

PUBLIC SAFETY COMMUNICATIONS COMMISSION
PSCC Commission
Meeting September 22, 2004

The Public Safety Communications Commission meeting was called to order by Chairman Kelly Hamilton at 10:03 am on September 22, 2004.

Members in attendance:

Bill Westerfield – State Parks & Cultural Resources
Bob Dean – Department of Health – EMS
Dave Mattis – Sheriff's Assoc.
Jerry Kennedy – County Government
Mark Joiner – Federal Agency
Mark Harshman – Fire Chief's Assoc.
Kelly Hamilton – Livestock Board
Sam Powell – WyDOT WHP
Earl Atwood – Executive Director PSCC
Kim Lee – Homeland Security
Neil Kourbelas – Municipal Government via video
Steve DeCecco – Game & Fish via video
Shanna Liable – Public at Large via video

Members absent:

Kebin Haller – DCI
Russell Christiansen – EMS
Billy Janes – Police Chief's Assoc.

Others in Attendance:

Tom Mahon - WyoLink Project Manager
Robert Wilson – WyDOT
Dale Pawling – Cheyenne Fire
Dick Bolin – WHP Dispatch
Patty Bauer WHP SALECS
Ron Pinther – A&I ITD
Vic Gerber – Department of Agriculture
Margaret Spearman – Motorola
Scott Alvord – Cheyenne Fire/Rescue
Bruce Hayes – Department of Education
D. Leeds Pickering – Department of Education

Video Briefing – Pam Blackham and Jennifer Andrade

Ms. Blackham and Ms. Andrade briefed the Commission on the ground rules for video conferencing. The monitors were pre-set and the TAs working the equipment will work the camera and microphone so the one talking can be seen and heard by all the others participating. Only one site microphone can be open at a time, consequently, only one person (or site) may speak at one time.

Proposed Agenda – Changes, Deletions and Approval:

Chairman Hamilton called for additions to the agenda: Chairman Hamilton added Committee reports under old business. **Motion made by Commissioner Joiner and seconded by Commissioner Harshman to approve agenda with noted change. Motion carried.**

Approval of August 18, 2004 minutes:

Chairman Hamilton called for corrections or changes to the August 18, 2004 minutes. Change on page 5 under election of officers, nomination for Secretary, Chairman Joiner should read Commissioner and on page 6, under resource coverage, third line needs a space after the comma in the date. **Motion made by Commissioner Harshman and seconded by Commissioner Mattis to approve minutes as amended. Motion carried.**

WyoLink Project Manager Report:

Mr. Mahon reports the WyoLink vendor proposals are due to purchasing on Monday, September 27, 2004. Upon receipt, the proposals will be reviewed by the Technical evaluation Team and the Subject Matter Experts. The confidential briefing to the Commission is scheduled for October 12, 2004. Secondly, Mr. Mahon needs input from Commission on the definition of priorities in the project management as to the WyoLink Project. His understanding of the priorities is: #1) Scope, #2) Budget, #3) Schedule. This means the stakeholders are willing to flex the project schedule to achieve the requirements with the PSMC plan and within the stated budget. Commissioner Joiner believes with the information known today that the priorities are correct for the project; however, he does feel that close monitoring as the project moves forward is needed. Ideally, the three priorities will evolve equally and the project would move forward smoothly. As the vendor meets the expectation of the RFP to complete the project, a re-prioritizing may be necessary. Scope is the number one priority, and if the schedule timeframe did become an issue, perhaps the need to switch #2 and #3 would need to be discussed. Mr. Atwood believes that the project from the beginning has been objective driven and a review after the pilot phase may be necessary to make sure priorities are still in synchronization. **Commission concurs with Mr. Mahon's priority structure.**

Frequency Report: Deferred

Executive Director's Report:

Budget printout handed out; balance year to date is \$5,163. PSCC organization charts were reviewed. First page identifies the Commission as a whole and defines the working groups; the subsequent pages details the working groups: Administration & Funding, WyoLink Operations, Spectrum, Inter-operability Executive, and State Agency Law Enforcement Communications System (SALECS) and defines their members and key roles/responsibilities. Staff Support item will be discussed at a later time.

Old Business:

Report from Committees:

WyoLink Operations -- Commissioner Kennedy has not had an opportunity to meet with his group.

Spectrum -- Commissioner Joiner had a 700/800 MHz meeting immediately after the PSCC meeting on August 18. Topic of discussion was updating the 700/800 plan. Minutes were distributed to Commissioners and submitted and part of PSCC meeting. (Included as handout with PSCC meeting). Commissioner Joiner will be attending a meeting in Denver CO that will help with updating the plans and is a great opportunity to network with other coordinators of the plans. The 800 MHz plan is finished and the 700 and 4.9 plans need to be updated within six months. Rough draft of working group mission statement and responsibilities submitted and attached to minutes. Coordination and compatibility for and within the WyoLink system is the priority of this working group.

SALECS -- Commissioner Westerfield submitted mission statement and goals for his working group. Mission statement: To maintain the integrity and operability of SALECS through the implementation of WyoLink; Goals: 1) Serve as a communication interface between PSCC, WyDOT-SALECS, existing user groups and potential new user groups; 2) Advise on operational issues and tasks; 3) Consult with WyDOT during equipment replacement/upgrade for SALECS system. Included as attachment.

Administration & Funding -- Chairman absent
Inter-operability Executive -- Chairman absent

Chairman Hamilton expressed gratitude for the work done thus far on formalizing these work groups and commends the Chairmen and the members. **Action item for next meeting to finalize these and receive reports from Chairmen absent today.**

Mr. Atwood recommended that the mission statements and goals of the PSCC be included in the report due to the Governor in October. Chairman Hamilton asks the officers to draft a report to the Governor and present it at the next meeting. Chairman Hamilton and Mr. Atwood will jointly work on the report.

Chairman Hamilton reviewed the situation discussed at previous PSCC meeting concerning staff support to PSCC in the capacity of both administrative and technical support. The Commission will need additional support beyond what is currently given by Mr. Atwood's office and technical support to WyoLink Project. Chairman Hamilton has drafted a letter to Governor but he wanted to give the Commission a chance to review the letter and to present additional information to the Commission as a whole. Vice Chair Narva and Commissioner Lee looked at funding opportunities, specifically, Homeland Security Grant monies and they are available through June 2006 for support the Commission. A budget needs to be put into place for the position first and this can be accomplished for the submission to the Legislature. Mr. Atwood points out that a contract employee on an "as needed" basis is one option. Another option includes obtaining a permanent position assigned to the PSCC by the Governor's office. It is believed that a full time position is necessary due to the volume of support needed to Commission in the areas already mentioned. Include in the letter to the Governor job responsibilities of position and outline the budget structure. In the short term, an AWEC contract may be put into place with a good case presented; this would allow the necessary steps to be accomplished through the Governor's office and allow time to put together a solid proposal to the Legislature. Position could migrate from a contractual situation to a permanent full time. Chairman Hamilton wanted to make sure that the Commission had a funding source available for the position and a solid plan to accomplish the request. The direction from the PSCC is to move forward with this request. **Commissioner Westerfield made motion to proceed with letter to Governor addressing the administrative and technical support to PSCC, seconded by Commissioner Kennedy. Motion carried.**

Pricing Letter:

Mr. Drummond advised the Commission that the subscriber letters went out to vendors in question, he has received responses from all vendors, and that information has been posted to web site. All vendors are in compliance with requirements of letter and they agree to terms. All are in compliance with the WyoLink standards. By request from Rob Wilson, Kent is working on an in-building coverage report and a background of mobile data information gathered together. Kent expects to have both of these completed by end of the month. At which time, he will submit a resignation letter as chairman of 700/800 group. Thank you's to Mr. Drummond from Shanna Laible, Chairman Hamilton, Rob Wilson and Tom Mahon for the dedicated service he has tendered to the SALECS and PSCC.

New Business:

Mr. Wilson distributed a handout diagramming the Interoperability Continuum throughout the United States. Mr. Wilson attended the APCO conference and there was discussion about inter-workings of leadership, planning and collaboration in areas such as Frequency of use, Governance, Standard Operating Procedures, Technology, and Training. This mind set corresponds directly with that is moving forward with the WyoLink project.

Mr. Wilson also reports that Mr. Sheridan is in Baltimore, Maryland, speaking to the National Public Safety Telecommunications Council (NPSTC). NPSTC is the high profile organization for National and State issues. Mr. Sheridan is presenting a white paper outlining how Wyoming is pursuing a frequency plan for high band communications. In the white paper, there are six action points that Wyoming is suggesting to Council to implement nationwide. Mr. Sheridan has been nominated to be Chairman of that working group. Wyoming is receiving high profile and recognition through the white paper and Mr. Sheridan's expertise in this matter. Wyoming is certainly in the forefront of this effort.

General Discussion:

Mr. Atwood states the arrangements are moving forward to move the web site from the CIO's office to ITD. Web site should be moved and available by end of month, or certainly, by the next meeting.

Commissioner Westerfield would like to know if details have been worked out concerning the confidential briefing that is to take place on October 12. Meeting will take place at the video conferencing center with the off site Commissioners viewing and participating from the other locations. Mr. Wilson mentions that the non-disclosure statements need to be returned prior to the meeting. The contract in place with the company that supplies the TA's for the video conferencing center have already signed a confidential non-disclosure agreement. (A copy of the agreement was faxed to Mr. Wilson and Chairman Hamilton right after the meeting). Connectivity to the Rock Springs, Casper, and Worland will be put in place for the meeting.

Schedule next meeting:

Since arrangements will be in place for the confidential meeting on October 12, it is suggested that the Commission meet for one hour prior to the briefing. PSCC meeting will start at 1:00 PM with the briefing starting at 2:00 PM. The video sites have been reserved from 12:50 PM until 4:00 PM.

Summary of Action Items:

Letter concerning staff for PSCC to Governor

Progress of working groups: mission statements and goals

Draft from working groups for annual report to Governor

Motion made by Commissioner Mattis and seconded by Commissioner Westerfield for adjournment of meeting. Motion carried.

Meeting adjourned at 11:50 AM.