



Dave Freudenthal
Governor

State of Wyoming

Jim Narva
Chairman

Public Safety Communications Commission

Meeting December 13, 2005
Wyoming State Museum – Barrett Building
2301 Central Avenue
Cheyenne, WY

Minutes

Chairman Jim Narva called the Public Safety Communications Commission meeting to order at 10:10 am on December 13, 2005. Chairman Narva welcomed those in attendance.

Commissioner Westerfield welcomed the attendees to the Wyoming State Museum and the State Parks and Cultural Resources home.

Roll taken and members in attendance:

Jim Narva – State Fire Marshal
Steve DeCecco – Game and Fish
Jerry Kennedy – County Government
Mark Harshman – Fire Chief's Association
Mark Joiner – Federal Government – BLM
Kelly Hamilton – Livestock Board
Bill Westerfield – State Parks and Cultural Resources
Robert Wyatt - Public at Large
Kim Lee – Office of Homeland Security
Billy Janes – Police Chief's Association
Sam Powell – WyDOT
Kebin Haller – DCI
Earl Atwood – Executive Director PSCC

Members absent:

Dave Mattis – Sheriff's Association (excused)
Russ Christensen – EMS (excused)
Robert Dean – Department of Health (excused)
Neal Kourbelas – Municipal Government (excused)
Tribal Government not yet appointed

Others in attendance:

Robert Symons – PSCC Administrative Support
Tom Mahon – WyoLink Project Manager
Jim Archerd – Wyoming Office of Homeland Security
Dan Perko – WYAPCO and State Forestry
Bill Fleming – Motorola
Larry Caprioglio - Motorola
Debbi Serke – Motorola
Dick Bolin – WHP Dispatch
Patty Bauer – WHP Dispatch
Jimmy D. Siler – Wyoming Livestock Board
Michael Slifka – FBI
William Walter – FBI
Charles Thompson – F.E. Warren – USAF
Lukas Moore - F.E. Warren – USAF
Ed Lofland – Collins Communications
Dave Johnson – WAM
Paul Card – Wyoming Dept of Health
Rich Gruitch – E.F. Johnson
Dale Pawling – Cheyenne Fire & Rescue
Kathy Watt – Absolute Solutions
Kent Drummond – WyoLink Project Team
Rob Wilson – WyDOT Telecommunications
John Griffith – National Weather Service
David Copley – National Weather Service

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed. **Commissioner Kim Lee made a motion to approve the proposed Agenda with no changes and Commissioner Bill Westerfield seconded the motion. The motion was approved.**

Approval of September 13, 2005 minutes:

Chairman Jim Narva called for corrections and/or changes to the minutes of the September 13, 2005 meeting. The Commission members have received the minutes via e-mail and copies were available at the meeting. **Commissioner Mark Harshman made a motion to approve and accept the minutes from the September 13, 2005 meeting. Commissioner Bob Wyatt seconded the motion. Motion carried.**

Working Groups Reports:

WyoLink Operations Workgroup: Commissioner Kennedy

The WyoLink Operations Workgroup met twice, on November 4, 2005 and a joint meeting with the Interoperability Executive committee on November 29, 2005.

On November 4, 2005 the workgroup discussed the Motorola Master Trainers and training. The first class is scheduled for February 21 – 24, 2006. An organizational chart of the proposed master trainers has been developed and some of the master trainers have been identified. The work group recommended that the master trainers from the regional response areas be increased to two trainers with one trainer representing law enforcement and one trainer representing fire and EMS. The group asked Motorola to submit a change order for having a second master trainer class. The training will include radio information and WyoLink operational training. The work group asked for a joint meeting with the Interoperability Executive Committee due to the relationship between the training and handbook that is being work on by the Interoperability Executive Committee. The work group reviewed the South Dakota Training DVD and felt that a similar video should be developed for WyoLink. The community colleges or University of Wyoming could be asked to help develop the video.

During the joint WyoLink Operations and Interoperability Executive Committee meeting held on November 29, 2005, the draft handbook, developing radio plans, WyoLink System Master Key, WyoLink Master Trainers and federal agency participation were discussed.

Administration/Funding Group: Chairman DeCecco
Chairman Steve DeCecco had nothing to report.

Spectrum Group: Commissioner Joiner

Chairman Mark Joiner started his report by thanking Dan Perko, Wyoming APCO for their help in setting up the meetings in conjunction with the Wyoming APCO Convention November 14 – 17, 2005. During the 700 and 800 MHz meetings held on November 14, 2005, Mark was elected chairman of the 700 MHz Regional Planning Committee and the 700 MHz Region 46 (Wyoming) plan was released for review and is available on the PSCC website for review. Mark Joiner was given permission to make minor revisions to the 800 MHz plan and submit them to the FCC.

The Spectrum Work Group met on November 17, 2005 and invited federal agencies to participate in the meeting and other interested parties. During this meeting it was suggested that a non-binding letter be drafted to the federal agencies interested in participating in WyoLink. During the discussion it was brought up that the federal agencies should bring something to the table and that it should be proportional to the federal agency use. Due to Motorola working on spectrum acquisition and the possibility of federal spectrum for WyoLink use, time is of essence on knowing what federal frequencies may be available.

The interoperability frequencies of the UHF, VHF, 700 MHZ and 800 MHZ frequency bands were discussed with a synopsis provide by Larry Sheridan. Larry Sheridan provided a report on the interoperability channels that are available for all public safety users and Mark Joiner added a summary to the end of Larry Sheridan's report. Larry Sheridan's report is attached to the minutes for reference.

Inter-Operability Executive Committee – Commissioner Janes

The Inter-Operability Executive Committee has met three times since the last PSCC meeting – September 13, 2005, October 28, 2005 and November 29, 2005. The developing of the handbook and talkgroups has been the emphasis of the meetings. The mutual agency talkgroups (MAC) have been changed to multiple agency talkgroups (MAT) and the MAT talkgroups follow the Homeland Security Regional Response areas and the importance of meeting the National Incident Management System (NIMS) requirements and using plain English on the MAT talkgroups.

On November 29, 2005 the WyoLink Operations Workgroup and Interoperability Executive Committee met in Wheatland. During this meeting the draft handbook was discussed and the definition of the MAC Talkgroups was changed to MAT for Multiple Agency Talkgroups. The discussion on “Authorized System Access” and that all applications are subject to review by the system administrator and Interoperability Executive Committee. It was decided that the PSCC should maintain ownership of state-wide and county-wide talkgroups with local agencies having limited private talkgroups.

There was discussion on developing radio plans and a county-wide radio model will be developed as a starting point for discussions with the local agencies. Law enforcement agencies would have encrypted WyoLink system and simplex talkgroups. The WyoLink System Master Key should be limited to the system administrators and having them develop the code plugs and templates that would be sent to the radio technicians for installation into the radios.

The proposed Motorola Master training was reviewed. There should be twenty-two (22) master trainers with Motorola providing two (2) classes and the training will include the WyoLink System handbook.

There was discussion on Federal Agency participation in WyoLink and the Committees recommended that potential federal agency participation and radio usage needs to be known along with what the federal agencies can bring to WyoLink that is equal to the potential use.

Mark Joiner had a question on the System Master Key and code plug and how that would affect the radio manufacturers other than Motorola. Tom Mahon reviewed how the System Master Key would be used and the security requirements of the System Key. Mr. Mahon will be working with the other manufacturers on the radio programming of their radios into the WyoLink System. A program will be needed to work with F.E. Warren Air Force Base and other trunked systems on programming their radios into the WyoLink System.

Commissioner Bob Wyatt noted the importance of the handbook and the interoperability of the local agencies. The public perception and focus of the WyoLink System and interoperability are being addressed by the Commission.

SALECS Workgroup – Commissioner Westerfield

The latest edition of the SALECS 2005 statistics through end of October, 2005 was part of the meeting packet. The SALECS work groups has not met since the last PSCC meeting. A

question was raised about the SALECS statistics, are they by the number of times the radios were used or minutes used. The statistics are by the number of events and the number of radio transmissions.

The SALECS 2005 Statistics are attached to file copy of minutes.

Executive Committee – Chairman Narva

The Executive Committee requested the discussion on the Federal Agency participation, the ongoing discussions by the working groups and the draft letter to the Federal Agencies. Chairman Narva has received a preliminary notice of partial funding from the Federal Government of the federal earmark request of \$2 Million in the amount of \$250,000. The PSCC will submit a request again this next year for more federal funding. Senator Enzi's Office was very helpful with the request for Federal Funding. Chairman Narva had a discussion with Senator Thomas about WyoLink and he indicated he is also supportive of the WyoLink Project.

Discussion on the Federal Agency participation in WyoLink and the draft letter to the federal agencies. Tom Mahon reviewed the draft letter, his phone conversation with Tim Quinn of the U. S. Department of the Interior (USDoI) and the letter that was sent to Susan Moore, United States Department of Agriculture (USDA) about the WyoLink Project and how the agencies within the USDA could use WyoLink. There have been discussions with the high level personnel in Washington D.C. and local federal agency personnel and the need to continue working toward the middle ground. The need for the information on what federal agencies would be interested in WyoLink, their radio use requirements of that agency and what the federal agency could bring to WyoLink in terms of radio sites, spectrum, funding or other comparable assets equal to the amount of federal use.

Tom Mahon stated that we would be meeting with Mr. Quinn in Washington D.C. during his vacation to the area later in December. Mark Joiner, as an employee of the USDoI, he stated that he also has talked with Mr. Quinn about the WyoLink Project. Mr. Quinn would like to know the number of total users of the WyoLink system. It was noted that one federal agency has valued spectrum at \$1 Million per kilohertz or about \$15 Million per channel. These figures were derived through the public auction of frequencies and what was paid by a successful bidder.

Discussion on the interoperability and how WyoLink would solve the problem. The trunking features of WyoLink will help in solving the interoperability problems between local, state and federal agencies. The features of WyoLink need to be expressed to the potential users.

A concern was raised about the federal agency participation and how their participation could impact the WyoLink System to the local and State of Wyoming users. Will this participation require the state or local users to dispatch for the federal agencies? The description of the federal agency talkgroups that would be developed for the agencies that could migrate to WyoLink would require the federal agencies to provide their own services and not rely upon the local resources. The migration to the WyoLink System will cause the local dispatch centers to make changes and they would be asked to provide radio services to agencies and people they are not currently providing those services to. Some Federal Agencies are currently using SALECS to communicate with state and local law enforcement agencies for warrants and to report crimes.

The mutual benefit of the WyoLink System to the Federal Agencies is that they multitude of federal agencies would not need to replace their current systems and would be able to share the resources of the trunking system. The trunking system could ease the current use of the dispatch centers by changing the way the current agencies use their radios and how they use the talkgroups.

Discussion on the definition of public safety and what agencies are or are not part of public safety. Does the definition include school busses, public works, the functions that some agencies provide other than their traditional public safety, and/or federal agencies that do not provide law enforcement, fire and/or emergency medical services? The definition of public safety needs to be reviewed and may need to be refined. The collection of data on the use of the system and the interpretation of that data will be important to the reliability of WyoLink. The WyoLink system will be able to collect data about the system usage including the amount of usage by each radio, the system loading and system problems.

One question that keeps getting asked during the discussion with local agencies and potential users pertains to them having to maintain separate radio systems for the public safety agencies and the non-traditional public safety agencies within the organization. Does the County have to maintain their current system for the public works, road and bridge, engineers and other county agencies that are not law enforcement or fire? The design of the WyoLink system allows for the capability of handling all of the city and county agencies radio needs. This eliminates the need for maintaining the current radio systems along with WyoLink. Traditionally public safety was defined as police, fire and EMS, but with the current situation pertaining to the threat of terrorism and homeland security the definition has expanded to include the non-traditional public safety agencies like public works, disaster relief agencies, Public Health and other supporting agencies.

Another important aspect of adding the non-traditional public safety agencies of the local governments to WyoLink would be the possibility of acquiring or using their frequencies as part of the WyoLink system and easing the problems associated with limited spectrum.

What are the numbers of potential users on the WyoLink System? According to the Public Safety Mobile Communications (PSMC) plan the number of users was in the range of 12,000 users. The federal users could add another 1,000 users to the system. The potential number of users including all users including traditional and non-traditional public safety has not been identified. The Notice of Intent to Participate has been sent to all cities, towns and counties and a large portion have not been returned.

Chairman Narva left the meeting and Vice Chairman DeCecco became the chairman in Mr. Narva's absence.

The Commission is being asked to make a commitment to include a new class of users that have not been in the range we have considered up to this point in exchange for the opportunity to acquire frequencies that could make the system more robust and more efficient. The problem could be that the system is not mature enough to know what the system is capable

of providing. The initial focus was on public safety and would it be feasible for the Commission to adopt a position that they intend to seriously consider expanding the user base at an appropriate stage once we are satisfied the fundamental mission of the network has been achieved. Would that message be satisfactory to the federal agencies that are interested in the value of the WyoLink System and being asked wait until we have achieved the fundamental mission? Ask the federal agencies to have a little patience with the start up of the WyoLink system and provide us time to evaluate the use of the system and what could be offered to the federal agencies without jeopardizing the system. This could be staged participation of users and allowing the use of resources. The problem could be that the system would not be able to allow their use and then the resources would be withdrawn and could cause significant problems to the system.

Knowing the total loading of potential users including cities, counties, state and federal would help with the planning of the system. The design limit of the current Astro 25 system is 64,000 users and 16,000 talkgroups. The problem is not in the number of users but in the requirements of those users and the number of additional radio sites or expanded radio sites to handle the traffic patterns.

Chairman DeCecco asked if there was any action items on this issue that the Commission would like to have. It was suggested that the Notice of Intent to Participate be sent to all agencies, local, county, state and federal including traditional and non-traditional public safety agencies, again to help in determining the potential number of participants.

The question was asked if they WyoLink projects needs the federal spectrum now to make the system viable or any potential spectrum be added at a later date? Is the success of WyoLink is dependant upon the use of federal spectrum? The WyoLink project will need to use all available spectrum including costal marine, business, paging, TV channel 7 and public safety pool. Spectrum may have to be purchased and waivers will need to be applied for from the FCC to allow the use of spectrum outside of the public safety pool. The Motorola frequency engineering team should have information available in January on the current spectrum acquisition process and Tom Mahon does not believe that not having federal spectrum immediately would affect WyoLink. If a federal agency was included in WyoLink and would require an expansion of the system then they use of their federal frequency would be required.

Discussion on the draft letter to the federal agencies and the notice of Intent to Participate. It was suggested that when Tom Mahon meets with Mr. Quinn that he discuss the traditional and non-traditional public safety use of the system.

WyoLink Infrastructure Report – Tom Mahon

Tom Mahon passed out the Project Managers Report to the PSCC. The front page summarized the pilot phase status as of December 13, 2005. 85-South, North Albin, Russell Hill and Whitcomb Hill are all active in wide area trunking. Sherman Hill is pending and the microwave connectivity issue was resolved on December 12, 2005. The Master Site is Active and final readiness is pending facility upgrades. The Emerson building site has been deleted from the Pilot Phase. The Premier Mobile Data Communications system and Ortivus, automatic vehicle location, system are active and the acceptance testing is completed. MOSCAD, alarm

and monitoring system, is active with acceptance testing completed at 4 of the 5 sites. Four of the five radio sites have had final inspections and some punch list items remain.

The frequency change of the WyDOT, Highway Patrol, SALECS and mutual aid frequencies are pending based upon the Sherman Hill issues. There have been five technician level classes completed and more are scheduled. The user training and second Motorola Master Trainers Class has been moved to the second phase. The functional acceptance test procedures are pending based upon the Sherman Hill issues.

Three issues identified in the previous Manager's report, frequency planning, upgrade of master site equipment room and the default and bankruptcy of a tower contract have been addressed and is either resolved or well on its way to resolution. WyDOT has a contractor working on the electrical upgrades, HVAC upgrades and fire suppression system, but a completion date has not been provided. Some of the electrical equipment was delayed because of the hurricane season.

The WyoLink Master Site was activated on November 14th to allow for the testing to proceed. The building electrical system will support the activation but will not provide power enough to charge the UPS batteries or run the upgraded HVAC system. The master site will be deactivated on December 16th to allow the contractor to carry out the necessary work. The master site will be reactivated after the holiday break and if the electrical system work is not completed by then will have to be shut down again for the power cutover. The WyoLink Pilot Phase will be declared ready for beneficial use after all acceptance testing procedures is completed with Motorola and after the WyDOT facilities have completed the equipment room upgrades.

The project completion target of late 2007 is still a reasonable and realistic goal. The pilot phase is the most difficult phase of the project. This completion schedule will require the development and activation of 25 radio sites per year.

The frequency design information that was required in December 2004 was delivered in April and August 2005. That represents a significant schedule issue. The initial estimate of what was required in terms of frequency engineering was optimistic and a number of alternatives were reviewed. A change order has been issued to Motorola for the spectrum engineering and frequency acquisition. Motorola has assigned an engineering team and separate project manager to this project. They are currently working on the software tools to help with the selection of appropriate frequencies for the WyoLink project. The team has met with a number of teams that have done this work for other projects to help them with the frequency engineering. The goal of the engineering team is to have the frequency acquisition process done within a couple of months. This is the most critical issue facing the WyoLink project at this time. The process will include looking at all spectrum pools and TV channels. A petition will need to be filled to allow the use of TV channels for statewide projects.

The Project Managers Report is attached to the minutes for reference.

Old Business

Radio Inventory and Negotiated Pricing Agreement

Bob Symons provided the following radio sales summary to the Commission.

Type of Equipment	Number of Units
Base Stations/Repeaters	55
Control Stations	131
Mobile Radios	1805
Portable Radios	1693
Other Equipment	67

The Radio Sales summary also included the total sales by County including the dollar amount spent and the number of units. Almost \$12.5 million dollars worth of equipment and 3,689 units have been sold through the end of November 2005.

The WyoLink Compliant Radio Sales Summary is attached to the minutes for reference.

A & I/PSCC Requested Budget – Earl Atwood

Item #1 – Full-Time staff member to support the mission of the Commission - \$116,248. Approved by the governor with a time-limited requirement of June 30, 2008 to allow for the position to be evaluated for the 2009-2010 budget submission.

Item #2 – Travel and per Diem for PSCC and staff support activities - \$11,600. The governor approved \$6,000 for the biennium.

Item #3 – Subscriber Training and Contract Administration - \$13,000. Approved by the governor as submitted.

Item #4 – Printing - \$2,500. Denied by the Governor. The Governor felt that resources could be found to cover these costs.

Item #5 – Computer and Software for staff support - \$4,000. The Governor denied this request and felt that there may be other options or computers available for the staff support position.

Item #6 – Communications – Telephone service, Leader Phone audio conferencing, network fees - \$4,800. The Governor denied this request and felt that other sources could be used to cover these costs.

Item #7 – Standard budget request and changing request from Internal Service Fund to General Fund - \$5,760. Approved by the Governor.

Earl Atwood noted that the submitted budget is fairly simple and the Division is committed to the support of the PSCC. Overall it is a positive outcome on the budget submitted to the Governor and the governor's approval.

Lunch Break from Noon to 1:00 pm.

Jim Narva returned to the meeting as the Chairman and called the meeting back to order at 1:00 pm.

Federal Agency Participation

More discussion on the letter to federal agencies pertaining to participation in WyoLink. Is the Commission asking the Federal Agencies to come onboard with WyoLink with no restrictions or are we asking the federal agencies to come on board, bring their resources and then when WyoLink is ready have the federal agencies participate? How many agencies or radio users are we going to allow on WyoLink and is the Commission going to look at the definition of public Safety? The WyoLink system is designed to handle the potential users, but what is needed is the spectrum to make the system work. What can we offer the federal agencies in the letter to them? Discussion on the letter to the Federal Agencies and the WyoLink description that is attached to the letter.

It was noted that the National Weather Service, although it is a federal agency, it would be treated differently because they will be providing services to the WyoLink users and not using WyoLink for their day to day business. The five (5) Weather Service offices that serve Wyoming would be tied to WyoLink with talkgroups so that any WyoLink user would be able to receive up-to-date weather information.

The letter thanks the federal agencies for their participation and have they been invited to be subscribers to WyoLink? Does the letter need to be an invite to the federal agencies? **Kelly Hamilton made a motion to invite federal participation to WyoLink as a full partner to achieve the goals of interoperability. The federal agency participation is critical to the success of this project. Seconded by Bill Westerfield. Motion passed.**

The draft letter to the federal agencies will be revised to include the motion by the commission and sent to the identified federal agencies with a copy to the Wyoming delegation. The letter will include the Notice of Intent to Participate and Agency Profile.

WyDOT/WyoLink Proposed Budget

Tom Mahon responded to a couple of questions pertaining to WyoLink. When does the project expect to have actual users beginning use? Is there going to be minimal use by phases or wait until the system is completed? When will the traditional simplex systems start transition? The pilot phase is almost completed and Laramie County is indicating the desire to start using the system. Participants will be able to migrate onto the system as the system is completed in their areas of use. The State agencies will have to make the decision of migration, phased or upon completion. Does the phased completion include the data portion and talkgroups? The

Interoperability Executive Committee is working on the talkgroup development and the system administrator will be putting the radio data into the master controller. As the system expands the users will be able to migrate to WyoLink.

The WyDOT/WyoLink budget request was divided into three areas: System Development, System Support, and Local Agency Support. The budget for system development includes the Motorola contract and contingency funds, a portion of the master site expansion, spectrum fingerprinting and spectrum purchase (if needed) for a total request of \$13,958,491. The system support will be the start of the on-going costs to keep WyoLink running and includes support contract for phase 1 and the salaries and benefits for system administrators in the amount of \$753,347. The salaries and benefits are for a support manager and two network specialists. The local agency support request for \$21,000,000 includes a second zone controller in Casper - \$4,950,000, additional microwave redundancy - \$6,000,000, leased T-1 circuits for local dispatch center connectivity - \$3,600,000 and console upgrade assistance - \$6,450,000. The second zone controller will add reliability to the system. The microwave redundancy closes some of the microwave loops in the state microwave system and provides upgrades to the microwave system. The T-1 lines would provide connectivity to the microwave system or zone controllers and the local dispatch centers. To help the local dispatch centers with console upgrades to provide for connectivity to WyoLink, an upgrade assistance program is requested in the amount of \$150,000 per dispatch center. These funds will be distributed by a grant process and needs of each dispatch center. Some dispatch centers need a complete console equipment change and some dispatch centers will only require the equipment for connectivity and the costs could vary from \$20,000 to \$1,500,000 per dispatch center.

The T-1 line costs are an estimate from Qwest for the leased lines from the dispatch consoles to the WyoLink system. Microwave upgrades may reduce the reliability of T-1 lines and could reduce the recurring costs of the leased T-1 lines. The WyDOT/WyoLink budget is scheduled for January 9, 2006 with the Joint Appropriations Committee. Chairman Narva is planning on being at or available for the Appropriations Committee hearing. There is a tremendous amount of local support in the proposed budget and this should be passed onto the local constituents for their support with the budget process as it passes through the legislature. Any support directed to the local legislators would be beneficial.

PSCC Strategic Plan

Bob Symons presented the strategic plan that was presented to the Governor's Planning Office. The Commission, at the September meeting, indicated a desire to have a strategic plan. The draft plan was presented to the commission members and reviewed by the executive committee before submittal. The plan indicates how the Commission fits within the Governor's goals, provides facts about the Commission, and the functions of the Commission. The performance measures include the percent of WyoLink funded, percentage of WyoLink completed, and the percentage of potential WyoLink participants who are participating. The Governor's planning staff was very pleased that the PSCC completed a Strategic Plan and wanted to commend the Commission for completing the strategic plan.

The PSCC Strategic Plan is attached to the minutes for reference.

Annual Report to the Governor

The Annual Report to the Governor is required by Wyoming Statute to be submitted to him in October of each year. Bob Symons presented the annual report to the Commission. The report starts with the mission statement and statutory responsibilities and includes the commission members and operating structure of the commission, the achievements of the commission, on-going activities, and challenges. The Executive Committee reviewed the annual report prior to submittal. A question was asked if the report was dated and it was not dated but a cover letter was attached to the report. The Commission felt that future reports should include the date.

The working draft of the WyoLink handbook was given to the Commission members. The Interoperability Executive Committee will continue to work on the handbook. The next document that will be finalized is the membership agreement. The Commission will need to start the rule making process at its next meeting or when the draft rules are ready. The rules should be broad and allow for the policies and procedures.

The Annual Report to the Governor is attached to the minutes for reference.

New Business

Committee/Work Group Assignments

Chairman Narva asked Kelly Hamilton and Bob Wyatt if they had a preference on being assigned to one of the work groups and they had no preference and would be willing to serve where needed. Chairman Narva appointed Kelly Hamilton to the Interoperability Executive Committee and Bob Wyatt to the Operations Work Group. Chairman Narva then asked if any commissioner would like to have any changes to the committee assignments and there were none.

Commissioner Janes requested the creation of a public relations tool for the Commission and WyoLink. A Power Point presentation would help the Commissioners and staff inform the public and potential subscribers on the current status of WyoLink, accomplishments and WyoLink benefits. Also having the staff support and project manager provide presentations to the local agencies, professional organizations and service organizations. The program should be generic enough to allow the commissioners to present the programs within their organizations and locally. The commission felt this was a good idea and should be pursued. A public relations program will be developed for the commission and WyoLink project.

Copies of the South Dakota training DVD's were given to the Commission members.

Chairman Narva requested that if the commission members know any upcoming meetings that would be beneficial for the staff support attend to help relay information about the PSCC activities or WyoLink provide that meeting information to Bob Symons.

General Discussion

Discussion on the meeting dates for 2006. Chairman Narva asked if keeping with the current schedule of the meeting dates are on the second Tuesday of each quarter and there were no changes requested. The meeting dates for 2006 will be March 14, June 13, September 12 and December 12. The locations will be determined and the commission members felt it was important to move the meeting locations around the state.

The National Law Enforcement and Corrections Technology Center (NLECTC) is trying to set up a federal agency communications and interoperability forum in Wyoming and it would be beneficial for the Commission members to attend. Notice of the forum will be sent to the commissioners.

Bob Symons thanked the Commission for the support they have given him and the work that has been done by the commission and its committees.

Motorola and WyoLink have a vehicle with the Data and automatic vehicle location system installed available for the commission to review.

Being no further business, Chairman Narva adjourned the meeting at 2:05 pm.

Respectfully submitted,

Robert J. Symons
Administrative Support

Action Items

1. The draft letter to the federal agencies will be revised to include the motion by the commission and sent to the identified federal agencies with a copy to the Wyoming delegation. The letter will include the Notice of Intent to Participate and Agency Profile.
2. The Interoperability Executive Committee will continue to work on the handbook.
3. A public relations program will be developed for the commission and WyoLink project.

Attachments to December 13, 2005 Minutes

1. SALECS 2005 Statistics
2. Project Manager's Report
3. WyoLink Compliant Radio Sales Summary
4. PSCC Strategic Plan
5. PSCC Annual Report to the Governor