



Dave Freudenthal
Governor

State of Wyoming

Jim Narva
Chairman

Public Safety Communications Commission

Meeting March 16, 2006
Wyoming State Museum – Barrett Building
2301 Central Avenue
Cheyenne, WY

Minutes

Chairman Jim Narva called the Public Safety Communications Commission meeting to order at 10:05 am on March 16, 2006. Chairman Narva welcomed those in attendance.

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
Dave Mattis – Sheriff's Association – Phone Conference Call
Bill Westerfield – State Parks and Cultural Resources
Robert Wyatt - Public at Large – Phone Conference Call
Kim Lee – Office of Homeland Security
Billy Janes – Police Chief's Association
Sam Powell – WyDOT
Kebin Haller – DCI
Bob Dean – Department of Health
Earl Atwood – Executive Director PSCC

Members absent:

Kelly Hamilton – Livestock Board (excused)
Russ Christensen – EMS (excused)
Mark Joiner – Federal Government – BLM (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
Bill Fleming – Motorola
Larry Caprioglio - Motorola

Debbi Serke – Motorola
Patty Bauer – WHP Dispatch
Bill Gordon – Thermopolis Police Department
Michael Slifka – FBI
William Walter – FBI
Dennis Sims – FBI
Randall Martin – VA Medical Center - Cheyenne
Ed Lofland – Collins Communications
Rich Gruitch – E.F. Johnson
Dale Pawling – Cheyenne Fire & Rescue
Rob Wilson – WyDOT Telecommunications
Larry Sheridan – WyDOT Telecommunications
Brian Holman – WyDOT Telecommunications
Laura Lewis – Senator Craig Thomas’ Office
Mark Sexton – Progress Marketing – Relm – B/K
Trent Coppinger – Yellowstone National Park
Craig Post – ComTech Radio
Ted Higgins – ComTech Radio

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed. **Commissioner Kebin Haller made a motion to approve the proposed Agenda with no changes and Commissioner Jerry Kennedy seconded the motion. The motion was approved.**

Minutes from December 13, 2005

The draft Minutes from the December 13, 2005 were reviewed. **Commissioner Kebin Haller made a motion to approve the December 13, 2005 minutes and Commissioner Steve DeCecco seconded the motion. The motion was approved.**

Working Group Reports

WyoLink Operations Work Group – Commissioner Kennedy

The WyoLink Operations Work Group met on March 19, 2006 via phone to review the training that Motorola provided February 21.42, 2006 for the Master Trainers. Commissioner Kennedy attended a meeting on January 5, 2006 with Chris Lewis, Department of the Interior. Commissioner Kennedy also spent time during the Legislative session lobbying for the WyoLink issues.

Administrative and Funding – Commissioner DeCecco

All of the issues pertaining to this work group, budget and dispatch center funding, will be discussed later in the meeting.

Spectrum Work Group

Nothing to report.

Commissioner Powell arrived at the PSCC meeting

SALECS Work Group – Commissioner Westerfield

The SALECS Work Group met on February 22, 2006. The discussion pertained to the future of the SALECS System and the dispatching that is provided to the SALECS subscribers. WyDOT dispatch will continue with the dispatching of the SALECS subscribers, as is presently being done. The current SALECS radio channel will continue to be operated as a legacy system and as WyoLink is activated across the state, some of the present users may migrate to WyoLink. In the unknown future, the current SALECS system may no longer be used as it is presently being done.

Interoperability Executive Committee – Commissioner Janes

A phone conference meeting was held on March 10, 2006 with the WyoLink Operations Work Group. The meeting pertained to revisions to the draft handbook. The revisions included additions to the definitions, routine protocols for using WyoLink, and changes to the Application for using WyoLink. The changes to the application include the addition of sign-offs for using Mutual Aid and SALECS. The goal is to have the draft handbook completed by the June PSCC meeting.

Executive Committee – Chairman Narva

A summit with Federal Agencies and the PSCC is being planned. A letter has been set to the Federal Agencies requesting the summit. A date in late April is being looked at, does anyone on the PSCC have a preference? Chairman Narva gave Bob Symons permission to continue with the planning of the Federal Agency summit. Bob Symons has received a phone call from Chris Lewis, Department of Interior, on the federal summit and Mr. Lewis forwarded a PowerPoint presentation that he presented on March 15, 2006 to the NTIA, the federal counterpart to the FCC.

A recap of the recently completed Wyoming Legislature Budget session was provided. The legislature approved two different budget items, the WyDOT budget and the Administration and Information budget. \$35,000,000 was approved for the WyoLink infrastructure including the upgrades for dispatch center. The budget was supported by county commissioners, city officials, firefighters, EMS, and law enforcement personnel. Chairman Narva expressed kudos to all of those whom supported the budgets for WyoLink and the PSCC.

Federal Earmark Budget Request has been forwarded to the Wyoming Congressional Delegation with Ron Kisicki, WyDOT taking the lead on the \$2,000,000 request. WyoLink did receive a \$250,000 federal earmark from the last federal budget. The budget earmark will be used to help those smaller agencies prepare for potential WyoLink usage. Bob Symons included an e-mail from Senator Enzi pertaining to the successful federal earmark of \$250,000 in the Commissioner's meeting packet. *A copy of the Senator Enzi e-mail is attached for reference.*

The Wyoming Highway Commission is reviewing the three positions and funding cut from the WyDOT General Fund Budget today and will be considering the funding of those positions with Highway Commission funds. If the three support positions are funded by the Wyoming Highway Commission the job descriptions and functions of those positions should remain the same as described during the general fund review.

Commissioner Lee arrived at the PSCC Meeting.

WyoLink Project Manager's Report – Tom Mahon

The Pilot Phase is substantially completed with only minor punch-list items remaining for both the WyoLink infrastructure and the Master Site remodel. WyoLink is back on the air in wide area trunking. Present indications are that Laramie County may begin migration to WyoLink in the fall. During the next few months operational testing will continue.

Work on Phase-2 is underway with the goal to have the engineering work completed in early April. This will allow time for the manufacture and delivery of the required equipment for installation this summer. Completion of the 18 radio sites in Phase-2 will move the project north to Casper and west to Evanston by late 2006. WyDOT Telecommunications is currently bidding the building and tower upgrades for the radio sites in Phase-3, Northeast Wyoming. Motorola will begin the design work on Phase-3 as soon as the design work for Phase-2 is completed.

Differences exist between the budget contained in the PSMC plan and the current project budget. The differences are in two categories: scope of work and variations from planning assumptions. The scope of work has been changed to add a second zone controller and dispatch upgrade assistance. Differences between the planning assumptions are primarily in the areas of frequency engineering, the cost of radio site equipment and the cost of master site equipment.

There will be ongoing costs and ongoing technical issues with WyoLink. Recognize that the core of WyoLink is a very sophisticated computer network. Supporting a complex data network, made up of servers, routers and switches, is an ongoing process of maintenance and software updates. Changes in features and functionality and the resolution of technical issues mandate that operating systems be constantly updated.

Supporting WyoLink will require a sophisticated technical staff. Today's radio technician is someone with the skills of an IT network specialist that also has to understand the complex issues of radio frequency engineering and troubleshooting, be willing to go to remote sites and climb a tower. People with these skills are in high demand nationwide and the demand currently exceeds the supply.

Developing WyoLink is just beginning. Operating it and keeping it current will be an ongoing process and expense. The complexity and expense of that effort should not be underestimated. Surprises will arise from time to time, plan accordingly.

Three issues have impacted the project schedule: the frequency planning process, the necessary expansion of the WyDOT Telecom Main Equipment Room that holds the WyoLink master site and the default and bankruptcy of a tower contractor. Each of these factor have been addressed and have slowed the implementation.

The remaining potential for delay is that a small number of radio sites may require the filling of environmental impact studies. Sites where this may be a factor are in the final phase of the project. Acquisition work for those radios sites is now underway. Should significant delay

be encountered, the impact on WyoLink would be limited. The goal of completing the WyoLink infrastructure development by December 2007 remains realistic.

The frequency engineering process being conducted by Motorola involves a complex series of engineering steps. Thus far, Motorola has conducted a search of all unlicensed VHF frequencies in all bands; maritime, industrial/business, paging/mobile radio and public safety. The Motorola engineering team is presently evaluating interference contours for each proposed WyoLink radio site along with the interference contours of adjacent radio users. The evaluation will sift the raw data to eliminate frequencies that would cause interference to or receive interference from other existing radio systems. Motorola expects to have that work completed in April.

A review of the available frequency data supports the necessity of searching frequencies outside the Public Safety Pool and the exclusion of the proposed VHF re-banding plan. The Public safety Pool offers the fewest available frequencies and expanding the search for frequencies beyond that pool increases the likelihood of success. The final band-plan will be based on the distribution of frequencies that remain after the sifting process. In reviewing this issue, three caveats must be kept in mind: (1) There is no established methodology to accurately estimate the cost of frequency acquisition. (2) As the complexity of the project rises, the accuracy of the cost estimate falls. (3) A statewide VHF system is the most complex project possible.

Tom participated in a panel discussion with representatives of the Project-25 committee. The Project-25 standards are evolving. The intra-sub-system-interface standard is presently being balloted. The console-interface standard and fixed-station-interface should be completed this year. The committees are working on the Project-25 phase 2 transmission standard and are debating the merits of four-slot versus two-slot encoding. This will allow either two or four voice channels to be transmitted on each carrier, conforming to the FCC's goal of 6.25 kHz bandwidth per voice channel. It was also pointed out the DES and Double DES encryption are no longer endorsed by Federal Agencies and where encrypted interoperability is required with Federal Agencies AES encryption will be mandatory. WyoLink is capable of AES encryption.

Tom Mahon's Project Managers written Report is attached to the minutes for reference.

The Commission meeting was recessed for fifteen minutes.

WyoLink – PSCC Power Point presentation – Bob Symons

Bob Symons presented a Power Point presentation on WyoLink. A Power Point presentation from Chris Lewis, Department of the Interior, which was presented to the National Telecommunications and Information Administration's (NTIA) Frequency Assignment Subcommittee on March 15, 2006 was shown to the Commission and guests. Chris Lewis is the Public Safety Communications Program Manager for the Department of the Interior and the department's representative on the NTIA.

Montana has five regional consortiums that are currently planning the state-wide system. There has been some construction started in localized areas with a mainly VHF system with some localized 800 MHz systems that will be interconnected upon completion. Tom Mahon

and Bob Symons attended an interoperability in summit in Nebraska and they are starting into a planning phase. Nebraska currently is using multiple band radio systems – UHF, VHF and 800 MHZ. Idaho also is using multiple band systems and has elected to move forward with a 700 MHz system development. Utah is working on a 800 MHz system that was started during the 2002 Olympics. Colorado has a 800 MHz system that is being added to on a yearly basis and pleased with the coverage that is being provided. And South Dakota has a state-wide VHF system that is not Project-25 compliant but is operational and looking toward an upgrade. Tom Mahon is looking into establishing a limited number of talk groups that are bridged together for interoperability.

Executive Director’s Report – Earl Atwood

The Joint Appropriations Committee and the Legislature has approved the Administration and Information budget that includes a position and support activities for the PSCC. The Commission will have to work out the details on the position. Earls suggested that the Executive Committee be assigned to work on the details and report back to the Commission at the next meeting. Although the budget has funds for the support activities, the Commission should continue to look for other funds to help support those activities. Chairman Narva assigned the development of the support position details to the Executive Committee and report back to the Commission at its next meeting.

Old Business

Radio Inventory – Negotiated Pricing Agreement

Bob Symons reported that as of March 10, 2006, 4299 subscriber units have been purchased for a total of \$14,500,497.11. Bob Symons thanked the dealers and manufactures for their reporting of the current sales. The radio sale information was very important information during the recent legislative session. *The Compliant Radio Sales Report is attached to the minutes for reference.*

Federal Agency Participation in WyoLink

A letter was sent to Federal Agencies requesting information on potential participation with WyoLink per the December 2005 PSCC meeting. As part of the request to the Federal Agencies, we have heard back from them requesting more information. A draft letter to Chris Lewis, Department of Interior, requesting twenty frequency pairs from the DOI was presented to the Commission. The request will be signed by Chairman Narva and sent onto Chris Lewis. A Federal Agency/WyoLink interoperability summit is being planned in late April to discuss federal agency participation in WyoLink. More information will be forwarded upon the completion of the summit details. *Copy of Federal Summit invitation is attached for reference.*

New Business

Funding for Local Dispatch Centers

As part of the WyDOT WyoLink budget, \$6.45 million was budgeted for assistance to local dispatch centers for upgrading for connectivity to WyoLink. The basis for the funds was derived by providing up to \$150,000 for each of the 43 dispatch centers in Wyoming. Some of the dispatch centers may only need \$50,000 and others need a complete compatible dispatch console that could be as high as \$1.5 million. The Legislature wants accountability of the funds and does not want the funds to be distributed without the needs being known. A grant type process would provide a needs statement for the distribution of the funds and accountability. The grant process would include a grant application with the stated needs for each dispatch center, how the funds would be used and track the purchases to make sure the funds were used appropriately. Bob Symons suggested that the Administration and Funding Committee develop the grant process and administer the grants.

Questions were raised about whether the funds are state funds or federal funds and if there are any restrictions on the funds being used for grant matches. The funds are state funds from the general fund. The use of the funds for grant matches will have to be researched as part of the grant development process. There are currently many grant models available for grant administration within the state agencies and we should request information from these agencies for the development of the grant process. Chairman Narva assigned the grant process to the Administration and Funding Committee. Committee Chairman DeCecco accepted the assignment and also requested any help from agencies that have grant administration experiences. Tom Mahon suggested that the funding available for the T-1 connectivity between the local dispatch centers and WyoLink have the oversight of the WyoLink technical staff. The grant process for the dispatch centers should follow the build-out phases of WyoLink so that the connectivity of the dispatch centers follows WyoLink and not jump ahead of the build-out.

Chairman Narva distributed the WyoLink Legislative information sheet to the Commissioners and guests. *The information sheet is attached for reference.*

Committee and Work Group Assignments

Chairman Narva asked if any of the Commissioners wished to change committee assignments or be assigned to any committees. No changes were made to the committee assignments.

Rule Making Authorization

The enabling statute for the PSCC allows for the promulgation of necessary rules and regulations governing system operation and participation. Bob Symons has met with the Secretary of the State's Office on rule making and what the rules should include. The rules need to allow for the development of policies and procedures that can be revised without having to follow the rule making process. With the completion of the WyoLink Handbook and the WyoLink pilot phase, before having any subscribers on the system having rules in place would

help with the administration of the system. The rule making process is defined by the “Rules on Rules” by the Secretary of State’s Office. To begin the rule making process the PSCC needs to authorize the making of the rules.

It is important to follow all of the steps in rule making and use the advice of the Attorney General’s Office and Secretary of State’s Office.

A motion was made by Commissioner Haller to assign the development of the rules framework to Bob Symons with the expectation that he would work with the Executive Committee and other working groups, as appropriate, to develop the proposed rules and coordinate the review by all the working groups and commissioners before the submitting them to the Executive Committee for finalization. Commissioner Kennedy seconded the motion. Motion passed.

PSCC Appointments or Re-appointments

Executive Director Atwood 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. A letter will be sent to each of the organizations, with a copy to the current commissioners, indicating their intention for representation and appointment by Governor Freudenthal. The letter has been reviewed by the Executive Committee and will be sent out very soon so that the appointment process can be completed by July 1, 2006. The terms for the Commissioners will be three years.

General Discussion

Rob Wilson, WyDOT Telecommunications invited any Commissioner that would like to attend an interview on Monday, March 20, 2006 with a couple applicants for a tribal telecommunications trainee or intern with WyDOT Telecommunications at Fort Washakie. As part of the MOU between WyDOT and the Tribal Business Council, WyDOT is going to hire a tribal telecommunications trainee or intern to help with the telecommunications needs on the Wind River Indian Reservation. A request or invitation will be sent to Commissioner Joiner, as he is based in Lander and would be close to the meeting site.

Next Meeting

Discussion on where the next PSCC Meeting will be held. The next meeting date has been established as June 13, 2006. It was decided that the next meeting of the Public Safety Communications Commission will be held in Thermopolis and Bob Symons will forward the final meeting details to the Commission as they become available.

Commissioner Harshman commended Project Manager Tom Mahon for the outstanding work that has been done on getting the WyoLink Project moving forward.

**Motion by Commissioner Haller to adjourn, seconded by Commissioner Kennedy.
Motion passed and the meeting adjourned at 12:36 pm**

Respectfully submitted,

Robert Symons, PSCC Staff Support

Action Items

1. WyoLink and Federal Agency interoperability and participation summit
2. Executive Committee – Staff Support position within Administration and Information.
3. Letter to Chris Lewis, Department of the Interior, requesting radio frequencies
4. Administration and Funding Work Group – Development and administration of grant process for local dispatch center support.
5. Bob Symons, Executive Committee and Work Groups, and Commissioners – rule making process and development of rules.

Attachments

1. Senator Enzi's E-Mail
2. Project Manager's Report
3. Compliant Radio Sales Report
4. Federal Agency Summit Invitation
5. WyoLink Legislative Information Sheet