



**Dave Freudenthal**  
Governor

**Jim Narva**  
Chairman

# State of Wyoming

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## Public Safety Communication Commission

Meeting June 14, 2005  
Sheridan College – Watt AG Building  
3059 Coffeen Ave  
Sheridan WY

### Minutes

Chairman Jim Narva called the Public Safety Communications Commission meeting to order at 10:04 am on June 14, 2005. Chairman welcomed those in attendance and invited the audience to introduce themselves.

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

Bill Westerfield – State Parks and Cultural Resources  
Sam Powell – WyDOT  
Jim Narva – State Fire Marshal  
Kim Lee – Office of Homeland Security  
Neal Kourbelas – Municipal Government  
Steve DeCecco – Game and Fish  
Dave Mattis – Sheriff's Association  
Jerry Kennedy – County Government  
Mark Joiner – Federal Government – BLM  
Billy Janes – Police Chief's Association – speakerphone – logged off at 12:10 pm  
Russ Christensen – EMS – speakerphone – logged off at 11:40 am

#### **Members absent:**

Kelly Hamilton – Livestock Board  
Shanna Laible – Public at Large  
Kebin Haller – DCI  
Mark Harshman – Fire Chief's Association  
Robert Dean – Department of Health  
Earl Atwood – Executive Director PSCC  
Tribal Government not yet appointed

#### **Others in attendance:**

Robert Symons – PSCC Administrative Support  
Ron Pinther – A&I ITD  
Andrea Schierwagen – PSCC Student Intern  
Larry Sheridan – WyDOT Telecomm

Craig Post – Com Tech  
Jim Archerd – OHS  
Dave Adsit – Gillette PD  
Terry Cram – Sheridan County Commission  
Margaret Spearman – TSC representing Motorola  
Dan Perko – WYAPCO and State Forestry  
Kit Eldredge – M/A – Com  
Bill Fleming – Motorola  
Matt Keating – Natrona Co Commission  
Debbi Serke – Motorola  
Chad A. Rogers – F.E. Warren AFB  
Dick Bolin – WHP Dispatch  
Patty Bauer – WHP Dispatch

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

Chairman Narva called for addition/changes to agenda. There were none. Motion made by Jerry Kennedy, seconded by Mark Joiner, to accept the agenda as is. **Motion carried.**

**Approval of March 22, 2005 minutes:**

Chairman Narva called for corrections and/or changes to minutes of March’s meeting. All Commissioners received a copy of minutes via e-mail. **Motion made by Commissioner Kennedy to approve and accept meeting minutes from March 22, 2005. Commissioner Powell seconded the motion. Motion Carried.**

**Working Groups Reports:**

WyoLink Operations Group: Commissioner Kennedy

The WyoLink Operations Group has met three times since the March 22 Public Safety Communications Commission Meeting.

Discussion on using Regional Response Teams for training was brought up at the last PSCC Commission meeting. Motorola will train 11 Master Trainers, taking 4 days or 32 hours. The Master Trainers will train others on radio procedures. The Operations Work Group hopes this training will take 4 hours. The training will pass down onto the next level and continue on. More information was give on training during the May 12<sup>th</sup> training meeting. Training would be 4 days or 32 hours and training CD’s will be available. The Master Trainers will be responsible for the curriculum and available to answer questions as they come from the lower levels. Expenses of the Master Trainer were also discussed. The Regional Response Teams weren’t very receptive to helping with training, except for Region III. There will be a training meeting next month and Bob Symons will try and get some Master Trainers on board.

Commissioner Kennedy established a Rules committee consisting of: Pat Byrne, Col Powell, Dan Perko, Tom Mahon, and Jerry Kennedy. The Committee decided System Rules will be used instead of MOU’s. Before this Commission meeting it was decided that the rules are moving to the Inter-Operability Workgroup and the Operations Workgroup will focus on the training, so this committee will not be established.

The Emerson Building, in Cheyenne, will not physically support the equipment for a low level repeater antenna. This issue is still on the table, with locations yet to be determined. Information was found on “In Building Coverage” in a White Paper written by Kent Drummond that covered the low level issue, except for the cost of operation.

The Paging discussion led to agencies having to maintain their own systems to get voice coverage. WyoLink will not be capable of providing paging services at this time.

There have been discussions on drills and emergency training during the Pilot Phase and Functional Testing. The U.S. Weather Service would like a radio in its system so they may be contacted in an emergency.

The Intent to Participate notices are continuing to come into the office.

**Commissioner Kennedy made a motion that the WyoLink Operations Workgroup be responsible to adjust (add or delete) sites as needed based upon recommendations from the project manager, Tom Mahon. Commissioner Mattis seconded, and the motion passed unanimously.**

There was discussion on potentially large monthly costs to local Dispatch Centers for connection of telephone lines to WyoLink. The discussion led to using the microwave system to replace the use of T-1 lines to connect the local dispatch centers to WyoLink. The use of the microwave system will be explored.

A discussion was led by Commissioner Kennedy on the identification of talkgroups. One thought was to use county numbers to precede the talkgroup name. Another thought was to identify large users with initials (BLM, WHP), instead of county numbers. **A motion was made by Commissioner Joiner for the WyoLink Operations Work Group to develop a naming convention for talk groups and report back to the Commission. Commissioner Mattis seconded. The motion was amended by Commissioner Joiner to change the workgroup to the Inter-Operability Executive Committee, seconded by Commissioner Mattis and the amended motion was passed unanimously.**

Commissioner Kennedy’s report is attached for reference.

#### Administration/Funding Group: Chairman Narva

Discussion was led by Chairman Narva and the follow-up with Congressional Delegation. He has received correspondence from Senator Enzi’s office that our request was submitted to the Science Committee. Funding was requested for inclusion in the Commerce, Justice, and Science Appropriations Bill. This is a \$2 million appropriation for 2006 and \$2 million for 2007.

Discussion was led by Chairman Narva on preparing budgets for the state which is due by the middle of August. All budget information should be in by this time for WyoLink, support services, and Phase 3 of development; as well as Administration and Information – Information Technology Division.

**Commissioner Kourbelas made a motion to move forward with the budget preparations for WyoLink and the PSCC in regards to the budget for Administration and Information – Information Technology Division and WyDOT. Commissioner Kennedy seconded, and the motion passed unanimously.**

Discussion was held on state agency budget requests and if each agency would be responsible for their own requests or if a combined request should be made for necessary radio equipment.

Spectrum Group: Commissioner Joiner

Frequency Report given by Larry Sheridan states that all activities are coming along very well. WyoLink radio licenses will now be completed by the first quarter of 2006. The printed report is attached to the minutes. Larry Sheridan's report is attached for reference.

700 MHz and 800 MHz Committees have not met since the March 2005 meeting. Mark Joiner will be signing off on the Region 12 (Idaho) and Region 41 (Utah) plan upon the review by Larry Sheridan.

Discussion was led by Commissioner Joiner on the frequency debate issue and his report is attached to the minutes.

There was discussion on WyoLink frequencies reprogramming and who should pay for them. **A motion was made by Commissioner Joiner for WyoLink to authorize a one-time payment for current SALECS user radios reprogramming for conventional SALECS, in response to frequency changes mandated by WyoLink System Development and if requested by the individual agency. Commissioner DeCecco seconded, and the motion passed unanimously.** There are approximately 450 current users.

There was discussion on who used Mutual Aid and the licensing. The only effect to the Mutual Aid users, with the addition of WyoLink, is that the Mutual Aid users will not be able to contact Wyoming Highway Patrol Dispatch. All other current uses will not be affected by the change and the proposed upgrade of the Mutual Aid Frequency to a repeated frequency will result in an additional benefit. WyoLink will have several Mutual Aid talk groups. **A motion was made by Commissioner Joiner that the Commission take the position that it has no obligation to pay for the reprogramming of mutual aid channels. Commissioner Kourbelas seconded, and the motion passed unanimously.** The PSCC needs to notify the Mutual Aid users of this policy.

Inter-Operability Group – Commissioner Janes

The committee has come up with a mission statement – To provide a professional communications system with compatibility and availability of common communication paths for all public safety radio users.

The committee had discussion on frequency changes for Wyoming Highway Patrol, SALECS, and Mutual Aid frequencies.

Mark Harshman presented to the Inter-Operability Committee meeting on April 20, 2005, an overview of the Casper 800 MHz System's radio features and functions.

The committee held discussion on the line of responsibility between the Operations Workgroup and the Inter-Operability Workgroup.

Draft rules were taken from other states and compiled into a handbook on policies, procedures, and rules that are to be used as a starting point and will be changed to meet the needs of Wyoming and WyoLink.

The committee discussed patching separate systems together such as road, bridge, and school busses.

A large point-of-contact list was obtained from Kim Lee. The list consists of the following groups: County Coordinators, Dispatch Centers, Wyoming Regional Response Teams, SALECS Agencies, County Commissioners, Mayors, Hospitals, State Agencies, Police, Sheriff, Fire Chiefs, Coroners, and the County Commission Chairs. Some lists are in electronic form and working on acquiring them all electronically.

#### SALECS Workgroup – Commissioner Westerfield

The SALECS Workgroup has not met since the last Commission meeting in March, but they are working on a letter to go out to all SALECS users. Patty Bauer submitted a quarterly report on the SALECS users and activities. The report is attached for reference.

#### WyoLink Infrastructure Report – Tom Mahon

Project Status – Starting the initial design work on second phase – north to Casper and west toward Rawlins, by December 2005. Radio site and microwave development will determine the pace of expansion. Acquiring the necessary VHF frequencies is a potential risk to the project. Next week (June 20 – 24) Kent Montgomery, Dan Perko and Tom Mahon will attend the Motorola factory staging. The equipment should arrive in Cheyenne by end of June

WyoLink Participation: Information request: Forms have been prepared and some have been sent out. Bob Symons and Tom Mahon will expand the mailing list to ensure a wider distribution. A number of responses have been returned. Forms will be on the web page.

Budget- Start preparing budget requests for next biennium, request will include support services costs as well as infrastructure costs.

Pilot Phase Exercises – Looking to the Commission to define the success for the pilot phase testing. This issue has been placed before the WyoLink Operations Workgroup to direct the project manager and PSCC Administrative Support.

Console Upgrades and Interfaces – The PSMC plan did not address, as subscriber equipment costs, the upgrade of radio dispatch consoles, the ongoing costs of T1 circuits required to connect the dispatch consoles to the master controller, and the possibility of using microwaves instead of the T1 system. Project scope would be impacted by the interconnecting 43 local dispatch centers in that the required connections would exceed the capacity of the master controller. May have to split the state into two zones, which would add about \$3 million to the project. Wyoming Highway Patrol must replace their aging system before migrating to WyoLink – the cost is projected to be in excess of \$1 million.

Adjourned for lunch at 12:15pm and reconvened at 12:45

Coverage Expectations – extensive discussion by the Commission on this matter. Any decision to amend the coverage expectations must be made promptly, as the project scope and project budget may be impacted by the decision. There are three options regarding WyoLink coverage that have been discussed, as proposed by the Project Manager.

1. WyoLink will provide mobile radio coverage equal to or better than the coverage of existing state-wide radio systems.
2. WyoLink will provide radio coverage for participating agencies equal to or better than the coverage of their existing systems.
3. WyoLink will provide state-wide mobile radio coverage and portable radio coverage in defined areas.

It has been stated that the goal of the VHF-57 site plan was to achieve 95% statewide mobile radio coverage.

Discussion was led by Tom Mahon on adding sites to WyoLink for better coverage. The question was asked on what coverage WyoLink was going to provide and Tom Mahon answered by saying the Commission needs to give him direction on where they want it to go.

There was extensive discussion on portable vs. mobile coverage. Portable coverage was never part of the plan, only mobile. There was also discussion on existing coverage and how WyoLink was going to affect that. There was a question on the definition of statewide and how it was defined in the PSMC Plan. There was also discussion on whether 95% coverage was the goal or guarantee.

**Commissioner DeCecco made a motion to direct the WyoLink Project Manager, in consultation with the WyoLink Operations Workgroup, to research the Wyoming PSMC plan documents for the development of the PSMC position statement on the expected coverage of the WyoLink project. Seconded by Commissioner Westerfield. Commissioner Joiner amended the motion to add the WyoLink Operations Workgroup submit the proposed position statement to the Executive Committee for final determination. Seconded by Commissioner Kennedy. Amended motion passed.**

Discussion on the responsibilities for the recording of talk-groups. Wyoming Highway Patrol Dispatch will not be set up to provide the recordings, each agency should be recording their talk-groups.

## **Old Business**

### Radio Inventory and Negotiated Pricing Agreement

Ron Pinther presented an overview of the WyoLink compliant radio sales through May 31, 2005. 2654 Radios have been purchased at a cost of \$8.8 million.

### User Training

According to the contract with Motorola, they will provide training for 11 Master Trainers that would provide train-the-trainer training. The master trainers would be provided with cd's that are modifiable for the end user training. The WyoLink Operations Workgroup is working on the selection of the master trainers. Some of the master trainers may come from the State of Wyoming agencies involved with WyoLink and looking at the regional response areas to find at least one trainer from each response area. The response area

trainers would provide the training to the agency trainers in those areas, which in turn would provide the end user training.

### PSCC Term Expirations

Chairman Narva reviewed the representatives of the agencies and names of the commissioners that need to be appointed by the Governor to the PSCC. The current Commissioners whose terms are expiring are Bob Dean – Health Department, Kebin Haller – DCI, Shanna Laible – Public at Large, Jim Narva – State Fire Marshal, and Sam Powell – WyDOT. The commissioners whose terms are expiring need to submit their names to the Governors Office for consideration.

### Motorola Plant Demo

Tom Mahon, Ken Montgomery, and Dan Perko will be traveling to the Motorola factory staging next week (June 20, 2005) for the factory testing of the WyoLink equipment. There are approximately 134 pages of test that will be completed and signed off. Upon the successful completion of the factory testing the Motorola equipment should begin arriving in Cheyenne the last week of June.

### **New Business**

#### PSCC Newsletter and Web Site

Andrea Schierwagen presented a draft of a newsletter for the PSCC. The Commission requested the continued development of the news letter and that upon the approval of the Chairman, the newsletter be distributed to as many potential subscribers as possible.

Bob Symons presented an update on the web site and the Commission supports the continued development of the web site to better inform the public on the development of WyoLink and the PSCC.

#### PSCC Strategic Plan

Bob Symons presented the draft version of a Strategic Plan for the PSCC. The completed Strategic Plan would be presented with the proposed budget. **Commissioner Joiner moved the adoption of the mission statement - The mission of the Wyoming Public Safety Communications Commission is to develop recommendations for policy and guidelines, identify technology and standards, and coordinate intergovernmental resources to facilitate statewide wireless communications interoperability with emphasis on public safety. Seconded by Dave Mattis. Motion passed.** The Strategic Plan will include the adopted Mission Statement, priorities per the Wyoming Statute pertaining to the PSCC, performance measures and the story behind the performance measures. The Commission recommended the strategic plan be completed by the Executive Committee.

#### Pilot Phase Goals and Objectives

The Motorola Contract lists the functional testing that will be completed at the factory staging and again upon the build out of the pilot phase. The operational testing will include the scenarios that were included in the PSMC plan. The WyoLink Operations Workgroup will continue working on the goals and objectives of the operational testing and exercises. Office of Homeland Security has communications exercise development processes that meet the National Response plan and can be used to develop the objectives for the pilot phase.

### Election of Officers

**A motion was made by Commissioner Lee to nominate Jim Narva to Chairman. Commissioner Westerfield seconded. Commissioner Mattis moved that nominations cease and a unanimous ballot be cast for Jim Narva as Chairman. The motion was passed.**

**A motion was made by Kim Lee to nominate Steve DeCecco to Vice Chairman. Commissioner Mattis seconded. Being no other nominations, Chairman Narva closed the nominations. The motion was passed unanimously.**

**A motion was made by Kim Lee to nominate Jerry Kennedy to Secretary. Commissioner Mattis seconded. Being no other nominations, Chairman Narva closed the nominations. The motion was passed unanimously.**

Larry Sheridan – WyDot Telecommunications suggested the PSCC ask the Governor to recognize the contribution that Kelly Hamilton has made to the PSCC and the Steering Committee. The PSCC agreed with this suggestion and Chairman Narva will meet with the Governor. Dan Perko – APCO stated that the Wyoming APCO chapter would be willing to help with the cost of a plaque for Kelly Hamilton.

### **General Discussion**

#### Next Meeting

Chairman Narva requested suggestions on the place for the next PSCC meeting that has already been scheduled for September 13, 2005. The Commission decided that the meeting will be held in Cheyenne and should include a review of the WyoLink build out and possible radio testing by the Commission.

Chairman Narva asked for a motion to adjourn. **Motion by Commissioner Powell, seconded by Commissioner Westerfield. Motion passed and the meeting adjourned at 3:27 pm.**

Respectfully submitted,

Robert J. Symons  
Administrative Support



## **Action Items**

1. There will be a training meeting next month and Bob Symons will try and get some Master Trainers on board
2. All budget information should be in by this time for WyoLink, support services, and Phase 3 of development; as well as Administration and Information – Information Technology Division.
3. Looking to the Commission to define the success for the pilot phase testing. This issue has been placed before the WyoLink Operations Workgroup to direct the project manager and PSCC Administrative Support.
4. The WyoLink Operations Workgroup is working on the selection of the master trainers.
5. The commissioners whose terms are expiring need to submit their names to the Governors Office for consideration.
6. The Commission requested the continued development of the news letter and that upon the approval of the Chairman, the newsletter be distributed to as many potential subscribers as possible.
7. The Commission recommended the strategic plan be completed by the Executive Committee.
8. The WyoLink Operations Workgroup will continue working on the goals and objectives of the operational testing and exercises.