeting in person. This mechanism would allow for some flexibility on the Commissioners activity. This will help with the budget challenge that the Commission faces this fiscal year until a proposal can be submitted to JAC.

Russ Christainsen	Casper
Mark Joiner	Lander/Riverton
Jerry Kennedy	Laramie/Cheyenne
Neil Kourbelas	Rock Springs/Green River
William Westerfield	Cheyenne
Steve DeCecco	Green River/Rock Springs
Sam Powell	Cheyenne
Dave Mattis	Worland/Powell/Cody
James Narva	Cheyenne
Kim Lee	Cheyenne
Earl Atwood	Cheyenne
Kelly Hamilton	Cheyenne

Video can be used for work groups to meet and for training. Commissioner Christiansen feels that video will be a good addition, but not to take away from face to face meetings.

There is no decision from Governor's office concerning the last seat on Commission, which is Tribal Council. Mr. Atwood will ask Patti Burns about having a meeting with Governor about the seat. Chairman Hamilton states that there is much confusion and dis-harmony with the Tribal representative(s) about PSCC in general and WyoLink in particular.

Mr. Atwood has intentions to have ported from the CIO office the contents of web page to a new site specifically dedicated to PSCC. The ITD staff will accomplish the move. There needs to be updating done on present information and drafting of expansion information to include a separate site for WyoLink, SALECS, Commissioner Information (maybe a bio and picture), PSCC information (statute inception, agenda, minutes). This is to help the public identify with Commission. WyoLink web currently resides to the CIO web page. The web page will link with the other webs to have current information. **The ITD staff will accomplish the move.**

#### **Old Business:**

#### **Finalize structure of committees (work groups):**

Proposed committee assignment handout was passed out. This is the "org" chart for the work groups. Mr. Atwood has taken the suggestions from last meeting plus decisions which Chairman Hamilton made and updated the org chart to reflect the working groups. The Administration & Funding Committee is accepted as is on sheet; Commissioner Narva will Chair that committee and participating members accepted. An

additional duty was added: staying abreast of grant proposals, awards, and expenditures, as they relate to Public Safety Communications; and Mr. Kisicki was added to the SMEs.

The Operations Committee Commissioners list accepted their assignment and will add Ms. Bauer to the SMEs. It was agreed to change the responsibility to focus on "WyoLink Operations." The Commission discussed moving general interoperability issues like Mutual Aid, TRP1000, and Response issues to the Interoperability Committee; but noted that the chairman of that committee was not present to firm this up.

The Spectrum Committee Commissioners list accepted; Kent Drummond will continue on the committee until position change. (This will be addressed in later item in minutes).

Statewide Inter-operability Executive Committee (SIEC) Commissioners list accepted, and the Commission decided to add to SMEs list: Craig Post, Russell Christiansen, Dale Pawling. The Commission discussed changing the name and scope of responsibility to include outreach and marketing, national guidelines, and contact with surrounding states for their advice and assistance; in addition to interoperability planning like Mutual Aid, TRP1000s, and ICS/Response issues..

The SALECS committee Commissioners list was accepted; Ms. Bauer was moved to Operations Committee and Dick Bolin was added to SALECS SME list. Mr. Mahon offered his expertise to all committees and it was noted that lateral, open, communication among all the committees is strongly advised.

Each of the Committees will have a link on the PSCC page.

**Item for next meeting: Each Committee will bring to the table a mission and goals statement.** These mission statements will be posted to the PSCC web site.

#### **Election of Officers:**

A call for nomination(s) for Vice Chairman of PSCC. Commissioner Kennedy nominated Jim Narva, Commissioner Joiner second. There being no other nomination, Commissioner Lee made motion that election close for Vice Chair and unanimous vote for Mr. Narva be placed. Commissioner Joiner second motion. Motion carried. **Jim Narva elected as Vice Chairman of PSCC.**

Nomination(s) for Secretary of PSCC opened. Vice Chair Narva nominated Steve DeCecco, Chairman Joiner second. There being no other nominations, Commissioner Lee made motion that elections close for Secretary and unanimous vote for Mr. DeCecco be placed. Commissioner Joiner second motion. **Motion carried. Steve DeCecco elected as Secretary of PSCC.**

**CONGRATULATIONS TO BOTH**

### **Pre-negotiated Pricing Letter:**

Mr. Drummond has been working on a "pricing structure for radio equipment" letter and wishes to have the PSCC review the letter. Subjects addressed in letter are Certification and Pricing Agreement Update, Project 25 Standards Compliance, WyoLink Compatibility, Purchasing Reporting, and Customer Site Testing and Training. These topics were discussed with emphasis on two-tier training (meaning initial training and on-going training), programming source provided, monetary tracking for grant reporting, and information provided from vendors of type of units sold. **The Administration & Funding Committee will coordinate activities working closely with Operations Committee.**

### **Resource coverage for 700/800 System:**

Mr. Drummond has coordinated and chaired the 700/800 MHz committees for many years and has given excellent service to the SALECS Commission and now the PSCC. However, as of September 30, 2004 the contract between the OCIO and DOT for his services to the PSCC will end and his job responsibilities returns to the OCIO. That leaves the PSCC without sufficient expertise for the 700/800 MHz projects. What is to be done?

Options were discussed, including:

1) PSCC funds and creates a position, WyDOT funds, A&I funds, or a combination. Mr. Atwood states that problem is more complicated than that. First, there has to be a position available for use; then, funds attached to that position and authority given to proceed.

2) A memorandum of understanding (MOU) is a possibility or a private contract in place with pay identified.

3) In order for the PSCC to take responsibility for position a request and proposal submitted to Legislature needs to take place. Given the immediate need of support, this option won't work for present situation. Coverage needs to be found for coverage to start October 1, 2004. Mr. Atwood's suggestion was to find a position within state government that is unoccupied, on books and fundable, and formulize an agreement to use that position on a temporary basic until a permanent solution can be found.

4) Another option is to obtain authority to outsource and put a contract in place, provided the funding can be found for position. Any option that has shared funds is delicate because of the structure of the PSCC having non-state members participating.

**Mr. Atwood and Chairman Hamilton will draft letter and present situation to Governor's office. Commissioner Lee will research HLS grant funding monies and see if a portion can be used for operation support.**

Mr. Atwood could request to expand ITD spending authority through the B11 process, so that ITD incur the expense for the position and then recover the expense at a later date from agreed upon sources, so long as the costs would not be expected to be spread across other ITD services and rates.

**Schedule the next meeting:**

Because of need to resolve the position issue, Chairman Hamilton feels we need to meet next month. September 22 would coincide with the WACO Conference in Cheyenne. That would be convenient for those County officials attending that conference and give them an opportunity to attend PSCC if they desire. Mr. Atwood will contact Joe Evans to see if there is a window within the WACO Conference that activities are minimal for others to attend the PSCC if they want. Those who will be unable to attend will coordinate with Patricia to schedule videoconference. Meeting time is tentatively set for 10:00 am @ City Center Building Video Conference site.

Mr. Mahon reminds Commissioners the confidential meeting for the RFP status is October 12<sup>th</sup>.

**Summary of Action Items:**

**Pre-negotiated Pricing letter finalization**

**Working group mission statements**

**Working group organization charts finalized**

**Web Site transition**

**Letter for PSCC technical staffing options**

**Coordinate with WACO attendees for their participation in the PSCC meeting**

**Clarify HLS grant monies and parameters for PSCC support**

Meeting was adjourned at 3:20pm.