



Dave Freudenthal
Governor

Steve DeCecco
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting September 26, 2006
Wyoming Fire Academy
Riverton, WY

Minutes

Chairman Steve DeCecco called the Public Safety Communications Commission meeting to order at 10:05 am on September 26, 2006. Chairman DeCecco welcomed those in attendance. Introduction of members and guests.

Roll taken and members in attendance:

Steve DeCecco – Game and Fish
Lanny Applegate – Wyoming Fire Marshal
Robert Dean – Department of Health
Kebin Haller – DCI
Mark Harshman – Wyoming Fire Chief’s Association
Jerry Kennedy – County Government
Neal Kourbelas – Municipal Government
Kim Lee – Office of Homeland Security
Dave Mattis – Sheriff’s Association
Sam Powell – WyDOT
Jimmy Siler – Wyoming Livestock Board
Bill Westerfield – State Parks and Cultural Resources
Russell Christiansen - WAEMSA
Billy Hanes – Police Chief’s Association
Robert Wyatt - Public at Large
Earl Atwood – Executive Director PSCC

Members absent:

Mark Joiner – Federal Agencies (excused)
Doug Noseep – Tribal (excused)

Others in attendance:

Robert Symons – PSCC Administrative Support
Tom Mahon – WyoLink Project Manager
Bill Fleming – Motorola
Michael Slifka – FBI
William Walter – FBI
Ed Lofland – Collins Communications
Dan Perko – Wyoming Forestry and Wyoming APCO

Dale Stalder – Laramie Police Dept/LARC
Kent Drummond – WyoLink Project Team
Dave Adsit – Gillette Police Department
Randy Vickers – Laramie Fire Dept/Albany County EMA
Chris Bingham – Campbell County Sheriff’s Office
Margaret Spearman – Motorola
April Garland – Campbell County Sheriff’s Office
Patrick Byrne – LCCCC
Glen Crumpton – Laramie County Sheriff’s Office
Jim Archerd – Wyoming Homeland Security
Jim Frank – Wyoming Homeland Security
Joel Morgan – Lyman Police Dept
Lou Napoli – Uinta County Sheriff’s Office
Don Casper – Uinta County
Robert Fecht – Cheyenne Police Dept
Debbi Serke – Motorola
Barb May – Motorola
Lauri Wempen – Fremont County EMS
Skip Honecker – Fremont County Sheriff’s Office
Richard Adriens – Gillette Police Department
Heath McGarry – FBI
Chris Jones – National Weather Service
Patty Bauer – WyDOT – Phone Conference Call

Recognition of New Members

Lanny Applegate, Wyoming Fire Marshal and Jimmy Siler, Wyoming Livestock Board were introduced as new members of the PSCC.

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed. Hearing no additions or deletions **Commissioner Kebin Haller made a motion to accept the Agenda as proposed. Commissioner William Westerfield seconded the motion. The motion was approved on a voice vote.**

Minutes from June 13, 2006

The draft Minutes from the June 13, 2006 meeting were reviewed. **Commissioner Dave Mattis made a motion to approve the June 13, 2006 minutes and Commissioner Kebin Haller 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 September 22, 2006 in Cheyenne with the Laramie County Sheriff, Cheyenne Police Department, Cheyenne Fire Department and a County Commissioner. The portable radio test results were broken down into on-street and in-building

testing. The work group would like for the commission allow them to continue working with the Laramie County Public safety agencies to decide on the expected portable radio coverage. Then work with Motorola on engineering the possible solutions and costs for each solution.

The work group reviewed propagation studies on the following sites: 3-Mile, Cedar Ridge, Medicine Mountain, Clayton, and Pinkham. It was decided that 3-Mile and Cedar Ridge should stay on the 57 site list. The WyoLink operations work group felt that more research is needed on Medicine Mountain, Clayton and Pinkham. Tom Mahon will continue working on information about these sites. *A copy of Chairman Kennedy's report is attached to the minutes for reference.*

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 August are attached to the minutes for reference.*

Interoperability Executive Committee – Billy Janes and Bob Symons

The Interoperability Executive Committee did not meet. The draft manual was sent out to all of the commissioners and a few other interested people. Comments were received from a Deputy Sheriff in Goshen County and he had some very good suggestions. The committee will be getting together soon to finalize the manual and then start working on the membership agreement.

Executive Committee and Administrative and Funding – Commissioner DeCecco

The Executive Committee has met by phone to review the agenda for this meeting. The Administration and Funding Work Group has not met. The biggest accomplishment was getting the commissioner vacancies filled and now having the commission at full statutory strength.

Executive Director's Report – Earl Atwood

Executive Director Atwood passed out the current expense budget report for the PSCC. The PSCC has a limited budget and part of that budget is now a general fund appropriation. The largest portion of the budget is personnel costs. There are no concerns with the present expenses.

Executive Director Atwood has received a complimentary letter from Homeland Security Director Joe Moore for the work that Robert Symons, PSCC Administrative Support, has provided on the Tactical Interoperability Communications plan exercise conducted on August 18, 2006 in Cheyenne.

The third item from Executive Director Atwood was the reminder that by statute the Commission is required to provide the Governor a letter on the current status of the Commission and WyoLink. Executive Director Atwood requested permission to have a letter drafted, reviewed by the Executive Committee and then sent to all of the commissioners for their comments before submitting the letter to the Governor by October 31st. The commissioners verbally agreed to this process for the Governor's letter. *Copies of the expense budget report and letter from Director Moore are attached for reference.*

Administrative Support Report – Bob Symons

In May, Bob Symons attended an Interoperable Communications Summit in Washington, DC at the urging of the Wyoming Office of Homeland Security. A tactical interoperable communications plan was developed for Laramie County and tested through an exercise on August 18, 2006. The exercise was evaluated by a team of communication peers from the Interoperable Communication Technical Assistance Program (ICTAP). The after action report has not been received back from that exercise at this time.

Bob Symons was an evaluator for the Salt Lake City and Billings, Montana tactical interoperable communications exercises. During these exercises, Bob had an opportunity to meet and visit with the communication counterparts from these areas. These contacts will be used as future references with the development of possible interoperable communications between the states. The costs for attending the exercises were provided by the Department of Homeland Security.

Continuing to work with the Federal Agencies that participated in Federal Summit in April. The federal agencies are interested in helping provide radio spectrum to the WyoLink project.

Working on the rules and the comment period was another project that Administrative Support Symons has been working on and managing to keep within the required time frames or benchmarks.

Spectrum Work Group and Federal Representative Report – Mark Joiner

Mark Joiner was not able to attend the meeting but provided a report that was presented by Administrative Support Symons. The amended draft of the 700 MHz will be presented to the Regional Plan Committee (RPC) at the Wyoming APCO Conference for approval. There will also be an 800 MHz RPC meeting to update the progress on the 800 MHz re-banding effort. The 700 MHz meeting will be held on Monday November 12, 2006 at 2:00 pm at the Casper Holiday Inn and the 800 MHz meeting at 3:30 pm at the same location.

Mark Joiner and Bob Symons will be attending the National Law Enforcement and Correction Technology Center (NLECTC) Midwestern Interoperability Summit in Chicago on October 26 & 27. The summit will include representatives from ten (10) states. The NLECTC is providing the travel costs for this summit.

Commissioner Joiner has been attending the Federal Partnership Interoperability Committee (FPIC) Interoperable Committee and FPIC General Membership meetings via phone conference. A draft FPIC Interoperability Assistance Work Plan for the State of Wyoming has been introduced and discussed at the FPIC Interoperability Committee meeting. The FPIC has agreed to help Wyoming get federal frequencies to use on the WyoLink project. There has been extensive discussion about encryption key management and it was verified that Kent Drummond is Wyoming's point of contact for that FPIC Committee. *Copies of Chairman Joiner's report*

and the Federal Partnership for Interoperable Communications Interoperability Assistance Work Plan for the State of Wyoming are attached for reference.

WyoLink Project Manager's Report – Tom Mahon

The WyoLink project is moving forward, though not without challenges. Tom has been tracking some of the Project 25 issues. The Intra-Sub-System Interface has recently been approved. This standard will define how Project-25 radio systems and dispatch consoles communicate.

There have been a number of manufacturers of Project-25 subscriber equipment. The manufacturers have used the WyoLink system to test their prototype equipment to demonstrate functionality.

On June 27th WyoLink project leadership and stakeholders accepted Motorola's proposal to upgrade from Astro-25 version 6.5 to version 7.2. By acting now, the cost of this upgrade remains within the current project budget. Upgrading to version 7.2 offers WyoLink users greater flexibility and features while holding the line on current costs and offering a lower long-term maintenance costs. Tom has received the detail design documents that address the installation of the Casper zone controller and the upgrade of the Cheyenne zone controller. This equipment is presently scheduled for staging at the Motorola factory in December, with installation to begin thereafter. Tom suggested that the PSCC should consider participating in the factory staging, as it is a great learning opportunity.

Motorola continues its work on the WyoLink frequency plan. The preliminary plan was delivered in July. The plan employs a mix of frequencies from the public safety pool, maritime service, Business & Industry pool and frequencies allocated to paging and mobile telephone. The preliminary frequency plan has been undergoing in-depth evaluation and further site-specific engineering study on its way to becoming the final frequency plan.

Tom included an updated map of the WyoLink radio sites. The map includes the two zones. Phase 1 is completed, phase 2 is under construction, phase 3 equipment has been ordered, phase 4 and phase 5 have been combined and the engineering for that phase will begin next year. There will be a phase 5, which will be the "straggler" sites. These sites are those sites that have acquisition concerns that need to be overcome and additional sites to address coverage deficiencies. Tom provided an update on the individual site status. Questions on how the phase 5 sites will affect the WyoLink project pertaining to subscribers and on how the version upgrade will affect subscriber equipment that has already been purchased. There should be no significant affect to the subscribers. A question was asked about if phase 1 completion includes users. Phase 1 is ready for users and WyDOT and the FBI are currently testing the pilot phase 1.

Chief Robert Fecht from Cheyenne Police Department raised a concern about the current portable radio coverage in Laramie County and Cheyenne. Chief Fecht stated that the Cheyenne Police Department will not participate in the WyoLink system under its current coverage for portable radios. He is a supporter of the system and requested to know the specific steps on the implementation of an upgrade to portable radio coverage. What are the steps planned for Cheyenne? The pilot phase included a low-level site for Cheyenne on top of the Emerson

Building. That site has not been developed due to concerns on the engineering study of the Emerson Building, a decision was made to wait until coverage testing was completed before deciding on the best location for this site. *A copy of Tom Mahon's report and map is attached to the minutes for reference.*

The Commission meeting was temporarily adjourned for the Rules hearing at 11:00 am. The rules hearing started at 11:08 am and ended at 11:21 am. The rules hearing minutes are separate from the PSCC minutes. The PSCC meeting re-convened at 11:21 am.

Old Business

Rules

Discussion on the proposed rules changes after the public comment period. The intent of the policies and procedures is to provide administrative guidance and control over the management and operation of WyoLink. It was suggested that the PSCC develop a policy on how it will review and adopt policies and procedures and provide for a comment period.

From the comment period comments, the Administrative Support's suggested changes are: Additions in **bold**, Deletions in ~~strikethrough~~

Chapter 1, Section 3 (e) - **“Director” means the Wyoming Public Safety Communications Commission Executive Director.**

Chapter 2, Section 1 (a) - The Commission shall establish polices and procedures to provide administrative guidance and control over the management and operation of WyoLink and other **State of Wyoming owned** statewide radio communications system(s) used by participating agencies.

Chapter 2, Section 4 – **Rules and Regulations of the National Telecommunications and Information Administration**

Section 305(a) of the Communications Act of 1934 provides for the regulation of interstate and foreign commerce in communications by wire or radio. The provisions of these rules and regulations govern federal radio frequency participation in WyoLink.

(a) The National Telecommunications and Information Administration Manual of Regulations and Procedures For Federal Frequency Management may be viewed and downloaded from the National Telecommunications and Information Administration website: <http://www.ntia.doc.gov/osmhome/redbook/redbook.html>

Chapter 3, Section 3 (c) - Copies of the order will be mailed to affected parties, the Commission Executive Director and the **administrator of the WyoLink system** ~~Administrator.~~

A motion was made by Commissioner Westerfield to add to Chapter 1, Section 3 (e) ““Administrator” means the State of Wyoming employee that is tasked with the operations and management of the WyoLink System.” Commissioner Lee seconded the motion and the motion passed on a voice vote.

It was noted that the definitions should be in alphabetical order.

Discussion on Chapter 2, Section 3 – Fees and the current fees being paid by SALEC agencies. There may be an expectation that sometime in the future, depending on many factors, that fees may have to be assessed to subscribers, but not at the current time and with the current funding model provided by the Wyoming Legislature.

A motion was made by Commissioner Harshman to change Chapter 2, Section 3 (a) to: Pursuant to Wyoming Statute § 9-2-1104(a)(iv), the commission shall review the operational and maintenance requirements and expenditures to determine participation fees, if any, for the fiscal year starting on July 1 and ending on June 30 of the following year at the first meeting of the commission after March 1 of each year. Seconded by Commissioner Dean and the motion passed on a voice vote.

The rules will be revised with the changes and sent to the commissioners. According to the Rule on Rules, the rules will be changed, the certification page completed and the rules will be adopted with a phone conference call. Once the rules have been adopted there are specific time lines that must be followed to complete the adoption process.

Chairman DeCecco recessed the meeting for a ten minute break.

Chairman DeCecco reconvened the meeting at 12:20 pm. Commissioner Haller and Commissioner Christensen were excused from the meeting at 12:20 pm.

Dispatch Center Grants

There has been one grant received and the agency asked for it to be returned for a correction and addition. There have been questions about if the connectivity to WyoLink has to be by wire-line or wireless connections. Wire-line connectivity is by T-1 Phone line, Fiber Optic, or microwave. Wireless connections are through control stations, essentially by radio connectivity. Wireless connections are less expensive and reduce the features available on the system. Motorola has provided a comparison chart of features that has been sent to all of the dispatch centers. The differences were explained by Bob Symons. Bob Symons requested guidance from the Commission on accepting grants for wireless connectivity. Discussion on the grants and the connectivity by wire-line and wireless. Motorola provided information on the differences of the connections and what features would be impacted. Both connectivity methods will work with WyoLink. If the agencies chose to connect to WyoLink via a wireless connection that they indicate on the application that they have reviewed the functionality differences and have made a decision based upon the realizing the differences in the features. The administrative support was directed to notify the dispatch centers that wireless grant applications will be acceptable and a form will be developed that the applicant must sign and include with their application to indicate that they have reviewed the features and understand the results of the applicants decision. *A copy of the connectivity features chart is attached to the minutes for reference.*

Laramie County Radio Testing

Overview on the testing was provided by Bob Symons, PSCC Administrative Support. At the June PSCC meeting, Motorola was asked to help determine the current portable radio coverage in Cheyenne and Laramie County. Technical information about the current radio

systems (law enforcement and fire 800MHz) was provided to Motorola and a propagation study was completed. On August 30 and 31, three members of the Cheyenne Police Department, 3 members of the Laramie County Sheriff's Office and 3 Motorola personnel completed field verification of the portable radio theoretical coverage. Bob Symons was positioned in the Laramie County Combined Communications Center and Barb May, Motorola, was positioned in the WyoLink master site to record the audio qualities from the field. The testing included in-building radio tests and on-street radio tests. The systems tested were the current LE-1 analog VHF system, Cheyenne Fire and Rescue's analog 800 MHz and WyoLink.

The test results for each system was included in an Excel spreadsheet and mapped. The results were reviewed with the Laramie County public safety agencies on Friday, September 22nd with the WyoLink Operations Work Group. The out-bound radio coverage, from the dispatch center to the portable radio, was very similar for all of the systems. The in-bound, from the portable radio to the dispatch centers had significant differences. The Cheyenne Fire and Rescue 800 MHz system provided the best overall coverage. With the LE-1 system providing better coverage than the WyoLink system. The delivered audio quality (DAQ) scale from 1 to 5 was used as the standard for judging audio quality. The DAQ uses a scale of 1 to 5 with 1 being no audio and 5 being speech easily understood.

The maps indicating the DAQ comparison of in-bound radio traffic on the streets and in buildings were reviewed by the commission. Maps were also presented that indicated the DAQ for each system were also presented.

The WyoLink Operations Work Group has requested to continue to work with the Laramie County public safety agencies and Motorola to determine the expected portable radio coverage and develop possible solutions to improve WyoLink's portable radio coverage and the costs of those solutions. The WyoLink Operations Work Group will then provide the commission a report on the possible solutions and costs at the next PSCC meeting.

Rich Adrians, Gillette Police Department, provided a letter from the Wyoming Association of Sheriffs and Chiefs of Police (WASCOP). The letter indicated their concerns about the current WyoLink portable radio coverage. WASCOP are encouraging the PSCC to redirect its goals to include portable radio coverage in its future plans. It is felt that most public safety agencies need portable radio coverage in their day-to day operations. There is a concern that if portable radio coverage is not addressed at this time, funds may not be available to address this problem in the latter phases of the WyoLink project.

The PSCC recognizes this concern and Chairman DeCecco directed the WyoLink Operations Work Group work with the technical resources to develop solutions and costs for providing expected portable radio coverage in Cheyenne and Laramie County and bring them back to the commission. *The Laramie County portable radio testing results spreadsheet and maps are attached for reference.*

New Business

Midwestern Interoperability Summit

The National Law Enforcement and Corrections Technology Center (NLECTC) will be holding a ten state Midwestern Interoperability Summit in Chicago, Illinois on October 26 & 27, 2006. Mark Joiner and Bob Symons will be representing Wyoming and the PSCC at this summit. The travel costs for the summit are being provided by the NLECTC. A report on this summit will be provided at the next PSCC meeting.

Portable Radio Coverage

More discussion on WyoLink portable radio coverage. Chief Fecht requested the timeline on resolving portable radio coverage issues in Laramie County. The evaluation of solutions to the Laramie County portable radio coverage includes the detailed portable radio requirements from the Laramie County public safety agencies and was requested at the WyoLink Operations Work Group meeting on September 22nd. A questions was asked about the portable radio coverage five years ago compared to today. The maps of the LE1 are comparable to the coverage five years ago, Laramie County has not improved its radio system in the past five years. Discussion on the current LE1 portable radio coverage and WyoLink portable radio coverage in Cheyenne. Some areas LE1 has better portable radio coverage and in some areas WyoLink has better coverage. In the Committee meeting, the expectations were not for portable radio coverage in all areas but that the expectation was for the same or better coverage. There has been a tremendous amount of money spent on end user radio equipment and because of the different power requirements between WyoLink and the current systems, the new equipment does not work as well with the current system. No promises were made that WyoLink would solve all of the radio concerns or problems. How does the PSCC preserve the current portable radio coverages? The WyoLink Operations Work Group needs the time to work through the solutions. The pilot phase is a time to review the operation of the system, determine deficiencies and define solutions. Solutions are needed and then the costs can be determined and who will pay for the solutions. We need a measure of success, how can we find out what good enough is? The WyoLink Operations Work Group wants to continue to work with all involved agencies to review solutions and the costs of the solutions.

Interoperability Montana

The PSCC, through the administrative support, has received a request from the Interoperability Montana group to have a joint meeting with some of the WyoLink and PSCC members. The request is for some PSCC members and WyoLink personnel to travel to Helena, Montana on November 1 and attend the Interoperability Montana meeting. This would be an opportunity to meet and build relationships with Montana as they progress with their state-wide radio project. The WyoLink project will provide the use of the state plane to fly to Helena on November 1, 2006. The plane has a capacity of eight people and WyoLink would probable have two people going and up to six commissioners could attend. The executive committee will get more information from Montana on the expectations of the meeting and travel costs and make a determination on attending the November 1 proposed meeting.

Motorola Factory Staging

Motorola will be staging the second zone controller, a couple of radio sites and the WyDOT console in December. The current dates, subject to change, are the week of December 18 through 22. This is an opportunity to participate in the factory test of the Motorola equipment before being shipped to Wyoming.

Election of Officers

Review of the duties and responsibilities of the PSCC officers and commissioners. *The duties and responsibilities as amended are attached for reference.*

Commissioner Lee nominated Steve DeCecco for Chairman, second by Commissioner Powell. **Motion to close nominations by Commissioner Applegate and submit a unanimous ballot, seconded by Commissioner Westerfield, motion passed on a voice vote.**

Commissioner Dean nominated William Westerfield as the Vice-Chairman, seconded by Commissioner Mattis. Being no further nominations for Vice-Chairman the nominations were closed. **A unanimous voice vote was cast for William Westerfield as the Vice-Chairman.**

Commissioner Westerfield nominated Jerry Kennedy as the Secretary, seconded by Commissioner Dean. Being no further nominations for Vice-Chairman the nominations were closed. **A unanimous voice vote was cast for Jerry Kennedy as the Secretary.**

PSCC Appointments or Re-Appointments

There are no expiring terms at this time. The Commission is currently at full statutory strength. Chairman DeCecco will review the committee appointments and add commissioners to committees that are currently not serving on a work group

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 Casper on December 12, 2006 and Bob Symons will forward the final meeting details to the Commission as they become available.

General Discussion

The use of the phone conference call needs to be improved; there are a lot of times that the phone conference is poor. The PSCC will continue to review the possibilities of using other conferencing methods including web conferencing and video conferencing.

Motion by Commissioner Dean to adjourn, seconded by Commissioner Siler. Motion passed and the meeting adjourned at 2:00 pm.

Respectfully submitted,

Robert Symons, PSCC Staff Support

Action Items

1. WyoLink Operations Work Group – Portable Radio Solutions and Costs
2. Inter-Operability Executive Committee – Handbook and Agreement
3. Continue Rules Process
4. Dispatch Center Grants – Wireless connectivity form and letter
5. Montana Interoperability meeting – November 1

Attachments

1. Chairman Kennedy's WyoLink Operations Work Group Report
2. SALECS statistics January 2006 through August 2006
3. Expense Budget Report and Letter from Homeland Security Director Moore
4. Chairman Joiner's report and FPIC Wyoming Work Plan
5. Project Manager's Report
5. Dispatch Center connectivity features chart
6. Laramie County Radio Testing results spreadsheet and maps
7. PSCC Officers and Commissioners duties and responsibilities