



Dave Freudenthal
Governor

Steve DeCecco
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting September 12, 2007
Herschler Building, Room B-63
Cheyenne, WY
Minutes

Chairman Steve DeCecco called the Public Safety Communications Commission meeting to order at 10:05 am on September 12, 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
Mark Joiner – Federal Agencies
Mark Harshman – Wyoming Fire Chief's Association
Sam Powell – WyDOT
Jimmy Siler – Wyoming Livestock Board
Billy Janes – Police Chief's Association
Robert Dean – Department of Health
Lauri Wempen – EMS
Dave Johnson - Municipalities
Earl Atwood – Executive Director PSCC

Members absent:

Kim Lee – Office of Homeland Security (excused)
Lanny Applegate – Wyoming Fire Marshal (excused)
Doug Noseep – Tribal (excused)
Danny Glick – Sheriff's Association (excused)
Kebin Haller – DCI (excused)
Robert Wyatt - Public at Large (excused)

Chairman DeCecco welcomed recently appointed PSCC Commissioners Lauri Wempen – EMS representative from Fremont County and Dave Johnson – Municipalities representative from Wyoming Association of Municipalities.

Others in attendance:

Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Robert Wilson – WyDOT
Tim Hibbard - WyDOT
Phil Bond – Motorola

William Walter – FBI
Ed Lofland – Collins Communications
Mike Slifka - FBI
Gerry Yaffa – Absolute Solutions
Kathy Watt. – Absolute Solutions
Kathleen Wachsmuth – Saratoga Police Dept.
Jim Archerd – Wyoming Homeland Security
Rocky McWilliams – Fremont County
Gary Caprioglio - Motorola
Henry Johnson - Motorola
Dale Stalder – Laramie Police Dept - LARC
Margaret Spearman – Motorola
Dan Perko – WYAPCO – Wyoming Forestry
Dick Bolin – Highway Patrol Dispatch
Larry Sheridan - WyDOT
Roger Burr – Wyoming Department of Health
David Kindle - FBI
Jean A Plumb – Converse County Sheriff’s Office
Diena Bulman – Converse County EMA
Paul Card – Wyoming Department of Health
David King – Campbell County EMA
Dana Hansen – Tyco Electronics – M/A Com
Patrick Byrne – Laramie County Combined Communications
Roger Sparks – DHS/TSA - Cheyenne
Bob Urich – DHS/TSA – Cheyenne
Jonathan Epstein – Tait Radio
Joe Moore – Wyoming Office of Homeland Security
Dale Pawling – Cheyenne Fire and Rescue
Edward Lake – Saratoga Police Department

Proposed Agenda – Changes, Deletions, and Approval:

The proposed agenda was reviewed. The agenda was revised to move the presentation on the Wyoming Alert and Response Network (WARN) to right after the proposed agenda and to “New Business” add discussion on the Annual Report to the Governor and discussion on the Working Groups.

Wyoming Alert and Response Network (WARN)

Sheryl Roub and Paul Card of the Wyoming Department of Health and Christy Philips and Steve Wood of Global Secure provided a power point presentation and questions and answer session on the Wyoming Alert and Response Network. Global Secure is the vendor to the Wyoming Department of Health on providing a statewide alerting and notification system for Public Health. WARN is expandable to include notifications through a radio network. *A copy of the slide presentation is attached to the minutes for reference.*

Minutes from June 22, 2007

The draft Minutes from the June 22, 2007 meeting were reviewed. **Commissioner Jerry Kennedy made a motion to approve the June 22, 2007 minutes and Commissioner Mark Joiner seconded the motion. The motion was approved on a voice vote.**

Working Group Reports

Spectrum Work Group and Federal Representative Report – Commissioner Mark Joiner

The FCC has just published the Second Report and Order on the 700 MHz broadband spectrum for medium speed data. A portion of the 700 MHz spectrum will be used for public safety and the broadband coverage shall provide coverage to 99% of the population nationwide. The broadband plan includes a public/private system that will be operated by a private vendor. Wyoming would probably see the top 5 or 6 most populated cities covered by the 700 MHz broadband data system. The Wyoming 700 MHz plan has not been submitted and will be revised to meet the Second Report and Order. Robert Wilson stated that APCO was looking to have the major highways covered by the data system.

WyoLink Operations Work Group – Commissioner Jerry Kennedy

Commissioner Kennedy reported that there has not been a meeting of the WyoLink Operations Work Group since the June PSCC Meeting. Commissioner Kennedy has had a couple of opportunities to meet with Senator Phil Nicholas to review the WyoLink progress. Jerry requested to be kept up-to-date on the WyoLink construction.

SALECS Work Group – Commissioner Bill Westerfield

Commissioner Bill Westerfield stated that the SALECS users have not met and the SALECS radio report was included in the meeting package. *The SALECS radio usage report is attached for reference.*

Executive Committee and Administrative and Funding – Commissioner DeCecco

Chairman DeCecco reported that the Executive Committee has not met, but Executive Director Atwood will be presenting more information later in this meeting.

Interoperability Executive Committee – Commissioner Billy Janes

Commissioner Billy Janes stated the Interoperability Executive Committee has not met.

Executive Director's Report – Earl Atwood

Executive Director Atwood reiterated the welcome of the new Commissioners – Lauri Wempen and Dave Johnson. The PSCC is currently at the 17 member statutory representation. Bob Symons will be working with the new commissioners to provide them with organizational charts and working group functions so that they can be added to the working groups.

Executive Director reviewed the PSCC budget process, which is part of the Administration and Information budget. The proposed budget does include funds for training and outreach.

On Friday, September 7, 2007, Governor Freudenthal hosted a meeting between WYDOT, PSCC, Wyoming Office of Homeland Security, Senator Phil Nicholas (Co-Chairman Joint Appropriations Committee), Representative Doug Samuelson and the Governor's Office. This meeting is a result of the communications during a man-hunt in Albany County in July. Representative Samuelson has raised some concerns about his observations of how WyoLink performed during this incident. WyoLink was not used during this incident, but this provided an excellent opportunity for the Governor to review the WyoLink project with representatives of the Wyoming Legislature.

The Governor's meeting provided an opportunity to review the current WyoLink budget and expenditures to date. There were three outcomes from this meeting. 1) A concise and comprehensive report to the Governor and Legislature by December 1, 2007 reviewing the current budget status, grants and expenditures for the WyoLink project including funds expended by local agencies for radio purchases. Accountability of the current funding and future budget requests including the scope of the WyoLink project are very important. 2) There appears to be a consensus between the Governor and the Legislature that WyoLink is the statewide interoperable communication system and the outcome needs to provide that interoperability. 3) A review of the portable radio enhancement was discussed and the strategy of completing the core system, testing for portable radio enhancements, then making determinations on the enhancements will be made. This strategy will be on a case by case basis and include a comprehensive gap analysis.

Administrative Support Report – Bob Symons

Administrative Support Bob Symons stated that he has been working on the Statewide Interoperability Communication Plan, which is due to the Department of Homeland Security on December 3, 2007. This plan is a requirement of the state before any addition interoperability grant funds are given to the State. The Public Safety Mobile Communication (PSMC) plan that was completed in 2003 is the basis for the current plan and was used as the guiding document for the development of WyoLink. Once the draft plan is completed it will be reviewed by the WyoLink Operations Work Group and the Interoperability Executive Committee before being sent to the Interoperable Communication Technical Assistance Program for review. Upon the completion of the reviews and comments, the completed plan will be sent to the Department of Homeland Security before the December deadline.

Bob Symons has been working with the Federal Partnership for Interoperable Communications (FPIC) on a request for Federal frequencies to be used on WyoLink. The FPIC and the Department of the Interior appeared to be receptive to the request and will be helping WyoLink acquire the use of some Federal frequencies.

WyoLink Support Manager's Report – Marty McCoy

Marty McCoy reported on the current construction status of the WyoLink Project. Troy Berg has been hired as a WyoLink Network Specialist and has the responsibilities related to developing sites and administering codeplugs.

WyoLink is working with the NTIA and NIST to set up a testing schedule and procedures for verifying performance and specifications of radios that manufacturers document as being P25 compliant.

The WyoLink site map is included in the Commissioner's meeting packet that displays progress to date. Due to an unanticipated microwave path obstruction near the Casper Mountain site, the link to the Casper Zone Controller has too many errors to allow reliable operation of any sites that are on Zone 2. A new microwave path has been engineered and coordinated and the equipment has been ordered. WyoLink and WYDOT microwave personnel will work together to install the new path as quickly as possible. The Zone 2 communications will not affect the remaining 18 sites scheduled by the end of 2007.

The WyoLink project has asked for federal frequencies to replace those that cannot be used in the industrial and business frequency bands. WyoLink, with Motorola's assistance, are applying for Special Temporary Authorizations (STA's) to allow sites to be activated before the FCC licenses are received.

The Cheyenne Water Tower expansion site is on track with the technical information form for tower sharing submitted to Union Cellular for review. Upon the return of that form, negotiations can begin for access. *WyoLink Support Manager's report and WyoLink sites map are attached for reference.*

Old Business

WyoLink Membership Agreement

The revised membership agreement and membership application have been completed and posted on the PSCC and WyoLink websites. Applications have been received from Wyoming Medical Center, Cheyenne/ Laramie County Emergency Management, U.S.D.A. Aphis, Pine Bluffs Police Department, WyDOT, Powell Police Department, Laramie County: Fire District 2. The applications will be reviewed by the WyoLink Operations Work Group, and then approved by the Executive Committee.

There was discussion on the "Intent to Participate" document and if that document is being used as the membership application or if the Membership application must be completed. The Intent to Participate was a planning document and all agencies must complete the Membership Application. All of the received "Intent to Participate" forms will be reviewed and notification sent to those agencies that responded that they must complete the Membership Application.

2008 Radio Site Update

Marty McCoy was asked to review the current status of the Radio Sites that are proposed in 2008, especially any access or leasing problems. Marty McCoy provided a status sheet on the 2008 sites and reviewed each site. Most of the 2008 sites are located in the Northwest portion of Wyoming. Cultural and environmental challenges take a considerable amount of time and may lead to delay. The changes to the site list included an update on South Pass, the lease agreement

ha been reviewed by the Attorney General's office and will be signed very soon. The negotiations with the Bridger Teton National Forest (BTNF) are continuing for Pow Wow, Rendezvous Peak and Snow King. WyDOT has hired some help in the negotiations with the BTNF. *The Sites projected for completion in 2008 status report is attached for reference.*

New Business

Designation of WyoLink Support Manager as the Administrator of WyoLink

A memorandum designating an administrator for the WyoLink System was presented. The PSCC Rules and Regulations define the "Administrator" as the State of Wyoming employee that is tasked with the operation and management of the WyoLink system. WyDOT, through the personnel process, has classified that position as the WyoLink Support Manager. **Commissioner Kennedy made a motion to designate the WyoLink Support Manager as the Administrator of the WyoLink System. The motion was seconded by Commissioner Harshman. The motion passed on a voice vote.** *Chairman DeCecco signed the attached memorandum for the designation of the administrator for the WyoLink system.*

Annual Report to the Governor

Chairman DeCecco stated the PSCC is required to submit to the Governor and Annual Report by the end of October. Earl Atwood and Bob Symons will develop a draft report, send the draft report to the PSCC Commissioners for review and then a final review by the Executive Committee before sending the report to the Governor. The draft report should be completed by the end of September.

Working Groups

Chairman DeCecco asked Administrative Support Symons to provide an organizational chart and information on the Working Groups to the new Commissioners. The Commissioners can then decide on which Working Group they would be interested in.

Chairman DeCecco recessed the meeting at 11:45 am for lunch.

Chairman DeCecco reconvened the meeting at 1:05 pm.

General Discussion

Presentation by Director Joe Moore, Wyoming Office of Homeland Security

Director Moore provided a power point presentation on the National Telecommunications and Information Administration/Department of Homeland Security Public Safety Communications Interoperability grant. *A copy of the Director Moore's presentation is attached for reference.*

WyoLink is the number 1 Wyoming State Initiative as approved by the Department of Homeland Security. Due to the supplanting regulations, current funding can not be used as part of the 20% grant match requirement. The Office of Homeland Security is currently reviewing all

prior Homeland Security grants as to how much funds have been used for interoperability radio purchases.

Statewide Communication Interoperability Plan

Bob Symons presented the current status of the Statewide Communication Interoperability Plan (SCIP) that is to be completed by December 3, 2007. Safecom has prepared background information on what information shall be included in the SCIP. The Wyoming Office of Homeland Security is required to complete an Investment Justification as part of the Public Safety Communications Interoperability Grant. In 2002, the State of Wyoming, working with Public Safety Wireless Network (PSWN) created the Wyoming Public Safety Mobile Communications Plan (PSMC).

The current draft of the SCIP includes the overview of Wyoming, Public Safety Mobile Communications History, PSMC steering Committee, review of the PSMC plan, Wyoming Communications Interoperability Educational Forum, WyoLink, Public safety Communications Commission, WyoLink request for proposals, and Current WyoLink Status. What is needed is a consensus on the future of WyoLink that will be used to develop the Investment Justifications.

Bob Symons presented a listing of 5 potential needs and asked for comments on the list and on any additional needs that can be identified during this meeting. The investments listed includes: Training, Portable Radio Enhancements, Casper/Natrona County and Cheyenne Fire 800 MHZ Connectivity, Dispatch Center Connectivity and Redundancy, and Mobile and Portable Radio Purchases. Discussion on the Investment Justifications. Discussion on the training plan.

Questions were asked about whether the investment justifications should match the grant or develop the investment justifications and then figure out how the grant funds could be used toward justifications. The listings of the investment justifications are the challenges that are identified for the completion of the WyoLink project. It is important to identify the gaps and use them as goals for the completion of WyoLink and then identify how future funding could be used toward completing the goals. The completion of the Statewide Communication Interoperable Plan, investment justifications and the results of the Governor's meeting on September 7, 2007 are all inter-connected.

Discussion on the goals of WyoLink as developed by the Public Safety Mobile Communications Planning Committee. *Copy of the PSMC WyoLink goals is attached for reference.*

The Statewide Communication Interoperability Plan challenges and goals were revised to include eight (8) over-reaching challenges: (1) Training, (2) Portable Radio Enhancements, (3) Casper/Natrona County and Cheyenne Fire 800 MHZ Connectivity, (4) Dispatch Center Connectivity and Redundancy, (5) Mobile and portable Radio Purchases, (6) Frequency Acquisitions, (7) Radio Site Acquisitions and (8) Adjacent State Connectivity.

Dispatch Center Connectivity Grants

Discussion on the remaining \$977,504.00 budgeted for the Dispatch Center Connectivity Grants. Those funds will not be obligated until a review by the Governor and Legislature is completed. The Administrative and Funding Work Group will meet to work on the strategy and process that will be used to award the remaining funds. The first round of grants provided an equal amount of funding for each dispatch center. A request will be sent to the original grant applicants for an update on the current funding needs and a gap analysis. Needs should be a priority factor used in determining future grant awards.

Table Top Exercises

Robert Wilson presented a review of the two table top communication exercises that were held on September 10 and 11, 2007. Mr. Wilson presented accolades to Bob Mason (Wyoming Office of Homeland Security) and Martin Kidner (WyDOT and Wyoming National Guard) for the development and coordination of the table top exercises. Rob Cleveland was recognized for his work as the Incident Commander of the exercises. These exercises were successful in meeting the exercise objectives and identifying deficiencies that can be corrected. On October 20, 2007 a functional communication exercise will be held at Frontier Park that will include the National Guard, WYDOT, state, local and Federal agencies. WyDOT Public Affairs will be filming the exercise for training purposes and other media will be invited to document the exercise.

Next Meeting

Discussion on the date and location of the next PSCC Meeting will be held. The Commission decided the December PSCC meeting will be in Casper on December 11, 2007. Administrative Support Bob Symons will develop the meeting details and provide those details to the Commission.

Motion by Commissioner Dave Johnson to adjourn, seconded by Commissioner Jimmy Siler. Motion passed and the meeting adjourned at 2:45 pm.

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Action Items

1. Organizational Charts and Working Group Functions to New Commissioners
2. Statewide Interoperability Communication Plan
3. Intent to Participate Review and Membership Application Process
4. Annual Report to Governor
5. Dispatch Center Grant Strategies and Process

Attachments

1. Global Secure Power Point Presentation
2. SALECS Radio Usage Report
3. WyoLink Support Managers Report
4. WyoLink Radio Sites Map and Status
5. 2008 WyoLink Radio Sites Status Report
6. Designation of WyoLink Administrator
7. Director Moore's Power Point Presentation
8. PSMC WyoLink Goals