



Dave Freudenthal
Governor

Steve DeCecco
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting March 13, 2007
Allen Mickelson Fire Training Center
Gillette, WY

Minutes

Chairman Steve DeCecco called the Public Safety Communications Commission meeting to order at 10:00 am on March 13, 2007. 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
Mark Joiner – Federal Agencies
Danny Glick – Sheriff’s Association
Mark Harshman – Wyoming Fire Chief’s Association
Billy Janes – Police Chief’s Association
Jerry Kennedy – County Government
Kim Lee – Office of Homeland Security
Russell Christiansen – WAEMSA (Phone)
Robert Wyatt - Public at Large
Earl Atwood – Executive Director PSCC

Members absent:

Robert Dean – Department of Health (excused)
Kebin Haller – DCI (excused)
Doug Noseep – Tribal (excused)
Neal Kourbelas – Municipal Government (excused)
Sam Powell – WyDOT (excused)
Jimmy Siler – Wyoming Livestock Board (excused)
Bill Westerfield – State Parks and Cultural Resources (excused)

Others in attendance:

Robert Symons – PSCC Administrative Support
Robert Wilson - WyDOT
Tom Mahon – WyoLink Project Manager
Martin McCoy – WyoLink
Bill Fleming – Motorola
William Walter – FBI
Ed Lofland – Collins Communications

Dave Adsit – Gillette Police Department
Glen Crumpton – Laramie County Sheriff’s Office
Jim Archerd – Wyoming Homeland Security
Larry Coleman – Crook County School District
Amir Sancher – Campbell County Commissioner
Chad Cundy – Tower Communicating
Steven Nunez – Converse County Sheriff’s Office
Jean Plumb - Converse County Sheriff’s Office
Bill Torrance – WyDOT Telecom
Richard Adrians – Gillette Police Department
Susan Sanders – National Weather Service – Rapid City
Craig Post – ComTech
Gina Monk – Campbell County Sheriff’s Office
Bill Pownall – Campbell County Sheriff
Bernadette Lauch - Campbell County Sheriff’s Office
Richard Hauber – Campbell County Fire Department
James Warden – News-Record
Ron Smith - Campbell County Fire Department
Gregg Mentzell – Campbell County Hospital – EMS
Dan Perko – WYAPCO – Wyoming Forestry
Debbi Serke – Motorola
Barb May – Motorola
Philip Bond - Motorola

Special Guests

Matt Jones – Senator Thomas’ Office

Recognition of New Member

Danny Glick, Sheriff’s Association Representative, was recognized and welcomed as a new commissioner. Sheriff Glick is the Laramie County Sheriff.

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed. Hearing no additions or deletions the proposed agenda was approved.

Minutes from December 12, 2006

The draft Minutes from the December 12, 2006 meeting were reviewed. **Commissioner Bob Wyatt made a motion to approve the December 12, 2006 minutes and Commissioner Jerry Kennedy seconded the motion. The motion was approved on a voice vote.**

Working Group Reports

WyoLink Operations Work Group – Commissioner Kennedy

Commissioner Kennedy presented a report on the January 26, 2007 WyoLink Operations Work Group meeting with Motorola and Laramie County Public Safety Agencies.

Motorola provided two potential solutions for meeting the Laramie County portable radio coverage in the identified area and with a 95% in-building portable radio coverage. The VHF solution would include a six site simulcast sub-system with an estimated cost of \$6,803,112 and does not include the cost of site development. The 800 MHz solution includes four site multi-cast sub –system with an estimated cost of \$3,000,464 and does not include user radios and site development.

A portable radio test has been conducted using a radio site at the north water tank site in Cheyenne and the results indicated portable radio coverage better than the existing radio system. A motion was made by the work group to have more extensive and technical radio testing completed at the water tank site.

There was some discussion by the work group on the portable radio enhancement proposal from WyDOT to the Governor, which will include the sharing of costs with local agencies. Additional site development, a process for completing the testing of WyoLink in the Pilot Phase and the development of a checklist for membership were also discussed.. The submitted frequency plan was discussed that includes 57 core, high level sites and 24 local, low-level sites. *Commissioner Kennedy's report is attached for reference.*

Administration and Funding Work Group – Chairman DeCecco

Chairman DeCecco presented a report on the February 7, 2007 meeting of the work group. Twenty seven (27) Dispatch Center Connectivity Grants were awarded for a total of \$3,972,496. The total grant awards to date are \$5,472,496 and there is \$977,504 remaining funds and the group is expecting two more grant applications. Discussion on the remaining funds will be presented later in this meeting. A grant agreement has been developed and approved by the Attorney General's Office . Laramie County has completed the grant agreement process and the rest of the grant agreements will now be completed and sent to the agencies that have been approved for grants *The Administration and Funding February 7, 2007 meeting minutes are attached for reference.*

Spectrum Work Group and Federal Representative Report – Mark Joiner

Commissioner Joiner stated the Spectrum Work Group has not met since the last meeting. The 700 MHz frequency plan has generated some calls on the use of the 700 MHz spectrum in Wyoming, but the FCC has not completed their work on licensing any 700 MHz spectrum.

SALECS Work Group – Bob Symons

The SALECS Work Group has not met The 2006 SALECS statistics and January through February 2007 statistics were included in the meeting package. The SALECS Work Group will be meeting in April to start working on proposed talkgroups for the SALEC agencies and

Wyoming Highway Patrol Dispatch. *The SALECS 2006 Statistics and 2007 statistics through February are attached to the minutes for reference.*

Interoperability Executive Committee – Billy Janes

The Interoperability Executive Committee has met twice, January 19, 2007 and on March 13, 2007 to finalize the WyoLink Handbook and Membership Agreement. The Draft Handbook will be presented later in this meeting. The Membership Agreement will be presented to the Wyoming Attorney General's Office for review and upon approval will be presented to the PSCC for adoption. *The Interoperability Executive Committee meeting minutes for January 19, 2007 and march 13, 2007 are attached for reference.*

Executive Committee and Administrative and Funding – Commissioner DeCecco

Chairman DeCecco met on January 17, 2007 and discussed the WyDOT proposal for low level radio sites to include portable radio coverage. *The Executive Committee January 17, 2007 minutes are attached for reference.*

Executive Director's Report – Earl Atwood

Executive Director Earl Atwood stated that the Commission will have six seats that will reach the end of their terms on June 30, 2007– Russell Christiansen, Billy Janes, Jerry Kennedy, Neil Kourbelas, Kim Lee, and William Westerfield. The organizations or agencies that these commissioners represent will need to re-submit the Commissioners applications or select new commissioners and forward their applications to the Governor's Office for appointment. Executive Director asked for authorization to contact the agencies and organizations to notify them of the pending terms and solicit names for re-appointment or appointment in a timely manner. The Commission agreed to the request.

Mr. Atwood presented a copy of the current expense budget report for the PSCC Administration and Information budget. The current budget is within the expected remaining percents. WyDOT has been very gracious on helping cover some of the costs of some of the travel that the administrative support has been occurring. More travel could be expected for the Administrative Support as the WyoLink project extends across the state, but those travel costs should be manageable within the current budget.

Mr. Atwood asked for permission to include the Executive Committee on developing a budget for fiscal years 09/10 for the Administration and Information portion of the PSCC budget and present the draft to the Commission at the June meeting. The commission concurred with the recommendation.

Administrative Support Report – Bob Symons

Mr. Symons reported that he attended the Motorola Factory Staging for the Zone 2 Controller and Wyoming Highway Patrol dispatch console. All of the staging tests were completed successfully and Mr. Symons thanked WyDOT for allowing him to attend.

The PSCC Rules were filed with the Secretary of State on December 29, 2006 and are now available on-line through the PSCC web site. Thirty seven (37) dispatch center grants have been approved, one grant agreement has been signed with Laramie County and the other grant agreements will be completed and sent within two weeks.

The Legislature approved and the Governor has signed a change to the PSCC Statute – WS 9-2-1102(xii) that allows an ambulance and emergency medical services organization submit names to the Governor for appointment to the PSCC. There are now at least two organizations representing ambulances or EMS organizations within the state and this will allow for both organizations to submit names to the Governor.

Mr. Symons has presented programs to the Wyoming Association of Sheriff's and Chiefs of Police (WASCOP's), and the Burns Fire Department. He has scheduled a training session with WYDOT Trainers and District 1 for a train-the-trainer program on March 14th, a session with the State Engineer's Office on March 23rd and will be attending the Haz-Mat Conference March 23rd through 25th.

The PSCC Newsletter was not published the last quarter, but Mr. Symons is working on one to be published this quarter.

WyoLink Project Manager's Report – Tom Mahon

Tom Mahon presented his report to the commission on the current status of the WyoLink project. The Federal Communications Commission (FCC) application documents have been submitted and are currently being reviewed by the frequency coordinators. APCO has completed their review of a number of the applications and have forwarded them to the FCC for processing. Some of the site data for low-level sites was based on "probable locations" and due to the proximity to airports their locations had to be modified. WyoLink should have the FCC licenses by June and identified deficiencies will be submitted for Federal spectrum.

During the week of February 19, the WyoLink master site was upgraded to Motorola Astro-25 version 7.2. Everything is functioning properly and all acceptance tests were passed.

The Casper Port-of-entry building is completed and the electrical service has been installed. The technicians will do the startup testing of the generator, HVAC and UPS systems next week, with the WyoLink electronic equipment installation shortly thereafter. Motorola Upgrade Operations are scheduled to be in Casper the week of May 7.

The project team is finalizing work schedules, initiating the utility coordination and starting the site-design process for this years construction season of 43 radio sites. The time required for processing federal lease applications remains a project risk and will be monitored closely.

Mr. Mahon is working on identifying additional sites to improve WyoLink coverage. Medicine Mountain is no longer in consideration due to the moratorium on building sites close to the Native American site nearby. Clayton Mountain in Park County is currently off the list due to the location and difficulty in providing power and construction access. Mr. Mahon and Commissioner Kennedy met with the landowner for Pinkham Mountain in Colorado and had a

very constructive meeting with him and this potential site will continue to be explored. The landowner for the 3-mile site has been contacted and has stated she is supportive of the WyoLink project and the site acquisition process has been started. The site proposal for Signal Mountain has been completed and the proposal for Pow-Wow Point is being drafted. *Mr. Mahon's report is attached for reference*

WyoLink Support Mangers Report – Martin McCoy

Martin McCoy reported on the upgrade of the WyoLink Master Site and all of the connectivity problems have been corrected and the system was put back into service on February 26th. Since then no problems have been detected through the Motorola monitoring program. He is continuing the monitoring of usage and expects the usage to increase upon the completion of the WyDOT District 1 training. WyoLink now has 24/7 support and the WyoLink handbook provides the phone numbers for normal business hours and the Wyoming Highway Patrol dispatch for after hours contact. Marty and Mark Coler (WyoLink Technician) will be attending the Trunking Administrators training in Schaumburg Illinois in April. With this current upgrade most future upgrades will include over-the-air upgrades and can be accomplished without the system being shut down.

Mr. Rob Wilson reported on the status of the Wyoming Highway Patrol Dispatch Center upgrade. The Wyoming Highway Patrol will be moving to another location and a new console has been purchased and the current schedule calls for the completion of the dispatch upgrade in December 2007. at that time the Wyoming Highway Patrol would be able to migrate to WyoLink. WyDOT District 1 has already started using WyoLink.

The interference issues with SALECS are being addressed at Copper Mountain and the SALECS frequency has been changed along with the user radios. There may be some straggler radios that still need to be re-programmed.

Old Business

WyoLink Compliant Radio Sales

Administrative Support Bob Symons presented an overview of the radio sales through December 31, 2006. As of that date the following types of equipment has been purchased: Base stations and/or repeaters – 79 units, control stations – 160 units, Mobile radios – 2440 units, Portable radios – 2286 units and other equipment – 71 units. The total amount of equipment purchased is 5036 units at a total cost of \$17,050,716.33. *A copy of the compliant radio sales report is attached for reference.*

New Business

WyoLink Handbook

Commissioner Janes introduced the draft of the WyoLink Handbook and presented it for adoption. Administrative Support Symons provided a summary of the Handbook by chapter. The chapters are: Introduction, Intent, Definition of Terms, Understanding of Terms, Radio

Information, Failure Modes, Operational Protocol Summary, Talkgroups, authorized System Access, Relationship Management/Dispute Resolution, and Subscriber and System Support.

Commissioner Lanny Applegate made a motion to adopt the WyoLink Handbook, seconded by Commissioner Bob Wyatt.

It was stated that the WyoLink Handbook is a dynamic document and can be changed by the Commission without having to go through the formal rules process. A question was asked how the Handbook would be made available to potential users of WyoLink. Mr. Symons stated that he would post the handbook on the PSCC web page as both a “pdf” document and as a “word” document. When the handbook is posted on the web site, an e-mail notification will be sent out via the PSCC list serve. It was recommended that there be an official source for the final document and has the responsibility of keeping the handbook updated. Homeland Security is planning on incorporating the Handbook into the regional response operational communications plan.

Discussion on the input from the local agencies to the handbook. The handbook has been reviewed by public safety agencies and their comments have been incorporated into the draft handbook. The handbook is important for WyoLink Support to use as a direction for them. Changes to the Handbook will be vetted through the Interoperability Executive Committee for their review and adoption and then brought forward to the Commission for their review.

The motion passed on a voice vote.

Chairman DeCecco recessed the meeting at 11:30am for lunch.

Chairman DeCecco reconvened the meeting at 1:05 pm.

Introduction of Guests

Administrative Support Bob Symons introduced Matt Jones, Field Representative for Senator Craig Thomas.

Tom Mahon recognized Bill Fleming, Motorola’s Wyoming Sales Representative for his contributions to the WyoLink system. Bill will be transferring to Chandler, Arizona with Motorola. Bill introduced Philip Bond as the new Motorola Representative for Wyoming.

New Business

Department of Homeland Security/National Telecommunications Information Administration Grant – DHS/NTIA

Bob Symons presented a notification of a \$1 billion interoperability grant that will administered by the Department of Homeland Security (DHS). Wyoming will working through the Wyoming Office of Homeland Security to submit an application to this grant program. DHS is responsible for (1) developing procedures for the grant program, including a timetable for awarding grants, (2) awarding grants by the September 30 deadline, and (3) conducting follow-up site visits to ensure projects are being completed. Safecom has developed a grant guidance

program that includes the completion of state-wide Tactical Interoperability Communication Plans and the DHS has already started the requirements for these plans. More information on the plans will be forwarded to the States by the end of March.

The funds for this grant are coming from the sales of the 700 MHz frequency band. The grant funds will not be limited to the 700 MHz band systems. The grants are to be awarded by mid-July with grant guidance completed between April 1 and June 30.

Earl Atwood and Bob Symons will take the lead for the PSCC on moving forward with the grant application upon the receipt of the grant guidance. They will be working with the Wyoming Department of Homeland Security on completing the grant request and will be seeking comments from the Commissioners as the grant is developed.

Portable Radio Coverage Proposal

Tom Mahon presented a proposal from WYDOT to the Governor. Governor Freudenthal has heard from agencies wanting WyoLink to provide portable radio coverage and he has asked WYDOT to develop a budget request for the 2009/2010 fiscal years for improved portable radio coverage. The proposal includes a gap analysis is required to formulate a final coverage enhancement plan. An accurate gap analysis requires an evaluation of the actual portable radio performance provided by the core WyoLink system, which will then be compared to the coverage requested. Portable radio coverage information will be compiled as sections of the project are activated throughout the summer construction season.

Development of the enhancement radio sites is proposed as a cost share process that will extend past completion of the core system. The PSCC will ask agencies requesting additional coverage to identify, contribute and support suitable facilities for a WyoLink site (radio tower, equipment space and utilities). The WyoLink project would plan frequencies and seek State funding to provide WyoLink radio and microwave communications equipment.

In considering coverage requests, the needs for sites beyond the 24 included in the frequency plan may be identified. Those sites will require more extensive effort, development for those sites will require a second round of planning and funding. *The draft Portable Radio Coverage Enhancement Proposal is attached for reference.*

Comments were received on if the proposal would provide 95% portable radio coverage state-wide. The proposal would not provide the portable radio coverage state-wide but would look at specific local needs. Commissioner Kennedy requested the Chairman appoint a WAM representative to the WyoLink Operations Work Group as subject matter expert to help with developing a policy on local portable radio enhancements.

Discussion on the current status of the low-level site in Laramie County/Cheyenne. The spectrum fingerprinting is being completed this week and then more technical testing will be completed on the feasibility of north water tank site. The testing will involve the local agencies and will be using digital radio technology. It was asked to make sure the local fire districts are included in the testing.

Discussion on using engineering studies to develop the portable radio coverage solutions, which could be done quicker than having the WyoLink build-out then testing ground level coverage. It would take a considerable amount of effort to develop a state-wide engineering plan for portable radio coverage including developing the parameters for portable radio use. The parameters would include where – selected population areas or state-wide, radio usage – on hip compared to head level, in-building including building construction types. How the portable radio coverage issues will be prioritized throughout the State must be addressed or other areas will feel that they were left out of the process.

Portable radio use is becoming more and more important to the public safety agencies. The daily use of portable radios is increasing. Multiple solutions for portable radio coverage need to be developed and what the coverage being provided is should be provided to the users. Portable radio use by agencies and how the portable radios are used – simplex or through repeaters needs to be identified. The question on whether the project will address portable radio coverage has been decided, the question that needs to be answered is how will the portable radio coverage be addressed

Discussion on developing strategies for providing portable radio coverage with WyoLink and the expectations of the local agencies. Budgeting timeline for the local agencies is a concern for them. The WyoLink project is committed to completing the core installation this year and does not have the resources to develop a state-wide plan for the portable radio coverage. It was noted that it would take a considerable amount of time and resources to develop another planning document for portable radio coverage.

The State budget process has specific time guidelines and challenge is to have good information within timeline.

Discussion on the frequency plan, the low-level sites that were included in the plan, and the need for additional frequencies. The current plan does not include the use of current licensed local agency frequencies, but with the added portable coverage the local agencies may need to provide their frequencies to develop a solution.

Chairman DeCecco directed the WyoLink Operations Work Group to continue to review portable radio coverage state-wide and develop strategies and options for improving the coverage including the scope of the coverage.

Dispatch Center Grants

There is a balance of \$977,504 in grant funds. Chairman DeCecco asked for the Commissioners to provide input on how the remaining funds could be provided to the grant applicants. This first round of grants was based upon an equal allocation of up to \$150,000 per applicant, depending on if the request was for amounts over \$150,000. There are options available to review the allocation of the remaining funds by population served, efficiency of consolidating dispatch centers, amounts remaining to be funded, ability of agencies to cover costs above grant and/or equally. The grant funds have a end date of July 2008 and all funds should be allocated by that date.

Chairman DeCecco asked for the Commissioners to provide Earl Atwood with their thoughts on how the remaining grant funds could be dispersed within the next three weeks. Earl will then summarize the suggestions and provide the Administration and Funding Work Group the proposals for awarding the funds.

General Discussion

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 Green River on June 22, 2007, with an informational meeting held on June 21, 2007. Bob Symons will work with the Sweetwater Coordinator and Chairman DeCecco on the details and forward the final meeting details to the Commission as they become available.

**Motion by Commissioner Glick to adjourn, seconded by Commissioner Wyatt.
Motion passed and the meeting adjourned at 2:45 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 – Membership Agreement
3. Department of Homeland Security/NTIA Interoperability Grant
4. Dispatch Center Grant Second Round Criteria
5. Draft Budget for PSCC – Administration and Information

Attachments

1. Commissioner Kennedy's WyoLink Operations Work Group Report
2. Administration and Funding February 7, 2007 meeting minutes
3. SALECS statistics 2006 and January - February 2007
4. Interoperability Executive Committee January 19, 2007 and March 13, 2007 meeting minutes
5. Executive Committee January 17, 2007 meeting minutes
6. WyoLink Project Manager's Report – Tom Mahon
7. Compliant Radio Sales Report
8. Draft WYDOT Portable Radio Enhancement Proposal