



**Dave Freudenthal**  
Governor

**Steve DeCecco**  
Chairman

# State of Wyoming

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## Public Safety Communications Commission

**Meeting June 22, 2007**  
**Best Western Cotton Tree Inn**  
**Rawlins, WY**

### Minutes

Chairman Steve DeCecco called the Public Safety Communications Commission meeting to order at 10:03 am on June 22, 2007. Chairman DeCecco welcomed those in attendance. Introduction of members and guests.

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

Steve DeCecco – Game and Fish  
Bill Westerfield – State Parks and Cultural Resources  
Jerry Kennedy – County Government  
Mark Joiner – Federal Agencies  
Danny Glick – Sheriff's Association  
Kebin Haller – DCI  
Sam Powell – WyDOT  
Jimmy Siler – Wyoming Livestock Board  
Russell Christiansen – WAEMSA  
Robert Wyatt - Public at Large  
Billy Janes – Police Chief's Association (Phone)  
Robert Dean – Department of Health (Phone)  
Earl Atwood – Executive Director PSCC

#### **Members absent:**

Kim Lee – Office of Homeland Security (excused)  
Lanny Applegate – Wyoming Fire Marshal (excused)  
Doug Noseep – Tribal (excused)  
Neal Kourbelas – Municipal Government (excused)  
Mark Harshman – Wyoming Fire Chief's Association (excused)

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

Robert Symons – PSCC Administrative Support  
Martin McCoy – WyoLink Support Manager  
Robert Wilson - WyDOT  
Tom Mahon – Wireless Consulting  
Phil Bond – Motorola  
William Walter – FBI  
Ed Lofland – Collins Communications

Mike Slifka - FBI  
Gerry Yaffa – Absolute Solutions  
Carl Walters Jr. – Absolute Solutions  
Grayling Wachsmuk – Saratoga Police Dept.  
Jim Archerd – Wyoming Homeland Security  
Lauri Wempen – Fremont County EMS - WAPP  
Rocky McWilliams – Fremont County  
Gary Capriglio - Motorola  
Henry Johnson - Motorola  
Lee Horsman - Tally  
Barbara Black – Rawlins Police Dept  
James Johnson – Ryan Electronics  
Greg Ryan – Ryan Electronics  
Greg Zabel – Carbon County EMA  
Patrick Russell – EF Johnson  
Dale Stalder – Laramie Police Dept - LARC  
Larry Mabry - Motorola  
Margaret Spearman - Motorola  
Jeff Schulz – Cheyenne Police Dept  
Heath McGarry - FBI  
Mark Sexton – Progress Marketing  
Dan Perko – WYAPCO – Wyoming Forestry

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

The proposed agenda was reviewed.. Tom Mahon’s recognition was moved to 4a after the approval of the minutes and the New Business was amended to add discussion on the pre-negotiated pricing agreement and process. **Commissioner Russ Christensen made a motion to approve the minutes as amended. Commissioner Kebin Haller seconded the motion and the motion passed on a voice vote.**

#### **Minutes from March 13, 2007**

The draft Minutes from the March 13, 2007 meeting were reviewed. **Commissioner Jerry Kennedy made a motion to approve the March 13, 2007 minutes and Commissioner Mark Joiner seconded the motion. The motion was approved on a voice vote.**

#### **Recognition of Tom Mahon**

Tom Mahon has been the developing Project Manager for the WyoLink project since its inception. Mr. Mahon is moving back to Oregon and his organization, Wireless Consulting, will continue to help WyoLink as a consulting contractor.. Chairman Steve DeCecco read a Resolution expressing the gratitude and admiration to Tom Mahon for his significant contributions in managing the WyoLink Project. Tom Mahon received a standing ovation from the attendees of this meeting. *A copy of the resolution is attached for reference.*

## **Working Group Reports**

### WyoLink Operations Work Group – Commissioner Jerry Kennedy

Commissioner Jerry Kennedy presented a report on the June 6, 2007 WyoLink Operations Work Group meeting in Cheyenne and on the May 19, 2007 review of the Pinkham Mountain Site. Discussion was held on the WyoLink portable radio coverage issue. After a work session to develop a Goal Statement, a statement was developed and approved that will be presented under Old Business in this meeting.

Discussion was held on the budget proposal from WYDOT on low-level radio sites for the state. A motion was approved to accept the WYDOT funding proposal for \$365,000 per site and an additional \$4,000,000 for low-level site development.

The Cheyenne water tank radio site was discussed and it was decided that a request will be made to the Federal partnership for Interoperable Communications (FPIC) for five (5) frequency pairs and that the City of Cheyenne representatives would work with Union Telephone on tower lease. *Commissioner Kennedy's report and the minutes of the June 6, 2007 WyoLink Operations Work Group Meeting are attached for reference.*

### Administration and Funding Work Group – Chairman DeCecco

No action

### Spectrum Work Group and Federal Representative Report – Commissioner Mark Joiner

Commissioner Mark Joiner stated the Spectrum Work Group has not met since the last meeting. The FCC has not completed the rules on licensing any 700 MHz spectrum. There are a couple of ideas on the use of the 700 MHz band to be used for high speed data. Some of the Regional Planning Committees had developed a statement on allowing public safety use of 700 MHz. The use of the 700 MHz band may be used by WyoLink to provide high speed data.

### SALECS Work Group – Commissioner Bill Westerfield

Commissioner Bill Westerfield stated that the SALECS users met in Cheyenne along with the WYDOT dispatchers on developing SALECS talkgroups for use on WyoLink. This was an informative and productive meeting for the SALECS users. The talkgroup plan has not been finalized.

### Interoperability Executive Committee – Commissioner Billy Janes

Commissioner Billy Janes presented a report on the Interoperability Executive Committee meeting of June 5, 2007. The Draft WyoLink Membership Agreement was reviewed and approved for presentation to the PSCC for adoption. There were revisions to the WyoLink Handbook that were presented and approved by the Interoperable Executive Committee. The handbook needs to be easily readable and the Commission must be willing to make changes as needed. Bob Symons presented a report on the National Telecommunications and Information Administration (NTIA) grant that will be administered by Department of

Homeland Security to the committee. *The Interoperability Executive Committee meeting minutes for June 5, 2007 are attached for reference.*

#### Executive Committee and Administrative and Funding – Commissioner DeCecco

Chairman DeCecco reported that the Executive Committee has met a couple of times via phone conference call to discuss that actions of the sub-committees and to help develop the agenda for the meeting. No actions were taken at these meetings and no minutes were kept.

#### Executive Director's Report – Earl Atwood

Executive Director Atwood spoke on the budget process used by the State of Wyoming for the PSCC budget. Bob Symons has developed a draft budget and has been reviewed by Mr. Atwood and will be presented later in this meeting. The budget will need to be finalized for submittal in August.

A warning network is being developed by the Wyoming Health Department called Wyoming Alert and Response Network (WARN). This notification system will help in notifying responders and public safety agencies of potential events or problems throughout the state. The contractor for this network is currently working with the Michigan radio system on developing a link to the use of that system. Earl Atwood asked for and received permission to extend an invite to Global Secure Systems to make a presentation on the WARN at the September PSCC meeting.

There are six seats on the PSCC that expire at the end of June; County Commissioners, State Parks, EMS, Homeland Security, Wyoming Association of Municipalities, and Chief's of Police. The Governor's office has received applications for appointments to those seats and should be acting on filling them soon.

#### Administrative Support Report – Bob Symons

Bob Symons has sent a letter to David Storey, Relm/Bendix King, asking about the schedule for Bendix King radios to be compliant with the trunking protocol. Mr. Storey has sent a reply stating that Relm's intention is to deliver a P-25 trunking product in the fourth quarter of this year.

Mr. Symons attended the National Public Safety Telecommunications Council meetings in Denver, Colorado June 11th and 12<sup>th</sup>. During these meetings the Regional Planning Committees (RPC) voted to support the continuation of the CAPRAD database that was developed by Denver University. The Interoperability Committee discussed the channel naming report, software defined radios and the Safecom/NTIA grant. Spectrum Management discussed the current status of the 700 MHz band and the future public safety use of this band. The 800 MHz rebanding effort was discussed. The Technology Committee reviewed in-building portable radio coverage and heard a report on the Richmond public safety interface to emergency alerting systems.

Mr. Symons has submitted a request the Federal Partnership for Interoperable Communications (FPIC) for five (5) frequency pairs for the Cheyenne Water Tank radio site.

Information was just received that the National Telecommunication and Information Administration (NTIA) grant guidelines will be release in July and the grants will have to be submitted by the states one month later. The current information on these Interoperable Communications Grants requires the States to complete a Statewide Communication Plan (SCP) by the end of October before any grant funds are released. The funding for these grants is from the 700 MHz frequency auction and is for \$1 billion. It is expected that the grant funds will be distributed by Department of Homeland Security in the same formula that all other Homeland Security grants are distributed, the most populated areas would receive the largest portion of the funds and states like Wyoming and Montana will receive minimal funding.

Bob Symons stated that the Wyoming Office of Homeland Security has received authorization for assistance from the Interoperable Communication Technical Assistance Program (ICTAP) in completing the Statewide Communication Plan. Fire Marshal Applegate has also helped in securing the assistance of the National Association of State Fire Marshals for assistance on the SCP. Bob Symons is presently inputting all of the local FCC licenses into the Communication Asset Survey and Mapping (CASM) tool that will help in identifying current frequencies being used in Wyoming. The Public Safety Mobile Communications plan that was completed by Federal Engineering will be used for the development of the Wyoming Communication Plan. The completion of the SCP will be through a cooperative effort with the Wyoming Office of Homeland Security.

**Commissioner Kebin Haller made a motion to authorize the Executive Committee to make decisions on the development of the Statewide Communication Plan. Commissioner Danny Glick seconded the motion and the motion passed on a voice vote.**

WyoLink Support Manager's Report – Marty McCoy

Marty McCoy reported on the current construction status of the WyoLink Project. A map was presented to the Commission on the expected mobile radio coverage with the completion of the sites on schedule for completion this year. Phase 2 construction area is progressing with the installation of electronics, antennas, back-up power, tower modifications and building modifications and these sites should be ready for optimization upon the receipt of the FCC frequencies. The Phase 3 construction area is also progressing with the installation of new towers and buildings. Phase 4 design plans were reviewed this week and Mr. McCoy will be applying for the building and electrical permits next week.

Frequency coordination and licensing is progressing. Six frequency applications are with the FCC. The rest are in process, with Motorola addressing whatever problems may arise.

There is a possibility of a 6 to 9 month delay on 5 sites due to the BLM approval process for Utilities construction. Mr. McCoy will be working to minimize these delays.

The transition of Project Manger duties from Tom Mahon is progressing reasonably well. There are some loose ends that appear from time to time, but they're being kept in hand.

John Lynn, Sublette County Commissioner asked if WyoLink would write a letter to the BLM regarding their plan to put a halt to development of radio sites in that area. Mr. McCoy presented a draft letter to the Commission pertaining to the Sublette County request. The draft letter will be reviewed under new business.

## **Old Business**

### Portable Radio Coverage Enhancement Policy

Commissioner Kennedy presented a draft policy statement on providing enhanced coverage for portable radios. The Policy Statement is:

There is no local responder link in “WyoLink” until the goal of mobile and portable radio communications interoperability is achieved.

Therefore, the goal of WyoLink coverage enhancement is to achieve interoperable public safety communications comparable with existing portable radio coverage and in areas of critical concern, identified through testing and cooperative efforts with local public safety providers, determined after statewide deployment in an area. There is an expectation of local participation within the jurisdictional area of influence.

Discussion on the policy statement. This policy statement would be used to help identify the WyoLink needs for proposed WyoLink enhancement budget that will be presented to the governor and Legislature. The Governor has requested from WYDOT a budget proposal for inclusion in the 09-10 biennium budget for the enhancement of radio coverage with participation by the local agencies for the development of the enhancement radio sites. The key areas identified in the goal are the “cooperative efforts” and “expectation of local participation”. The completion of the core backbone system must be completed before the testing of enhanced areas can be started. The proposed WYDOT budget includes cost sharing by local agencies for the development of radio sites including land, buildings, access and towers. The proposed budget has funds for the radio frequency equipment at \$365,000 per site and \$4,000,000 for helping local agencies with the civil work as needed. In-kind use of current radio sites for WyoLink use meets the intent of the sharing of costs.

**Commissioner Jerry Kennedy made a motion to adopt the policy statement as presented and Commissioner Kebin Haller seconded the motion. The motion passed on a voice vote.**

### Dispatch Center Grants

Bob Symons presented an update on the current status of the local dispatch center grants. Still working with Pine Bluffs and Fort Washakie on their grants. Six Grant Agreements need to be signed. There is currently \$977,504.00 available for grants.

Earl Atwood led a discussion on allocating the remaining grant funds. There are some new considerations that may affect the funding for local entities for use on their dispatch centers including other grant funding sources. There is still time available for funding grants while still allowing the local agencies time to use the funds before the spending deadline of September 30,

2008. The dispatch center grant will continue to be old business at the September PSCC meeting.

## **New Business**

### WyoLink Handbook

PSCC Administrative Support Bob Symons submitted the proposed changes to the WyoLink Handbook as approved by the Interoperability Executive Committee on June 5, 2007. The change of the county Multiple Agency Talkgroups to County Agency Talkgroups (CAT) was suggested by Laramie County Public Safety for clarification of the description of the talkgroups and simplify the use of the talkgroups. The proposed changes to the failure modes was to further define what happens in “Site Trunking” and how the local agencies would be notified and assistance on appropriate communications during a “site trunking” situation. A change to the Dispute Resolution section allows for the WyoLink Support Manager to take necessary technical measures to change permission on a radio if the radio is causing problems with the WyoLink system.

The Proposed changes are:

#### **ADDITIONS (In bold)**

#### III. DEFINITIONS OF TERMS (Page 5)

**CAT Talkgroup – County Agency Talkgroups – Interoperability talkgroups with one (1) calling talkgroup and three (3) tactical talk groups for each Wyoming County.**

#### VIII. TALKGROUPS

#### **C. County-Wide Talkgroups (Page 27)**

**All CAT talkgroups are available for use by all WyoLink agencies. CAT talkgroup descriptions and allocations are recommended for operational usage however individual events will govern the actual assignment and usage of any CAT channel.**

**Four county agency talkgroups have been assigned to each of the counties throughout Wyoming for multi-agency coordination. All dispatch centers within each County shall monitor the CAT calling talkgroup for that County.**

**##CAT 1: This talkgroup will be used for inter-county multiple agency coordination and communications. This also has been designated the contact channel for any subscriber user coming into the region who needs to communicate with an agency within that county. This talkgroup can be used by non-public safety agencies for multiple agency coordination and communications or by any public safety agency whose assigned talkgroup may already be in use.**

**##CAT 2, ##CAT 3 and ##CAT 4 – Tactical talkgroups that can be assigned as needed within the Region for multiple agency responses. ## is the county number – e.g. 07 for Goshen County**

**VI. FAILURE MODES**

**B. Site Trunking Failure (Page 19)**

1. **Failure of the communications link to a trunked site. Radio displays “SITE TRUNKING”. Radios are limited to coverage of the tower where affiliated. Trunking radios are programmed to affiliate to radio sites that are not in “Site Trunking”, but in some cases the radios will only be able to affiliate with a site in “Site Trunking”.**
2. **When degraded WyoLink capabilities require site trunking, WyoLink Support shall notify affected agency contact personnel. Affected agency supervisors may direct personnel to shift to alternative communication systems or they may arrange for appropriate communications relay of traffic on agency talkgroups at sites in “Site Trunking”. It may be necessary to staff agency control stations site-locked to affected WyoLink sites for relay of site trunking communications outside the local area. There are no provisions for monitoring the MAT talkgroups outside the range of a radio site in “Site Trunking”.**

**X. RELATIONSHIP MANAGEMENT/DISPUTE RESOLUTION**

**B. Dispute Resolution (Page 31)**

4. If the matter is determined to be urgent by the WyoLink Support Manager or WYPSCC Executive Director, it will be placed on the next WYPSCC meeting agenda.
  - a. The WyoLink Support Manager will notify the Relationship Manager of the agency not in compliance.
    - i. The date the matter will come before the WYPSCC
    - ii. Their rights to appeal.
  - b. The WYPSCC will hear the issue and recommend corrective action or consequences. These will be communicated to the violator within 10 days.
  - c. **For urgent situations where non-compliance with these procedures is degrading the overall system performance, the WyoLink Support Manger or the WyoLink Support Center designee is authorized to take necessary technical measures to change the permissions on any subscriber’s radio to correct the problem immediately. Appropriate follow-up notification will be made in accordance with the relationship-management procedures.**



Discussion on how the CAT talkgroups would be used and the monitoring of the talkgroups by dispatch centers.

**Commissioner Kebin Haller made a motion to change “shall” to “should” in section VII(C) so that the sentence reads: “All dispatch centers within each County should monitor the CAT calling talkgroup for that County.” Commissioner Bill Westerfield seconded the motion and the motion passed on voice vote.**

**Commissioner Kebin Haller made a motion to adopt the proposed WyoLink Handbook changes as amended. Commissioner Bob Wyatt seconded the motion and the motion passed on voice vote.**

Chairman DeCecco recessed the meeting at 11:55 am for lunch.

Chairman DeCecco reconvened the meeting at 1:05 pm.

#### WyoLink Membership Agreement

PSCC Administrative Support Bob Symons presented the draft WyoLink Membership Agreement. The Interoperability Executive Committee has developed the draft and it was submitted to the Wyoming Attorney General’s Office for approval as to form. The Attorney General’s Office recommended some changes to shorten the agreement and to have some of the contents reference the WyoLink Handbook which can be changed without having to change the membership agreement. All of the Membership Agreements with the individual members will have to be reviewed and signed as to form by the Attorney General’s Office, which will keep a file of all of the agreements.

The Interoperability Executive Committee approved the draft WyoLink Membership Agreement at the June 5, 2007 meeting. It was noted that all pending applications will be reviewed by the WyoLink Operations Work Group before being signed. A question was raised on the number of days that a member notifies the change on a relationship manager, is it calendar days or working days. The Commission agreed that the word “calendar” be added for clarification. *The Membership Agreement is attached to the minutes for reference.*

**Commissioner Bill Westerfield made a motion to adopt the proposed Membership Agreement, seconded by Commissioner Bob Wyatt. The motion passed on voice vote.**

#### WYDOT Budget Proposal

Commissioner Kennedy presented the WYDOT budget proposal for WyoLink enhancements that includes \$365,000 per site for radio frequency equipment for 22 sites and a total of \$8,030,000 and \$4,000,000 for estimated site civil assistance. It was noted that this budget proposal will be presented to the Governor for his approval and inclusion in the Governor’s budget that will then be presented to the Wyoming Legislature. This budget proposal has no guarantees that it will be part of the adopted budget. For this budget to be adopted, it will need the support of the local agencies, city and county governments during the

budget process. The \$4,000,000 that is included in the budget proposal for local civil assistance will be through the review and approval of the PSCC. *The proposed WYDOT budget is attached to the minutes for reference.*

**Commissioner Jerry Kennedy made a motion to support the WYDOT budget proposal. Seconded by Commissioner Bob Wyatt and passed on a voice vote.**

#### PSCC Budget Proposal

Administrative Support Bob Symons reviewed the PSCC budget proposal for the 09-10 biennium with the Commission. The budget includes a request to add video conferencing meetings. The professional fees include funds for contract trainers. Earl Atwood noted that the request for the full-time position includes review of the position at the end of the biennium. *The proposed PSCC budget is attached to the minutes for reference.*

**Commissioner Bob Wyatt moved to adopt the PSCC budget proposal for 09-10 biennium. Commissioner Bill Westerfield seconded the motion and the motion passed on a voice vote.**

#### Pre-Negotiated Pricing Agreement and Process

Administrative Support Bob Symons presented a proposal to verify the vendor list of WyoLink compatible radio equipment. The current pre-negotiated price lists includes a letter from the manufacturers that their equipment meets the P-25 compliancy and are WyoLink compatible.

The State of Wyoming is in a unique opportunity to have the National Telecommunication and Information Administration (NTIA) Institute for Telecommunication Sciences (ITS) lab review the manufacturer's certification documentation and review field testing of radio equipment for use on WyoLink. The authority to judge WyoLink compatibility should reside with the WyoLink Support Manager. The WyoLink Support Manager may seek guidance from the PSCC WyoLink Operations Work Group as needed and as an appeals review for any or all decisions. The PSCC Administrative Support will notify all of the listed vendors of the testing process and request that the information on their radios be forwarded to the WyoLink Support Manager and scheduling of field testing. Failure of the radio equipment to meet the WyoLink requirements could include removal from the pre-negotiated pricing list. The vendors will still have to certify the prices to be at or below the WSCA or GSA pricing structures.

This information may be helpful to all agencies that are purchasing WyoLink compatible equipment.

**Commissioner Bill Westerfield made a motion to approve the testing process for the pre-negotiated pricing agreement. Seconded by Jerry Kennedy and the motion passed on a voice vote.**

Letter to BLM on Site Leasing

Chairman DeCecco noted that the time line for comments to the BLM has expired and the PSCC shall continue to monitor the BLM leasing.

**General Discussion**

Next Meeting

Discussion on the date of and where the next PSCC Meeting will be held. Bob Symons and Earl Atwood will work with Chairman DeCecco on the details for a September PSCC meeting and forward the final meeting details to the Commission as they become available.

**Motion by Commissioner Bill Westerfield to adjourn, seconded by Commissioner Danny Glick. Motion passed and the meeting adjourned at 1:45 pm.**

Respectfully submitted,

Robert Symons  
PSCC Administrative Support

**Action Items**

1. Statewide Communication Plan
2. Dispatch Center Grants
3. WyoLink Handbook Revisions
4. WyoLink Membership Agreement
5. Pre-Negotiated Pricing Agreement and Equipment Certification

**Attachments**

1. Tom Mahon Resolution
2. Commissioner Kennedy's WyoLink Operations Work Group Report
3. WyoLink Operations Work Group Minutes – June 6, 2007
4. Interoperability Executive Committee – June 5, 2007 minutes
5. WyoLink Membership Agreement
6. Proposed WYDOT – WyoLink Budget Proposal
7. Proposed PSCC 09-10 Budget