



Dave Freudenthal
Governor

Steve DeCecco
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting December 11, 2007
University of Wyoming Outreach Building
Casper, WY
Minutes

Chairman Steve DeCecco called the Public Safety Communications Commission meeting to order at 10:05 am on December 11, 2007. Chairman DeCecco welcomed those in attendance.

Roll taken and members in attendance:

Steve DeCecco – Game and Fish
Bill Westerfield – State Parks and Cultural Resources
Jerry Kennedy – County Government
Robert Dean – Department of Health
Kebin Haller – DCI
Mark Harshman – Wyoming Fire Chief's Association
Billy Janes – Police Chief's Association
Dave Johnson - Municipalities
Mark Joiner – Federal Agencies
Sam Powell – WYDOT
Lauri Wempen – EMS
Lanny Applegate – Wyoming Fire Marshal – Phone Conference
Danny Glick – Sheriff's Association – Phone Conference
Kim Lee – Office of Homeland Security – Phone Conference
Jimmy Siler – Wyoming Livestock Board – Phone Conference
Robert Wyatt - Public at Large – Phone Conference
Earl Atwood – Executive Director PSCC

Members absent:

Doug Noseep – Tribal (excused)

Others in attendance:

Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Robert Wilson – WYDOT
Phil Bond – Motorola
William Walter – FBI
Ed Lofland – Collins Communications
Rocky McWilliams – Fremont County
Gary Caprioglio - Motorola
Henry Johnson - Motorola

Margaret Spearman – The Spearman Company
Dan Perko – WYAPCO – Wyoming Forestry
Dick Bolin – Highway Patrol Dispatch – Phone Conference
Nick Hudson – Lander Fire Department
Richard Klouda – Fremont County EMA
Kathy Metzler – Fremont County EMA
Shane McRae – Lander Police Department
Michael Colling – Glenrock Police Department
Rod Krischke – USDA APHIS
Ron Casalenda – Douglas Police Department
Mark Meyer – Wyoming Medical Center Ambulance
Cy Cass – Laramie Fire Department
J. Michael Reed – Rawlins Police Department

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed and hearing no changes, Chairman DeCecco approved the minutes as presented.

Minutes from September 12, 2007

The draft Minutes from the September 12, 2007 meeting were reviewed. **Commissioner Jerry Kennedy made a motion to approve the September 12, 2007 minutes and Commissioner Dave Johnson seconded the motion. The motion was approved on a voice vote.**

Working Group Reports

WyoLink Operations Work Group – Commissioner Jerry Kennedy

The WyoLink Operations Work Group met on December 3, 2007 at the Homeland Security Operations Center in Cheyenne. Bob Symons gave a review of the current WyoLink progress.

Colonel Sam Powell will be attending a meeting in Washington, DC with the FCC Public Safety and Homeland Security Bureau Chief, Derrick Poarch on December 5, 2007.

The Cheyenne Water Tank site is being put off until 2008. There will be a meeting on December 4, 2007 with Union Telephone, Cheyenne Board of Public Utilities and WyoLink to discuss the potential site.

The Work Group discussed the WyoLink Training. One class of trainers was completed in 2006 and those trainers will need a refresher class. The next training class should be done when WyoLink is operational.

A discussion was held on the rumors about the construction of WyoLink and factual updated information needs to be developed and given to potential users. The testing of the portable and mobile radios was discussed.

The lack of FCC frequency licenses is a big let down and we need to keep moving forward. *A copy of Commissioner Kennedy's report is attached for reference.*

Administrative and Funding Work Group – Commissioner DeCecco

Chairman DeCecco reported that the Administration and Funding Work Group met on December 3, 2007 to discuss the PSCC Dispatch Center Connectivity Grants. The second round grants will be discussed under new business later in the meeting

Spectrum Work Group and Federal Representative Report – Commissioner Mark Joiner

Commissioner Mark Joiner presented a report on the Spectrum Work Group. Mr. Joiner attended a Regional Planning meeting on September 19, 2007 sponsored by the National Institute of Justice. This meeting was to discuss the future of the Computer Assisted Pre-coordination Resource and Database System (CAPRAD). The National Regional Planning Council (NRPC) was formed to represent the Regional Planning Community.

In conjunction with the APCO meeting in Casper on November 11, 2007, the Wyoming 700 MHz and 800 MHz committees met for an informal informational meeting. On July 31, 2007 the FCC adopted a Second Report and Order revising the rules governing the upper 700 MHz band. The FCC also created a single nationwide license for the 700 MHz -Public Safety Broadband License. The Public Safety Spectrum Trust (PSST) has been designated as the Licensee for the 700 MHz Public Safety Broadband license. The PSST is made up of 15 members from 11 public safety organizations and four members appointed by the FCC Public Safety and Homeland Security Bureau and Wireless Telecommunications Bureau. *A copy of Commissioner Joiner's report is attached for reference.*

SALECS Work Group – Commissioner Bill Westerfield

Commissioner Bill Westerfield stated that the SALECS users met by phone conference on December 11, 2007. Patty Bauer presented an update on the moving of the Highway Patrol Dispatch Center in February. This move may have some disruptions of service during the move.

The individual agencies are having some concerns about the SALECS billing from WYDOT and the individual agencies will continue working with WYDOT Accounting to resolve the problems. Wyoming Livestock Board has been asked to review the use of cell phone instead of using radios.

Interoperability Executive Committee – Commissioner Billy Janes

Commissioner Billy Janes stated the Interoperability Executive Committee met on November 30, 2007. The committee reviewed a manual change on adopting the National Public Safety Telecommunications Council (NPSTC) interoperable standard channel naming. The NPSTC channel naming will be presented later in the meeting for revising the WyoLink Handbook to reflect the NPSTC standard channel naming. The next item was the naming of the channels in the dispatch centers. The dispatch center channel naming will also be discussed later in this meeting.

Executive Committee – Chairman DeCecco

The Executive Committee met as part of the Administration and Funding Work Group, which was discussed earlier and met to review the agenda for today's meeting.

Staff Report – Earl Atwood and Bob Symons

Earl Atwood, Executive Director, presented an update on the Administration and Information PSCC budget. Bob Symons presented an overview of the A & I PSCC budget that was presented to the Governor. The Governor's recommendation includes the personnel costs for the administrative Support position - \$168,830, communications - \$1,555, Dues - \$230, Travel - \$9,283, Office Supplies – 4692, Supportive Services - \$7,044 and Professional Fees - \$13,000. *A copy of the PSCC Budget Request is attached for reference.*

Bob Symons presented an overview of the Administrative Support activities. The Statewide Communication Interoperability Plan (SCIP) and the Investment Justifications were completed and posted at the Department of Homeland Security. This was a requirement for the Public Safety Interoperability Communication grant, which Wyoming will receive \$5,952,187. The SCIP is a recap of the 2003 Public Safety Mobile Communications Plan and the activities pertaining to the PSCC and WyoLink from 2003 to present. The SCIP will be posted on the PSCC website.

The Wyoming Military Department held an exercise on October 20, 2007 that involved the Joint Task Force, Civilian Support Team, and Quick Reactionary Force along with Laramie County Public Safety agencies. WyoLink talkgroups were successfully used during this exercise.

A report requested by the Joint Appropriations Committee was prepared by WyoLink, WYDOT and the PSCC support staff outlining the appropriations and expenditures of the WyoLink system development, radios sales, and dispatch center grants. The report was prepared for the Governor's office and forwarded to the Wyoming Legislature Joint Appropriations Committee on October 16, 2007.

The PSCC Annual Report to the Governor was delivered to the Governor's Office on October 31, 2007. The annual report will be discussed later in this meeting.

The Administrative Support attended and provided WyoLink updates at the State Emergency Response Commission Meeting in Lander on October 25th, Wyoming Association of Public Safety Communications Officials (APCO) on November 13 and 14, 2007 and the Rural Fire Meeting in Worland on December 6th.

Earl Atwood presented information on the WYDOT/WyoLink budget particularly the \$8,030,000 for portable radio enhancement and \$4,000,000 for assistance to local agencies for site development. These items have been approved by the Governor and included in his proposed budget to the Wyoming Legislature.

WyoLink Support Manager's Report – Marty McCoy

Marty McCoy reported on the current construction status of the WyoLink Project. Phase 3 tower, antenna and equipment installation is about 90% complete. The majority of work remaining is optimization, cut over of conventional radios and on the air testing. Marty visited ten sites last week and no major problems were noted.

Motorola has received Special Experimental Licenses for 13 WyoLink sites. Three sites have been turned on using a test pattern. Three cases of interference have been noted and those channels have been turned off and WyoLink is working to resolve the issues. WyoLink is working with Motorola and WYDOT Telecom to install and test T-1 lines for the consoles.

The Wyoming Highway Patrol Dispatch Console will be operational in late January or early February. Some down time to the dispatch services will occur during the transition. Mr. McCoy will work with Larry Sheridan, WYDOT Telecom, on the schedule for the change and getting information to those agencies that will be affected by the outages.

Kent Drummond and Troy Berg are in Schaumburg for Master Site Training and Marty McCoy and Mark Coler will be attending the same class in February. Marty is working with Motorola to include WyoLink technicians in Console and Key Management Facility training in the near future.

Mr. McCoy met with representatives from the Big Horn National Forest to discuss the permit granting process and what could be done to streamline the process. Mr. McCoy will participate in a videoconference next Monday with representatives from the Bridger Teton Forest to discuss the same permitting issues with them. *WyoLink Support Manager's report is attached for reference.*

Questions to the WyoLink Support Manager from Commissioners and audience.

Is there a time limitation on the experimental licenses? The licenses are limited to six months and may be revoked by the FCC. It is expected the WyoLink FCC licenses will be issued before the end of the six-month time period.

What were the issues with the Big Horn National Forest? The discussion was on the process for acquiring sites leases and the one lease on Dome Peak may be completed by March 1st. The permit for Bear Rocks was initially denied due to the road-less issue. There are other options that will be explored to reduce the expected one-year approval process for the site leasing.

What were the interference issues with the experimental licenses? The interference was with the Scottsbluff Fire Department and City of Torrington on Virgin Hill and Corrections in Rawlins on Nine Mile. The transmitters are shutdown and methods for resolving the interference are being explored including coded tones and/or crystal filters.

WYDOT Budget Overview

Colonel Sam Powell stated that the \$12 million budget request for WyoLink is in-line with the requests made by the public safety agencies for portable radio enhancements. Although the Governor has approved this budget, it must be passed by the legislature. This request will receive tight scrutiny by the Joint Appropriations Committee during the WYDOT budget hearing. The PSCC will need to help usher this budget request through the legislative process. There is more work needing to be done and the PSCC should be ready and willing to help. WyoLink was discussed by the JAC during the Governor's Budget and with Homeland Security Director Moore during the Homeland Security portion of the budget.

Old Business

Frequency Planning – FCC Meeting in Washington, DC

Colonel Sam Powell represented WYDOT and the PSCC at a meeting with the FCC Public Safety and Homeland Security Bureau Chief, Mr. Derrick Poarch on December 5, 2007, pertaining to the WyoLink frequency license applications. Motorola was also represented at this meeting. There is an issue with the FCC on the interference of the mobile coverage area with FCC radio licenses. Colonel Powell related the importance of WyoLink to the State of Wyoming and the public Safety agencies and described the current state of affairs of the WyoLink project to Chief Poarch. Colonel Powell received a personal assurance that the WyoLink frequency applications will receive due diligence from the FCC and will not be unnecessarily delayed.

A proposed draft of a "Letter of Concurrence" was provided to the PSCC Commissioners. Motorola has had some follow-up dialog with Chief Poarch on the frequency license applications. Motorola has requested "Special Temporary Licenses" for the FCC licenses that are not included in the FCC request for more information and the letters of concurrence. The business band frequencies are the license applications that the FCC wants "letters of concurrence" on.

Discussion on the draft "Letter of Concurrence". Discussion on which agency the letter should come from. Clarification on the importance of the frequency licenses and the PSCC was discussed. The list of who the letters of concurrence need to be sent to should be available in the next couple of days. A follow-up to the letters should be completed to expedite the return of the concurrence. **Commissioner Sam Powell made a motion to approve the draft letter of concurrence with revisions discussed to clarify the importance of the recipients' response. Commissioner Bill Westerfield seconded the motion. Motion passed on a voice vote.**

Appointment of Commissioners to Work Groups

Administrative Support Bob Symons led a discussion on appointing Commissioners to the PSCC Work Groups. Chairman DeCecco appointed Dave Johnson to the Administration and Funding Work Group as a Commissioner representative instead of a "Subject Matter Expert" representative. Chairman DeCecco appointed Lauri Wempen and Danny Glick to the WyoLink Operations Work Group and the Interoperability Executive Committee.

Annual Report to the Governor

The Commission reviewed the Annual Report to the Governor. The highlights of the report are the achievements during the last year and activities of the Commission. The challenges facing the Commission were listed. Those challenges include the portable radio enhancements, frequency acquisitions, and radio site acquisitions. The priorities for the 2008 were included in the report. The priorities are:

- Communication and collaboration with potential user agencies on WyoLink membership
- Development and implementation of WyoLink user training
- Monitor WyoLink construction progress and activation of radio sites
- Work with local agencies, as the core infrastructure is completed, on identifying areas of critical concern
- Provide support to the Governor and Wyoming Office of Homeland Security in the distribution of Federal interoperability funds to local authorities toward implementation of WyoLink

A revised estimated WyoLink timeline was included in the Governor's report. The Governor responded with a couple of questions about the report and those questions were answered promptly and to the satisfaction of the Governor. *A copy of the Annual Report to the Governor is attached to the minutes for reference.*

Report to the Legislature Joint Appropriations Committee

The Commission was provide a copy of the report that was provided to the Wyoming Legislature Joint Appropriations Committee pertaining to WyoLink funding and expenditures. The report included a spreadsheet of the funding and expenditures, a listing of radio sales by County as of December 31, 2006 and a review of the dispatch center grants. The package received by the Joint Appropriations Committee also included information from the Wyoming Office of Homeland Security, which a copy was provided to the Commissioners.

Chairman DeCecco recessed the meeting at 11:25 am for lunch. Commissioner Mark Harshman invited the Commissioners and attendees to tour the new City of Casper Communication Vehicle.

Chairman DeCecco reconvened the meeting at 1:00 pm.

New Business

Dispatch Centers – Second Round Grants

Executive Director Earl Atwood led a discussion on the dispatch center second round grant criteria. The first round of grants provided \$150,000 per site and the grant application included the costs for completing the connectivity between the dispatch center and WyoLink. The total grant requests received were for \$11,733,747 and \$6,450,000 was the budget for the grants. Due to the reduced costs for some dispatch centers approximately \$1.1 Million is available for a second round of grants.

The Administration and Funding Work Group has developed some criteria that could be used to determine the second round of grants. The criteria focus on the benefit to WyoLink and merit. Three criteria have been developed: financial need, population served and consideration of consolidated dispatch centers. This process can be initiated after the first of the year by sending a packet out to all of the dispatch centers with a second round application and the criteria that will be used to award the grants. It would be expected that the dispatch center would be given a couple of months to return the applications and the grants could be finalized by the June PSCC meeting.

The remaining funds are limited on the second round so the criteria are now more merit based than equity based. The benefit derived will have a significant impact on the awarding of the funds. A question was asked about a minimum award to each dispatch center. Some entities may not apply, based upon the selected criteria, and some agencies may not receive second round funding due to the merit-based criteria.

Commissioner Lanny Applegate made a motion to accept the Administration and Funding Work Group recommendation for merit and benefit based criteria, financial need, population, and consideration of consolidated dispatch centers, for awarding second round dispatch center grants. The Administration and Funding Work Group will review the grants and provide a recommendation on the awarding of the funds to the PSCC. Commissioner Dave Johnson seconded the motion. Motion passed by a voice vote.

The commission discussed if a maximum amount should be given to any one dispatch center and how much the maximum amount should be. The Public Safety Interoperable Communications Grant includes additional funding for the redundant wireless connectivity for dispatch centers; control stations, combiners and antenna systems. The original grant applications included requests for the redundant wireless connectivity. Local funding is still a consideration for the grant awards. There was discussion on developing a formula for the distribution of funds according to the criteria.

A grant application will be developed and sent to the dispatch centers spelling out the criteria for the second round of dispatch center grants and the process for determining the awards. The dispatch centers will be given two months to respond back with their applications. The Administration and Funding Work Group will complete the criteria, process for awarding and reviewing the applications, then report back to the PSCC. *A copy of the Dispatch Center Second Round Grant criteria is attached to the minutes for reference.*

Revisions to WyoLink Handbook

Administrative Support Bob Symons presented a revision to the WyoLink Handbook for the standardized naming of the National Interoperability Channels. The National Public Safety Telecommunications Council issued a Channel Naming Report on June 12, 2007, which developed a standard channel naming nomenclature for the Public Safety Interoperability Channels. **Commissioner Billy Janes made a motion to change the WyoLink Handbook on Page 27 to the standard channel naming nomenclature as presented. Commissioner Kebin Haller seconded the motion. Motion passed on a voice vote.** *A copy of the proposed WyoLink Handbook Revisions is attached to the minutes for reference.*

Administrative Support Bob Symons led a discussion on the naming of conventional channels in the dispatch centers and WyoLink system computers. Within the WyoLink system a conventional channel name may only be used once throughout the system. There are some channel names that are used in each county. To allow the use of the same name, the recommendation is to have the first two characters represent the county numeric designation and six characters represent the channel name. This would limit the channel names to eight characters, which is the lowest common denominator for the radio displays.

Commissioner Billy Janes made a motion to include the dispatch conventional channel naming in the WyoLink Handbook. The channel names will be a maximum of eight characters in length with the first two characters as the county numerical designation. Commissioner Kevin Haller seconded the motion. The motion passed on a voice vote.

2008 Legislative Budget Session – WYDOT Budget Support

The WyoLink progress report dated November 2007 was presented to the Commissioners. Administrative Support Bob Symons led a discussion on developing a process to educate and inform the Legislature on the WYDO/WyoLink Budget. Bob Symons, Marty McCoy and Motorola have been working on a demonstration of WyoLink to the Joint Appropriations Committee (JAC). The assistance of the PSCC Commissioners with a demonstration, which involves multiple sites in WyoLink Phase 2, was requested.

Margaret Spearman, representing Motorola, explained a process by which an invitation would be sent to the Co-Chairman of the JAC for a noontime demonstration of WyoLink. Dan Perko, Wyoming APCO, stated WYAPCO would provide the lunch for the JAC. The demonstration would be held between January 7, 2008 and January 21, 2008. The PSCC Commissioners were asked to talk to their local Legislative representatives on WyoLink's budget request before the Budget Session starts in February. The Commissioners that have representatives that are members of the JAC were asked to provide WyoLink budget information to them before the January 7th timeframe. It is also important that the PSCC have commissioners present at the January 7, 2008 JAC meeting.

WyoLink will coordinate with Motorola on which sites will be turned on and testing completed to make sure the demonstration is flawless.

General Discussion

Commissioner Mark Harshman brought forth a concern on a vendor that has not produced a trunking radio and was on the pre-negotiated pricing agreement. Relm/Bendix King did send a letter in May that they would have a compatible radio by the end of this calendar year. As of this date no information has been received from Relm on providing information and testing equipment per the request for all vendors to supply P-25 documentation and testing articles to WyoLink. Administrative Support Bob Symons will contact Relm/Bendix King to acquire information on the current status of the Bendix King trunking radios.

A question was asked about the timeline for the completion of the Dispatch Center grants and when the funds must be spent. The funds have been transferred to WYDOT and the grant agreements represent the encumbrance of the funds. A process has been developed to expedite

the requests from the grantees for payment on the expenditures made for the dispatch center equipment. Administrative Support Bob Symons reviews the grant draft requests, provides copies to WYDOT Telecom and signature, then the grant draft request is given to WYDOT financial services for payment.

Next Meeting

Discussion on the date and location of the next PSCC Meeting. The Commission decided the March 2008 PSCC meeting will be in Cody on March 11, 2008. Administrative Support Bob Symons will develop the meeting details and provide those details to the Commission.

Motion by Commissioner Bill Westerfield to adjourn, seconded by Commissioner Kebin Haller. Motion passed and the meeting adjourned at 2:20 pm.

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Action Items

1. “Letter on Concurrence” on FCC Frequency Licenses
2. Dispatch Center Second Round Grant Applications
3. WyoLink Handbook Revisions
4. 2008 Legislative Budget Session support and WyoLink Demonstration
5. Relm/Bendix King trunking radio status

Attachments

1. Commissioner Kennedy’s WyoLink Operations Work Group Report
2. Commissioner Joiner’s Report
3. PSCC Budget Request
4. WyoLink Support Managers Report
5. 2007 Annual Report to the Governor
6. Dispatch Center Second Round Grant Criteria
7. WyoLink Handbook Revisions