



Dave Freudenthal
Governor

State of Wyoming

Jim Narva
Chairman

Public Safety Communications Commission

Meeting June 13, 2006
Big Horn Federal Savings Bank
Thermopolis, WY

Minutes

Chairman Jim Narva called the Public Safety Communications Commission meeting to order at 10:05 am on June 13, 2006. Chairman Narva welcomed those in attendance. Introduction of members and guests.

Roll taken and members in attendance:

Jim Narva – State Fire Marshal
Steve DeCecco – Game and Fish
Jerry Kennedy – County Government
Mark Joiner – Federal Government – BLM
Dave Mattis – Sheriff's Association
Bill Westerfield – State Parks and Cultural Resources
Robert Wyatt - Public at Large
Kim Lee – Office of Homeland Security
Neal Kourbelas – Municipal Government
Sam Powell – WyDOT
Earl Atwood – Executive Director PSCC

Members absent:

Kebin Haller – DCI (excused)
Bob Dean – Department of Health (excused)
Mark Harshman – Fire Chief's Association (excused)
Kelly Hamilton – Livestock Board (excused)
Russ Christensen – EMS (excused)
Billy Janes – Police Chief's Association (excused)
Tribal Government not yet appointed

Others in attendance:

Robert Symons – PSCC Administrative Support
Tom Mahon – WyoLink Project Manager
Bill Fleming – Motorola
Keith Cook - Motorola
Michael Slifka – FBI
William Walter – FBI

Ed Lofland – Collins Communications
Dan Perko – Wyoming Forestry and Wyoming APCO
Larry Sheridan – WyDOT Telecommunications
Kent Drummond – WyoLink Project Team
Dave Adsit – Gillette Police Department
Karl Holmes – Nice Systems
Mick Finn – Wyoming Attorney General’s Office
Margaret Spearman - Motorola
Patty Bauer – WyDOT – Phone Conference Call
Dick Bolin – WyDOT – Phone Conference Call

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed. Added next meeting date and location between items 8 and 9 on the proposed agenda. Being no further additions or deletions Chairman Narva declared the agenda as amended approved.

Minutes from March 16, 2006

The draft Minutes from the March 16, 2006 were reviewed. **Commissioner Jerry Kennedy made a motion to approve the March 16, 2006 minutes and Commissioner William Westerfield seconded the motion. The motion was approved on a voice vote.**

Working Group Reports

WyoLink Operations Work Group – Commissioner Kennedy

The WyoLink Operations Work Group met on June 8, 2006 to discuss fleetmapping and talkgroups and how they would affect state and county operations. It was decided that the MAT multi-groups should be programmed into all radios, as any radio could be used by a designated incident commander. Also discussed the standardization of the programming of the buttons on the radios. The workgroup reviewed WyoLink radio site adjustments requested by Tom Mahon, WyoLink Project Manager. The work group also had a discussion on the National Governor’s Association grant that was submitted by the Governor’s Office. Commissioner Joiner asked if the work group had reviewed the NFIC radio programming template and that he would provide that template to the work group for their consideration. *A copy of Chairman Kennedy’s report and the draft minutes from the June 8, 2006 meeting are attached to the minutes for reference.*

Administrative and Funding – Commissioner DeCecco

The Administrative and Funding Work Group met on June 5, 2006. The meeting reviewed the dispatch center connectivity grant, bio-terrorism grant and the National Governor’s Association Grant. All of the grants will be discussed later in this meeting under new business. Evaluated the process that should be used for the grant process for the connectivity grant application. An e-mail was sent to all work group and committee chairmen requesting how the grant funds from the bio-terrorism grant should be used. *A copy of the minutes for the June 5, 2006 meeting is attached to the minutes for reference.*

Spectrum Work Group – Commissioner Joiner

No meeting has been held since the last PSCC meeting. Commissioner Joiner reported that he attended a meeting on March 20, 2006 with the Joint Tribal Council in Fort Washakie on the WyoLink system and the PSCC. Commissioner Joiner also reported on the WyoLink – Federal Summit held in Cheyenne on April 27, 2006. He emphasized the importance of getting the WyoLink spectrum needs to the Federal Partnership for Interoperable Communications (FPIC) and to Chris Lewis, Department of Interior for radio frequency sharing from the federal agencies. Commissioner Joiner has applied to become a member of the FPIC Spectrum Committee and this could help WyoLink in the future. One of the issues the FPIC Spectrum Committee is working on is to streamline the use of the federal mutual aid channels for states to use. Safecom has released the new Statement of Requirements, which is used during the federal grant process to make sure there is interoperability in communication grants, and the public safety answering point guidelines. Executive Director asked about the time frame for gaining access to the potential frequencies from the federal agencies. It is usually a 4 to 7 month process.

SALECS Work Group – Commissioner Westerfield

The SALECS Work Group has not met and the 2006 SALECS statistics through April were included in the meeting package. *The SALECS 2006 Statistics through May are attached to the minutes for reference.*

Interoperability Executive Committee – Bob Symons

The Interoperability Executive Committee met on June 1, 2006 to continue the work on the WyoLink Users Handbook. A copy of the draft handbook was included in the meeting package. Bob Symons asked that the commissioners review the draft handbook and note any questions, spelling errors or grammar corrections and provide that feedback to Bob Symons by July 1, 2006. The next project for the committee will be completing the membership agreement, which mirrors the handbook. Commissioner Joiner asked a question on referencing the handbook, which is some of the policies and procedures, to the authority of developing the policies and procedures, like the statute or rules. The authorization for the handbook will be added to the introduction and the rules will be added as an appendix. *A copy of the June 1, 2006 meeting minutes are attached to the minutes for reference.*

Executive Committee – Chairman Narva

The Executive Committee met on June 13, 2006 to discuss the quarterly PSCC meeting agenda items, the administrative support position and a request from Bob Symons to become an evaluator for the Department of Homeland Security Tactical Interoperable Communication Plan exercises. Chairman Narva received a letter from the Laramie County public safety agencies on the portable radio coverage in Cheyenne and Laramie County. Chairman Narva and Bob Symons has met with those agencies and listened to their concerns. A copy of the letter was included in the meeting package.

Chairman Narva led a discussion on the Laramie County letter. The letter expresses concerns about the portable radio coverage in Laramie County. The expectations of having portable radio coverage and not having the expected coverage is expressed in the letter. The letter requests that the PSCC and WyoLink be aggressive in resolving these coverage issues.

The discussion of this issue revolved around not having accurate radio testing information, does the Commission need to have propagation studies done on the current Laramie County radio system and compared to the WyoLink propagation studies and the portable radio

coverage that the WyoLink system was designed to provide. The scope of the problem has not been accurately defined. A comment was made that for WyoLink to be truly a public safety radio system, portable radio coverage must be addressed and this issue should be taken back to the legislature for funding. The mobile radio coverage is not disputed and should provide good coverage. Most public safety agencies need the portable radio coverage, especially in cities and towns.

One low-level radio site has been budgeted for Cheyenne. The one portable radio test that was recently completed had deficiencies in the testing methodology and is not a valid test of the system. There were problems with the design of the test, the functionality of the testing and how the users were using the radios.

The meeting with the Laramie County people did not involve them asking that the PSCC pay for providing the coverage, they want to know what needs to be done by all of the involved parties to get the portable radio coverage..

The testing for the WyoLink system coverage is done by taking the Motorola coverage prediction model for each radio site and then field testing that model to actual radio coverage to validate the prediction model. The testing that has been complete so far for the mobile radios has been about 98% accurate. It was stated that a propagation study on existing legacy sites for portable radio coverage be completed for comparison to the WyoLink site portable radio coverage. An extensive portable radio coverage prediction is not part of the Motorola contract has not been completed by Motorola. A good baseline data model is not available and only anecdotal results are known. Developing a process of working with each area as the WyoLink system progresses to address the portable radio coverage for that area and we need to make partnerships to stay proactive in the process.

The Public Safety Mobile Communications (PSMC) plan noted that portable radio coverage would be important for urban areas and that providing that coverage may involve the local agencies participating in the solution. Until the local communications centers are upgraded and connected to WyoLink it will be difficult to have a true test of the portable radio coverage for an area.

The lack of quality data on the current system and the WyoLink system is hindering knowing exactly what the problem is. How do we know the performance of the current system? We need to know the current system capabilities to be able to truly compare the old to the new. What are the realistic expectations of the WyoLink system? There is a difference between the wide-band radios and narrow-band radios on the radio coverage and building penetration.

The important thing that the Commission owes to all municipalities is to communicate its philosophy and policy on the portable radio coverage. How the commission is going to address this issue in each area? What kind of financial commitment that is going to be made by the Commission and the financial commitment from the local agencies? What other options are available to resolve the coverage problem? Continue to reiterate the general philosophy of the commission on dealing with the portable radio coverage in each area.

An engineering comparison of the portable radio coverage predictions between the current radio system in Laramie County and the WyoLink system should be completed and the

current contract with Motorola does not include this study. Then the engineering study needs to relate to the needs of the users. There was discussion on who should pay for the comparison studies, the WyoLink project or the local agencies. If the local agencies pay for the study would they then feel that WyoLink is obligated to provide the expected coverage or does the local agencies pay for the adjustments and allowed to be added to the system? A statement has already been made that if a local agency or area wants to enhance a local area, then that enhancement would be added to the system and the maintenance of the enhancement.

The spectrum availability problems could lead to further problems with developing more radio sites. It was stated that the WyoLink project is in a pilot phase and now is the time to review problems and develop solutions to those problems. The pilot phase should be used to identify any and all problems and provide an opportunity to develop solutions to those problems. It would not be good to have the local agencies run portable radio coverage propagation studies since there would be no control, the commission should have the studies done so that there is consistency with the studies. Working one on one with the communities as the system progresses as each area will have different needs, communication will be the most important part of this process. Use the pilot phase as it was meant to be, a testing of the system and identification of problems and determination of solutions.

A question was asked if the Motorola propagation studies would be using the most current data pertaining to the buildings that are present today and the construction types so that the study would be as accurate as possible. The discussion kept coming back to having a study done to identify the current radio coverage and comparing that to the WyoLink predicted coverage. Should the project fund the study or should the local agencies fund the study.

The commission does not need to become a we versus them, as the commission is representative of all agencies. The commission should be the advocates and work together to build a system that serves everyone everywhere.

What are the current performance levels? We would be glad to respond to any and all questions and concerns. Meet with the Laramie County folks to get answers to the questions that are being raised at this meeting, current performance and current system engineering specifications. Costs for a portable radio coverage propagation study for each county could not be developed without having more information. The spectrum engineering work does include 23 low level sites. Should the commission be developing a budget cost estimate for completing a propagation study for the supplemental budget? The supplemental budget request needs to be developed very quickly as they are due in by the end of June. There are specific guidelines for submitting a supplemental budget. May be best to take the current project budget and find means within that budget to fund a study, this could then provide the information needed to develop the next biennium budget. The portable radio coverage issue should be part of the next report to the governor.

Commissioner Mattis made a motion to authorize the WyoLink project to have Motorola study Laramie County current radio system for portable radio propagation and compare that to the expected WyoLink portable radio propagation for Laramie County and report the information back to the WyoLink Operations and Executive Committee the results. The motion was seconded by Commissioner Kennedy. The motion passed on a voice vote. A letter will be prepared to inform the Laramie County public safety agencies on the

decision of the commission for the study and that they will be hearing from the project team for the information needed to complete the study. *A copy of the Laramie County letter is attached to the minutes for reference.*

Chairman Narva informed the commission of a letter that he received from Senator Enzi informing him that Senator Enzi reviewed a federal earmark for the WyoLink project in the amount of \$2 million and sent it on to the full committee. *A copy of Senator Enzi's letter is attached to the minutes for reference.*

Executive Director's Report – Earl Atwood

The budget that the commission has been allocated to the Department of Administration and Information has been spent. The next biennium includes the staff support position, commission support funds and training funds. Mr. Atwood requested from the commissioners any input or concerns on the services and support that is being provided by the department and the staff support. Those comments need to be sent to Mr. Atwood and to Mr. Symons. All of the membership issues for the appointments to the commission have been sent to the governor's office except for the tribal representative.

Chairman Narva recessed the Commission meeting for lunch at 12:05 pm and asked that the meeting continue at 1:15pm.

Chairman Narva reconvened the meeting at 1:34 pm.
Commissioner Kim Lee was excused from the meeting.

Administrative Support Report – Bob Symons

On May 8 & 9 Bob Symons attended a tactical interoperable communication conference in Washington, DC. The Wyoming Office of Homeland Security paid the travel costs for the attendance at this conference. Bob had been working with the Wyoming Office of Homeland Security on developing the Laramie County Tactical Interoperable Communication (TIC) Plan. The completion of the TIP plan is a requirement of the Department of Homeland Security for the Homeland Security grant funds. The conference pertained to the full-scale exercises that must be completed by the 75 urban areas or states to test the operations of the TIC plan. Secretary Chertoff spoke at this conference and his main point was the interoperable communications involves three things – technology, governance and training. The biggest challenge in not technological, it is human beings. How do we get people to be able to use the equipment in a way that makes interoperability not just a theoretical possibility? The governance of the interoperable systems is the key to getting people to having interoperable communications.

There will be an exercise in August that will test the Laramie County TIC plan. The exercise will involve and explosive attack at the Cheyenne Frontier Days and will involve all of the Laramie County Emergency Services. The exercise will provide a baseline for the current radio system and then we will be able to measure the WyoLink system to this baseline.

Bob Symons requested permission from the Commission to become an evaluator for the Department of Homeland Security for the Tactical Interoperable Communications exercises in other states. The Department of Homeland Security will pay all of the travel costs for the

exercise evaluations, but will not reimburse the wages. The request was to attend at least 2 of the exercises with a maximum of 5 and the exercises would be located in the neighboring states to Wyoming. This would provide an opportunity to see what Wyoming's neighbors are doing and to develop contacts with those states.

The executive committee reviewed this request at its meeting on June 13, 2006 and supported the request. The attendance at the exercises will be reviewed by Earl Atwood and the attendance will not conflict with the duties of the Administrative Support. **Commissioner Kennedy made a motion to allow Bob Symons to participate as an evaluator for the Tactical Interoperable Communications exercises. Commissioner Joiner seconded the motion. The motion passed on a voice vote.**

WyoLink Project Manager's Report – Tom Mahon

The project manager's report was distributed to the commissioners. The five sites, indicated by the star, around the southeast corner of the state are on-line and operational. The 18 sites, indicated by the diamonds, are the phase 2 sites, the design work is completed on these sites the equipment has been ordered and site work should start on the week of June 19th. The 9 sites, designated by the triangles, in the northeast corner of the state are the phase 3 sites. The civil construction of these sites has been completed and the construction of the sites is under contract through WyDOT. The design team will be working on the engineering for these sites and hope to have the sites developed by the end of 2006. The ordering and installation of the combiners can not be done until the spectrum engineering is completed and the frequency plan for the WyoLink system is completed. The final frequency plan is due in September 2006.

The land has been acquired for sites indicated by the squares. Motorola will be developing these sites to expedite the process and they will have a turn key completion, when the sites are finished they will be ready for operation. The sites indicated by the lightening bolts are potential sites that have not been acquired and WyDOT is working on the acquisition of these sites. The sites indicated by the "MW" are microwave only sites.

The engineering work has been completed on the Casper Zone Controller and the equipment will be ordered within the next couple of weeks. The Casper zone controller should be operational by the end of 2006. The radio coverage map indicates the low levels of coverage around the Big Horn Mountains and the Snowy range Mountains. Tom Mahon is exploring ways to improve the radio coverage in these areas. The Department of the Interior has indicated a desire to improve the radio coverage for Yellowstone and Grand Teton Parks.

The frequency engineering by Motorola is progressing on schedule with a draft plan scheduled in July and the final plan scheduled in September. Once the frequency plan is developed the process will begin for the licensing of the frequencies. The licensing should take place during the September to December time frame. A conference call is being set-up between Chris Lewis (Department of Interior), Jim Downes (Department of Homeland Security), Motorola and WyoLink to discuss the needs for the federal frequency sharing. *A copy of the project manager's report is attached to the minutes for reference.*

Old Business

Radio Inventory – Negotiated Pricing Agreement

Bob Symons reported that as of June 9, 2006, 4469 subscriber units have been purchased for a total of \$15,148,426.11. Bob Symons thanked the dealers and manufactures for their reporting of the current sales. The manufacturers have updated their price lists on the web site to include current radio equipment. *The Compliant Radio Sales Report is attached to the minutes for reference.*

Federal Agency Summit – April 27, 2006

Bob Symons reported on the Federal Agency Radio Communications Summit that was held on April 27, 2006 in Cheyenne. Fifty-eight (58) people attended the summit, which was more than what was expected. The National Law Enforcement and Corrections Technology Center (NLECTC) helped sponsor the summit and paid for the facility and lunch for the participants.

In the morning session Bob Symons provided a presentation on the history of the PSCC and the study that was done to start the WyoLink project. Tom Mahon presented information on the WyoLink system. Each agency that was represented presented information on their radio communication needs in Wyoming and how they might be able to help the WyoLink project. The afternoon session included a round table discussion on the next steps. This discussion led to some ideas on how to proceed from this summit to actually having federal agencies participate in the WyoLink project. It was also decided that another summit involving the surrounding states would be beneficial and Bob Symons will be working with Scott Bradford from Montana and the NLECTC to develop the multi-state federal agency summit this fall. *The WyoLink - Federal Agency Radio Communication Summit summary is attached to the minutes for reference.*

The federal agencies have indicated a strong willingness to work with the PSCC and WyoLink to include federal agency participation including resources to help the project.

New Business

Local Dispatch Center Grants

Commissioner DeCecco introduced the draft local dispatch center connectivity grant package. Bob Symons reported on the grant package. The application includes one page of contact information and jurisdiction, a table of requested funds, a description of the current dispatch equipment and a page on the description of how the requested funds would be used. The direction for the grant includes a date that the grants are to be filed, December 31, 2006. The draft grant agreement has been approved for content by the Attorney General's Office. Once a grant has been made, the completed grant agreement will have to be reviewed by the Attorney General's Office. The grant package includes a grant draft request for funds. The state will require that before funds are dispersed there will need to be a request made for the funds and include invoices for the funds. There are enough funds to provide every dispatch center with a grant of \$150,000.

There was discussion on how the grant would be approved by the commission and/or one of the working groups. The funding has been approved through June 30, 2008 and the fund will need to be expended by that time. Some dispatch center may not need to full \$150,000 that has been planned for each center and there will need to be time allowed in the grant process to allow for a second round of grants for those funds that may not be granted during the first phase. There was discussion on the application period. Discussion on how and what process would be used for the granting of second round funds, if there are funds available.

The Commission recommended that the grant package include language identifying all costs that a dispatch center may need and that the description of those funds would be used for any second round grants and not have the applicant submit a second application. The commission also recommended that the grants be reviewed by the WyoLink Project Manager for technical review. The Administration and Funding Working Group would make the grants and report to the full commission the grants that have been awarded.

The grant application needs to be clear on the total funds that are needed by a dispatch center for connectivity, not just the \$150,000 for the first round. The original application will be used for any second round funds. The executive committee will review the grant package before it is available for the dispatch centers. *The grant package is attached to the minutes for reference.*

WyDOT Bio-Terrorism grant was discussed. The grant is for \$40,000 and has an expiration date of August 2006. How the grant funds are to used was discussed and it was asked if the grant can be extended. Tom Mahon recommended that the funds be used to help with a current invoice and then at a later date request from the project funds for training or another PSCC project. *A copy of the WyDOT Bio-Terrorism grant Authority for Expenditure is attached to the minutes for reference.*

The Governor's Office has submitted a \$50,000 grant to the National Governors Association for training. If the grant is awarded, the PSCC and Governor's Office will have to select a group to represent the grant and attend two grant sessions. The grant funds will be used for the travel costs to the grant sessions. The commission will decide upon the grant specifics upon the award of the grant, if received. *A copy of the National Governor's Association grant application is attached to the minutes for reference.*

Rule Making

Bob Symons has submitted a draft set of rules to Mick Finn at the Attorney General's Office for his review. After a few revisions the rules are ready for the rule making process.

Mick Finn spoke to the Commission on the Rule making process for the State of Wyoming. The rule making can be complex in reading the rule making process, but in actuality they process is not difficult. The Commission needs to move to begin the rule making process and approve the draft rules. The next step is to send the Governor's Office a request to promulgate rules and the draft rules. Upon the Governor's approval the rules are published and there is a 45 day comment period. If more than 25 written comments are received, then a public

hearing is required. The hearing is to listen to comments on the rules and at that time the Commission could make any changes to the rules. Once the Commission votes to approve the rules there are some very strict time lines that need to be followed on providing the rules to the Legislative Service Office, Attorney General's Office and the Governor's Office. Upon the approval from the Governor's Office the rules are sent to the Secretary of State for filing and the rules are enacted. Due to the time lines that are required, it is advisable to make sure the rules are not in process during the legislative session, have them done before or wait to adopt the rules after the legislative session.

If the rules are approved today, the commission could hold the hearing in September and have the rule making process completed by the end of the year. Discussion on the rules and if the policies and procedures should be part of the rules. Having the rules as simple as possible yet cover what needs to be included is the best. Amending rules is the same process as adopting the rules. The rules allow for the development of the policies and procedures. The policies and procedures can be changed by a vote of the commission. One change was noted to the rules, Chapter 2 – Section 2 – change the “of” to “to” before “follow”.

Commissioner Westerfield made a motion to proceed with the draft rules and start the process for the rules adoption. Commissioner DeCecco seconded the motion. The motion passed on a unanimous voice vote. *A copy of the draft rules are attached to the minutes for reference.*

PSCC Appointments or Re-appointments

Chairman Narva stated there are five Commissioner appointments that expire on June 30, 2006. Those Commissioners and representing agencies or organizations are: Mark Harshman representing the Wyoming Fire Chief's, Kelly Hamilton representing the Wyoming Livestock Board, Steve DeCecco representing Wyoming Game and Fish, Mark Joiner (BLM) representing federal agencies and Dave Mattis representing Sheriffs. The Governor's Office has received the appointments or re-appointments. The one change will be that the Wyoming Livestock Board has recommended Jimmy Siler for their representative. The terms for the appointments will be for 3 years. The Tribal representative appointment is still open and the governor's office is seeking a representative to appoint.

Election of Officers

Commissioner Westerfield nominated Jim Narva for Chairman, second by Commissioner Powell. **Motion to close nominations by Commissioner Westerfield, seconded by Commissioner Joiner, motion passed on a voice vote.**

Commissioner Joiner nominated Steve DeCecco as the Vice-Chairman, seconded by Commissioner Mattis. **Commissioner Kennedy made a motion to close nomination and cast a unanimous ballot for Steve DeCecco as Vice Chairman, Commissioner Joiner seconded the motion and the motion passed on a voice vote**

Commissioner Westerfield nominated Jerry Kennedy as the Secretary, seconded by Commissioner Wyatt. **Commissioner Mattis made a motion to close nominations and cast a unanimous ballot for Jerry Kennedy as Secretary, seconded by Commissioner Westerfield and the motion passed on a voice vote.**

Commissioner Westerfield made a motion to elect Jim Narva as the Chairman, Steve DeCecco as Vice Chairman and Jerry Kennedy as Secretary, seconded by Commissioner Wyatt and the motion passed on a voice vote.

Next Meeting

Discussion on where the next PSCC Meeting will be held. It was decided that the next meeting of the Public Safety Communications Commission will be held in Riverton on September 26, 2006 and Bob Symons will forward the final meeting details to the Commission as they become available.

Motion by Commissioner Westerfield to adjourn, seconded by Commissioner Joiner. Motion passed and the meeting adjourned at 3:15 pm.

Respectfully submitted,

Robert Symons, PSCC Staff Support

Action Items

1. Letter to Laramie County Public Safety agencies – Portable Radio Coverage
2. Review of draft handbook and return comments to Bob Symons
3. Dispatch Center Connectivity Grants
4. Rule Making

Attachments

1. Chairman Kennedy's WyoLink Operations Work Group Report
2. WyoLink Operations Work Group Meeting minutes – June 8, 2006
3. Administration and Funding meeting minutes – June 5, 2006
4. SALECS statistics January 2006 through May 2006
5. Interoperability Executive Committee meeting minutes – June 1, 2006
5. Copy of Laramie County letter to Chairman Narva
6. Copy of letter from Senator Enzi
7. Project Manager's Report
8. Compliant Radio Sales Report
9. Federal Agency Summit Summary
10. Draft Grant Package
11. WyDOT Bio-Terrorism Grant
12. National Governor's Association Grant
13. Draft Rules