



**Dave Freudenthal**  
Governor

**Kelly Hamilton**  
Chairman

# State of Wyoming

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## Public Safety Communication Commission

Meeting March 22, 2005  
Department of Employment  
100 W. Midwest Ave  
Casper WY

Chairman Kelly Hamilton called the Public Safety Communication Commission meeting to order at 10:10 am on March 22, 2005. Chairman welcomed those in attendance and invited the audience to introduce themselves. Chairman Hamilton and the Commission congratulate and recognize the appointment of Col Powell to new assignment.

### **Roll taken and members in attendance:**

Shanna Laible – Public at Large  
Kebin Haller – DCI  
Billy Janes – Police Chief’s Assoc.  
Mark Harshman – Fire Chief’s Assoc.  
William Westerfield – State Park & Cultural Resources  
Russell Christensen – EMS  
Jerry Kennedy – County Government  
James Narva – Fire Marshall  
Steven DeCecco – Game & Fish  
Sam Powell – WyDOT  
Robert Dean – Dept of Health  
Kim Lee – Homeland Security  
Mark Joiner – Federal Government -BLM  
Dave Mattis – Sheriff’s Assoc.  
Earl Atwood – Executive Director PSCC

### **Members absent:**

Neil Kourbelas – Municipal Government  
Tribal Government not yet appointed

### **Others in Attendance:**

Robert Wilson – WyDOT  
Ken Montgomery – WyoLink Tech  
Dick Bolin -- WHP  
Patty Bauer – WHP  
Larry Sheridan—WyDOT  
Dale Pawling – Cheyenne Fire Department  
Robert Symons

Dan Perko – WYAPCO  
Bill Fleming – Motorola  
Ron Pinther -- ITD Internal Services

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

Chairman Hamilton called for addition/changes to agenda. There were none. Motion made by Vice Chair Narva, seconded by Secretary DeCecco, to accept the agenda as is. **Motion carried.**

**Approval of December 7, 2004 minutes:**

Chairman Hamilton called for corrections and/or changes to minutes of December's meeting. All commissioners received copy of minutes via e-mail. Motion made by Vice Chair Narva, seconded by Commissioner Haller, to approve and accept minutes. **Motion carried.**

**Working groups reports:**

WyoLink Operations Group: Commissioner Kennedy

The group has had several coordination meetings in the last few months and had an open house meeting with Motorola. The group redefined and modified the mission statement and responsibilities to better reflect what the group feels it their charge. The group brings question to the commission about responsibilities of talk groups, and feels that coordination with the Inter-operability group is necessary. He would like to see responsibility guidelines spelled out for both groups.

Radio training is a major concern for this group. Information to date suggests that training would be \$300.00 per person based for an extensive training session (4 million total). Commissioner Kennedy feels that it is cost prohibitive and training should be limited to a four class. Discussion among commission about training is that all avenues and ideas be explored so training can be available to all that would need trained and not be too expensive. Chairman Hamilton states he has had several calls concerning cost of training from various entities. Tom Mahon, WyoLink Project Manager, reports the colleges are interested in putting together a training package that deals with both cost and hours. Direction of the Commission is that a clear scope of training needed and the total cost needs to be defined and that a competitive bid be sent to all interested parties. Suggestion also made that a train-the-trainer training be established. This will assure continuity and the field personnel will have a contact for questions and refresher training. Vice Chair would like the on-line training arena explored as well.

Commission agrees that Commissioner Kennedy's group is the place for the training responsibility.

Chairman Hamilton led discussion on talk group organization for the WyoLink system. There is much concern that change to the new system will limit and/or eliminate scanning and the structure of established talk groups for response personnel will not meet the needs of responding agencies. Mr. Mahon states there are situations in radio frequency unique to Wyoming and will need to be addressed when change over happens to the WyoLink system. At present, State Highway Department and State Patrol use same frequency statewide. Operational security will need to be discussed and decision made to continue that practice. Operating

procedure on the availability of frequencies for open access will need to be established among all participating in the WyoLink system. **Cross communication for agency's needs will be explored during the pilot phase. Some suggestions are: have event-driven talk groups; covering/overlap of frequencies for continuity throughout state; mutual aid talk groups established; regional access availability. During the pilot phase tests is when Operations & Inter-operability will need to work closely. Both groups will look at other identities for SOP's that might fit into what WyoLink needs and bring recommendations to PSCC in future.**

Administration/Funding Group: Vice Chair Narva

This quarter has been extremely busy in the way of securing funding for the ongoing development of WyoLink infrastructure and subscriber equipment. Some of the activities include: Budget request to Governor Freudenthal and Wyoming Legislature, Governor Freudenthal Commits \$1 Million to Wyoming, Memorandum of Understanding with WyDOT for PSCC support position, Federal Earmark Request to Wyoming Congressional Delegation, and Subscriber Equipment. Overall funding picture is infrastructure funding has been secured to complete Phase 2 taking the project through July 2006. A balance of \$10,628,178 is needed to complete Phases 3 and 4, which will complete statewide coverage by 2007. Total cost for infrastructure is approximately \$24,766,366.00.

Spectrum Group: Commissioner Joiner

Frequency Report – Larry Sheridan  
Licenses for the Southeast counties have been submitted to FCC and the second phase is progressing forward.

Committee report – Commissioner Joiner

There will be a 700 MHz & 800 MHz Regional Planning Committee Meeting April 12, 2005 in Casper (for additional details go to web site).

Commissioner Joiner attended the Regional Planning Colloquium in St. Louis March 15 & 16, 2005. There were three presentations on the mandatory re-band of the 800 MHz spectrum. The State and especially Casper and Cheyenne will be affected by the re-banding. Nextel has been contracted to do this work, however agencies should make sure their 800 MHz licenses are current and correct before negotiating with Nextel for the work. Once the re-banding is complete, the 800 MHz RPC will have to be amended to the 800 MHz Plan and submitted to FCC for approval. The 700 MHz RPC is working on a plan for submission to the FCC, and the 700 MHz RPC will not submit a 4.9 GHz to the FCC. Commissioner Joined asked the National Telecommunication & Information Administration (NTIA) if Redbook Interoperability Frequencies could be used by Wyoming Government agencies. If Wyoming and the PSCC would like to start a precedent for the Western State and use these frequencies, it would require the PSCC to develop an interoperability plan that was signed by the PSCC Chairman and submitted to NTIA with the Department of Interiors concurrence.

WyoLink Report – Tom Mahon

WyoLink Project is on schedule. The Pilot phase to be turned on and operational around the time of Frontier Days. Plans are being made to use WyoLink radios for exercise

during the parade days. Be on the air to test the system by the beginning of August and decision made concerning training by January and operational planning as well as infrastructure issues. When these issues have been resolved, consider a “go live” date. Radios will be available from the project office so groups can come into town and test and become familiar with system. Project office has assigned talk groups which are available for operational demonstrations during this phase.

#### SALECS Group – Commissioner Westerfield

WyDOT has discovered that the frequency that the WyoLink project is going to use will cause interference problems with WHP, Mutual Aid, and SALECS frequencies. Notification needs to be given to all those using these frequencies, which impact most agencies in room, that a re-programming of radios will be necessary. Re-programming time is ½ hour per radio. Those who already use WyDOT for the radio service can take their radios to them for re-programming at the current rate. Changes for the frequencies will be made regional when the tower in their area is available. Block moves will happen. Ms. Bauer mentions that this re-programming affects entire state and those entities using private contract service for their re-programming will need to take their radios to that business in order for their radios to work as the change over happens. Agencies will need to contact the local shop for charges for re-programming and maybe have the reprogramming done prior to switchover so when the current frequencies are not available they already have a plan in place. WyDOT has list of contacts for changeover. **Notification will be made to SALECS users by SALECS working group. Commissioner Dean will take lead for EMS notification.** The broad notification will come from the Commission and the essential information posted to web site with contact information for those interested. **The Commission feels that a press release with very basic information should be issued with contact information given to key requestors.** Commissioner Powell feels that there are many sections which have mutual aid frequencies that no body knows about. **As the situation is now, Sherman Hill tower can not be turned on until this issue is resolved.**

#### Inter-operability Group – Commissioner Billy Janes

Sub-group held meeting on March 22, 2005. At that time, the group redefined their mission statement and goals. 1) Plain talk communication with users, 2) Contact lists established on all levels on who needs system and exposure to WyoLink. Commissioner Harshman will have demo/exercise of system in Casper on April 20, 2005. Public and all interested parties are invited to attend.

Adjourned for lunch

Reconvened at 1:45 pm

Chairman Hamilton would like to re-cap the notification to people of changes of Mutual Aid channels and responsibility thereof. WyDOT has responsibility of monitoring the channel and should receive information concerning those on Mutual Aid. Mutual Aid is licensed under WyDOT. They should be lead organization. In the letter of notification information to the users

that WyDOT is who they should respond to. This will cover the liability issues. **The Executive Committee and the new AWEC employee , with help from Mr. Mahon , will draft letter and send to WyDOT for comment. There is no intent to exclude any interested party. Commissioner Powell wants it understood that Mutual Aid is for everybody to use and doesn't wish to restrict any agency in using it, however, there may be a need to establish an MOU with agencies. This would help to establish guidelines and responsibilities that have not been in written form in the past. This also will provide WyDOT with a firm count and usage.** This information may help with the switchover to WyoLink. Commissioner Harshman questions if all options have been explored concerning the frequency issues and SALECS interference. Mr. Sheridan's gave demo showing the research and study on the frequency issue an discussion among commission that all options that have been explored.

#### Pilot Project status Mr. Mahon

#### **Administrative Report – Earl Atwood**

Mr. Atwood will turn over some time to Mr. Pinther for him to demonstrate the web site. While Mr. Pinther is setting up Mr. Atwood would like to mention some budget items. Most of the expenses have not been chargeable expenses, so on paper the Commission is very solvent. The biggest expense at this time is Mr. Pinther's time as he assists the Working Groups with meetings and other support. We are tracking the expenses for time the ITD employees are putting in to PSCC and at the end of year Mr. Atwood will be presenting a report showing those expenses. This will help with future budget preparations for support to PSCC. Mr. Atwood would like commission to review the calendar events and help to establish PSCC meetings for the calendar year. Information available on other WyoLink meetings on calendar and Mr. Atwood intends to post this to web site and maybe this can help with coordination of other meetings.

Mr. Pinther demonstrated the PSCC web site with the associated links for the Organization of PSCC, WyoLink, User Equipment, Working Groups information and contacts, Meeting information, etc.

Mr. Pinther distributed inventory sheet for the sale of radios as reported by Motorola. (FYI to Commission only) Scriber equipment information has help Vice Chair Narva with his efforts to produce draft(s) for requests for monies (detailed in Vice Chair's report). Mr. Atwood needs direction from the Commission concerning the future development of this inventory and the necessity to have all subscriber information available for the Commission. The back page shows reported information from Motorola. No other vendors have reported any sales. Sales are broken down by quarters. Tiers have been added per request from meeting in Green River. **Executive Committee of PSCC will draft letter to vendors concerning their reporting.** This inventory may be useful to the working groups in identifying their clients. Reporting should be line item by line item so at future date the input into radios will be easier. Mr. Atwood questioned need to have the reported information verified by SME. Mr. Mahon assures that the information from the agencies will be checked and questioned at time of programming to make sure all is compliant with WyoLink.

#### **Old Business:**

Report to Governor -- Mr. Atwood suggests to Commission that the drafted letter previously completed stating status of PSCC and its needs be finalized and use that letter/report to submit to Governor. When finalized it be posted to the web for public's viewing. **With Commission's approval Mr. Atwood will work on polishing the letter and meet with Executive Committee for finalization.** The next annual report will reflect all the work the Commission and working groups have made to support WyoLink and assist the WyoLink team with project.

Staff Support Position -- There has been an arrangement made with WyDOT and cleared with Homeland Security for position and funding for staff position. Advertisement for an AWEC (At-Will Employee Contract) Staff Support position is out and currently receiving applications through the HRD of A&I. Interviews should begin with two weeks. Direction was asked of Commission as to how the interviews should be conducted. **It was decided that Executive Committee and SME (Mr. Mahon) would meet with Mr. Atwood to conduct the interviews.** Mr. Atwood will set up meetings and Secretary DeCecco will attend via video. In Addition, Mr. Atwood worked with HRD to apply for an Intern position for research support for PSCC to come on board for the summer.

Negotiation pricing agreement letter updates – Mr. Atwood is asking Commission is there a need for updating the pricing letter. Mr. Mahon clarifies wording in original letter that the vendors would supply product within specifications and meet or equivalent to GSA pricing. It is the vendor's responsibility to be in compliant with WyoLink Project requirements. This issue will be addressed somewhat when the pilot program is up and running and radios are put through an exercise. Commission will develop an update process for vendors's information. Checks and balances for specifications to WyoLink project. A&I Administration needs technical know how on the equipment list(s) being sent for inventory file. **Mr. Atwood will work with project office is establishing protocol.**

#### **New Business:**

Review of expirations of Commissioners's terms. There are five Commissioners whose term expires in June of this year, Shanna Laible, Kebin Haller, Jim Narva, Sam Powell, and Bob Dean. If it is the intent of these Commissioners to continue on the PSCC they should plan to reapply through the Governor's office for reappointment. Several Commissioners express desire to continue. Term expirations were set by Governor in such away as to be staggering so continuity on the Commission could continue as appointees were replaced. Chairman Hamilton reminded the Commission members that when officers were elected it was decided that officers would advance through the chairs of office.

User Training: Commissioner Harshman restated opinion of Commission from earlier meeting that training is key issue for success of WyoLink. There was discussion for "master level training" to happen first and be a constant for the newly on board participants in the p25 switchover. If 10 "masters" were trained regionally, they in turn could train as WyoLink progresses. If the state were divided up into 5 regions with two people per region the go-to for training coordination for the field trainers. Per the discussion in the morning session, an alternative for the first assessment of training is needed. Mr. Mahon states that the agreement with Motorola contains provision for training the master trainers through the community colleges. If it felt that some training needs to be in place as the project comes on line for smooth

transition to new system. Understanding of process is that Motorola will train master trainers and they in turn would train the field trainers for their regions. There is not any clear process in place at this point. **Commissioner Kennedy's group will draft a first cut for training policy and procedures and report to Executive Committee. Mr. Fleming states that Motorola has the ability to custom any training the Commission would deem appropriate.** Commissioner Joiner brings to light the necessity of having another type of training available for the user who doesn't use/buy the Motorola products.

Newsletter for PSCC: At a previous gathering of the Executive Committee, this topic was brought up. Mr. Atwood suggests a newsletter be made available for entities such as WAM, Fire Chiefs, County Municipalities, Sheriffs, and the like. This information could be distributed hard copy or email to a list serve mailing. Open discussion on types of information that be made available. Chairman Hamilton suggests items like progress report(s) from the working groups, references/contact on where to get more information or more detailed information, meeting notices, training schedules, FAQs, organization of Commission itself, and progress of WyoLink. It is thought this would be a good project for the summer intern to start.

Plant demo – Motorola factory staging: Mr. Mahon states by the end of the week he will have closed the loop on the detail design documents and that help establish the date for the plant demo and testing. Motorola will have all the equipment connected and turn it on live and test all the equipment. Mr. Mahon estimates the test will happen early May.

Fire Grant Proposal – Mr. Fleming will continue to keep Commission updated on any information concerning proposals which might benefit PSCC. Deadline is April 7<sup>th</sup>, so probably wouldn't have time to put anything together, but perhaps next year agencies which qualify might want to apply.

Additional equipment purchase for WyoLink – Mr. Mahon has been approached by Town of Green River about supplemental radio site for added functionality. He has memo stating approach to be subscriber purchase additional p25 equipment and that site will be incorporated into the WyoLink project at later date (supplemental handout included in file with minutes). Original contract states 94% coverage by system and the plan for project does not meet requirements. **Mr. Mahon will fine tune letter and work with Executive Committee of PSCC for final draft and distribution of procedure. Commissioner Westerfield made motion, second by Commissioner Mattis, that letter will be finalized by PSCC prior to distribution.**

Ms. Bauer asks of the Commission permission to send out the SALECS financial budget on DOT letterhead. The Financial section is responsible for setting rate structure and formula for DOT. Mr. Hibbard will have this report ready by next meeting and Ms. Bauer asks that he be allowed to present this to Commission. Commission agrees that report should go out on DOT letterhead and welcomes Mr. Hibbard to next meeting.

#### **Next Meeting –**

Looking at calendars, Commission agrees to meet the second full week of the month on Tuesdays. Please mark June 14, September 13, and December 13 for the quarterly meetings for PSCC. The June 14 meeting is to be held in Sheridan.

Commissioner Westerfield made motion, seconded by Vice Chair Narva, to adjourn.

Meeting adjourned at 4:30 pm.