



Dave Freudenthal
Governor

State of Wyoming

Kim Lee
Chairman

Public Safety Communications Commission

Meeting September 9, 2008
Sheridan College – C-Tel
Sheridan, WY
Minutes

Chairman Kim Lee called the Public Safety Communications Commission meeting to order at 10:00 am on September 9, 2008. Chairman Lee welcomed those in attendance.

Roll taken and members in attendance:

Kim Lee – Office of Homeland Security
Jerry Kennedy – County Government
Lanny Applegate – Wyoming Fire Marshal
Danny Glick – Sheriff’s Association
Dave Johnson – Municipalities
Mark Joiner – Federal Agencies
Sam Powell – WYDOT
Jimmy Siler – Wyoming Livestock Board
Lauri Wempen – EMS
Robert Wyatt - Public at Large
Bill Westerfield – State Parks and Cultural Resources – Phone Conference
Steve DeCecco – Game and Fish – Phone Conference
John Hartwig – Executive Director PSCC

Members absent:

Kebin Haller – DCI - Excused
Mark Harshman – Wyoming Fire Chief’s Association - Excused
Doug Noseep – Tribal – Excused
Billy Janes – Police Chief’s Association – Excused
Robert Dean – Department of Health – Excused

Others in attendance:

Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Phil Bond – Motorola
William Walter – FBI
Wayne Peterson – Motorola
Margaret Spearman - Motorola
Len Humphries – Nine One One Inc
Marilyn Connolly – Johnson County
Kathi Metzler – Fremont County EMA
Ed Lofland – Collins Communications

Jesse Lyles – Fremont County Sheriff’s Office
Carl Freeman – Fremont County Sheriff’s Office
Shawn McRae – Lander Police Department
Rich Adriaens – Gillette Police Department
Dave Adsit – Gillette Police Department
Mike Card – Sheridan Police Department
Jenifer Shassetz – Sheridan Police Department
Patty Bauer – Wyoming Highway Patrol Dispatch

Minutes from June 10, 2008

The draft minutes from the June 10, 2008 meeting were reviewed. **Commissioner Lanny Applegate made a motion to approve the June 10, 2008 minutes and Commissioner Jerry Kennedy seconded the motion. The motion was approved on a voice vote.**

Working Group Reports

WyoLink Operations Work Group – Commissioner Jerry Kennedy

Commissioner Kennedy stated the WyoLink Operations Work Group met on Friday July 18th by phone and reviewed the portable radio coverage testing document that WyoLink Support Manager Marty McCoy prepared. The work group approved the testing document.

The WyoLink frequency licenses that were issued by the FCC on July 1 and 2, 2008 were discussed by the work group.

A copy of the July 18, 2008 minutes are attached for reference

Administrative and Funding Work Group – Commissioner Lee

The Administration and Funding Work Group did not meet this past quarter.

Spectrum Work Group– Commissioner Mark Joiner

Commissioner Joiner stated the 700 MHz plan and the 800 MHz plan have been suspended due to the lack of the 700 MHz spectrum being sold. The FCC is currently reviewing how the 700 MHz spectrum will be sold or allocated. The 800 MHz plan needs to be reformatted according to new FCC requirements.

SALECS Work Group – Commissioner Bill Westerfield

Commissioner Westerfield provided a report on the meeting of the SALECS meeting on August 28, 2008. Two items were discussed during this meeting; the State law Enforcement Communication System Rules and SALECS users’ migration to WyoLink.

The State Law Enforcement Communication System (SLECS) Rules were adopted in 1981 and are obsolete and the SALECS Work Group recommends the SLECS rules be repealed per the Wyoming Administrative Procedures process.

Commissioner Westerfield made a motion to begin the rules process of repealing the 1981 State Law Enforcement Communications System Rules. The motion was seconded by Commissioner Kennedy and passed on a voice vote.

Administrative Support Symons provided an overview of the rules process that must be followed. The Rules on Rules will be followed to repeal the SLECS rules.

The SALECS Work Group discussed the timing on when the SALECS users will migrate to WyoLink. The Wyoming Highway Patrol is planning on migrating part of the patrol to WyoLink this fall. After the patrol migration is completed and working successfully, the SALECS users may start migrating after the first of the year. This migration will entail training and re-programming of radios. All SALECS users will be notified of the time frame for migrating to WyoLink

A copy of the SALECS August 28 minutes and current SALECS statistic are attached for reference.

Interoperability Executive Committee – Administrative Support Bob Symons

Administrative Support Symons stated the Interoperability Executive Committee met on September 8, 2008 by phone conference to review the 26 WyoLink Applications that have been received since June. The applications will be brought up for discussion during New Business.

Executive Committee – Chairman Lee

The Executive Committee has not met formally in the past quarter.

Staff Reports – Bob Symons

Bob Symons – Administrative Support, has been working with the Department of the Interior (DOI), Department of Homeland Security (DHS) and Federal Partnership for Interoperable Communications (FPIC) on a joint request to the National Telecommunications and Information Administration (NTIA) for the sharing of federal spectrum on WyoLink. Mr. Chris Lewis, DOI, will lead this effort and that request may be discussed this month by a sub-committee of the NTIA.

Mr. Symons has been working with the Wyoming Office of Homeland Security on the application to the Department of Homeland Security – Office of Emergency Communications (DHS-OEC) on a grant for training. The Statewide Communication Interoperability Plan (SCIP) Implementation Report was completed and returned to DHS-OEC on August 29, 2008. This report was due on September 10, 2008.

Mr. Symons has been working with some of the counties on their talkgroup plans. Mr. Symons attended a meeting in Campbell County on August 12, 2008.

On June 20, 2008, Mr. Symons attended the 911 Task Force meeting in Buffalo. The 911 Task Force includes representatives from the Legislature, Public Service Commission and telephone companies. The task force is reviewing the problems associated when T-1 telephone lines and 911 telephone lines are severed and the Public Safety Answering Points (PSAP) not receiving 911 calls. WyoLink information and how WyoLink works was presented to the task force. WyoLink is using T-1 telephone lines to connect the dispatch centers to the zone controllers.

A copy of the PSCC budget was provided to the Commissioners. *A copy of the PSCC budget is attached for reference.*

WyoLink Support Manager's Report – Marty McCoy

As of September 8, 2008 there are 28 WyoLink sites operational and additional two or three sites should be operational soon. As soon as microwave connectivity issues are resolved WyoLink will have 33 sites operational. Some of the 33 sites are operational on a limited basis due to interference or frequency availability issues. WyoLink is working with Motorola to resolve these issues and Bob Symons is working with the FPIC to obtain access to Federal resources.

Weather, lease issues and equipment availability may cause some of the site work scheduled for 2008 to be delayed into 2009. The WyoLink Support Office, WYDOT Right of Way and Motorola are working to limit the number of sites being delayed. WyoLink has signed the sub-lease with Union Telephone and the sub-lease has been provided to the Cheyenne Board of Public Utilities for the Cheyenne Water Tank site for their approval. Snow King needs nine of the ten frequencies to become operational and Motorola is working on identifying frequencies in the FCC pools and from FPIC.

The Laramie County Combined Communications Center (LCCCC) is up and operational, with Cheyenne Fire using their 800 MHz site on Fox Farm Road on WyoLink. There were some issues with the T-1 circuits between WyoLink and LCCCC, but Motorola and WyoLink worked with Qwest to resolve the issues.

Scott Harris has joined the WyoLink team as a Network Specialist. Scott brings 34 years of experience with Qwest and he is rapidly becoming competent in code plug generation and WyoLink system administration.

The WyoLink Support Office and Bob Symons have been working with several agencies on the development of talkgroup plans and the development of the Relationship Manager database. The relationship manager database and the WyoLink list service will be used to provide update notices to interested parties.

The WyoLink Support Office continues to expand their knowledge and expertise through training classes and time with the Motorola System technologists and engineers.

A question was asked to Mr. McCoy on the T-1 circuits and if the addition of more dispatch centers will create more problems. Mr. McCoy feels the T-1 problems have been resolved and future problems will be limited.

A copy of Mr. McCoy's written report is attached for reference.

Old Business

Public Safety Interoperable Communications Grant

PSCC Administrative Support Symons stated that the grant agreements for the Public Safety Interoperable Communications (PSIC) grant have been sent to the Counties. A copy of the Wyoming Office of Homeland Security (WOHS) spreadsheet of the PSIC funding was provided to the PSCC Commissioners. The total funding for the PSIC grant is \$5,952,187 with 80% of the funding passed through to the counties and tribes and 20% to the State. Director Moore, WOHS, has asked the counties to return 5% of their funds back to the State for training and 10% of the state funds will be used for training.

The counties and the State will need to match 20% of the grant for purchases other than training, which requires no match. The State funding will be allocated to the Wyoming National Guard, Attorney General/DCI, WYDOT, WOHS reserve, administration and audit. WOHS will be working with the Regional Response Teams to develop a strategy for expending the required funding for Strategic Technology Reserves (STR). The plan is to provide each regional response team and the two mobile support vehicles with identical pre-positioned equipment.

The PSIC grant is a onetime grant that must be used by September 30, 2010. WOHS is asking that all grant expenditures be completed by June 30, 2010 to allow for adjustments. There was hope that there may be a second round of funding, but that will not happen. The PSIC grant is limited in how the funds may be used and the Counties should check with WOHS before spending their funds. *A copy of the WOHS spreadsheet for the PSIC grant is attached for reference.*

Frequency Licensing

PSCC Administrative Support Symons stated that in early July the FCC issued a waiver for the use of the Part 22 paging frequencies and a waiver to use the Part 90 marine frequencies for WyoLink. Upon the issuance of the waivers, the FCC issued most of the requested frequency licenses. About three weeks ago, another four FCC licenses were issued.

After the requests for information from the FCC were satisfied, the FCC expedited the issuance of the FCC licenses. Administrative Support Symons thanked the Federal delegation and Governor Freudenthal for their assistance and support with the FCC.

Coverage Testing Document

Administrative Support Symons introduced the WyoLink Portable Radio Coverage Testing Methodology as passed by the WyoLink Operations Work Group. The testing will include side by side testing with radios operating on the existing radio systems in each location. The local agencies will be asked to identify test locations by buildings that pose the greatest challenge and those they are most interested in. When working with the local agencies a test methodology will be identified and the test equipment will be determined along with the test

teams. After the completion of the testing, the results will be evaluated to determine coverage gaps. After the gaps are determined then possible enhancements can be identified.

New Business

Approval of WyoLink Membership Applications

Administrative Support Bob Symons recommended the approval of the WyoLink applications that have been received and approved by the PSCC Interoperability Executive Committee on September 8, 2008. The Interoperability Executive Committee has approved 24 applications for WyoLink. *A copy of the WyoLink Applications spreadsheet is attached to the minutes for reference.*

Commissioner Bob Wyatt made a motion to approve the membership applications recommended by the Interoperability Executive Committee. Commissioner Dave Johnson seconded the motion. The motion passed on a voice vote.

Statewide Communication Interoperability Plan implementation Report

Administrative Support Bob Symons introduced the SCIP Implementation Report that was prepared by the Department of Homeland Security Office of Emergency Communications from the statewide plan that was submitted in February 2008. This report has been completed by the Wyoming Office of Homeland Security with the Assistance of Bob Symons.

The report starts with an overview of the State of Wyoming that summarizes the overview provided in the SCIP. The next section provides the Vision and mission statements from the SCIP. The goals are listed and include Achieve high availability, Achieve a feature rich environment, Achieve survivability, Achieve expandability, Achieve a dependable infrastructure and Achieve interoperability. The next section pertains to the urban areas, which Wyoming used designated as Laramie County. Governance is the next section of the report and a summary of the PSCC is provided in this section.

The next section of the report identifies the governance initiatives which are completed or in progress. An overview of the Standard Operating Procedures is listed next and the initiatives for the SOP's are in progress. An overview of the technology approaches, current capabilities and planned systems is included within the report. The current radios systems and WyoLink are provided along with the current status of each system. Technology Initiatives are provided along with the status of each initiative, which are in progress except for the interoperability between WyoLink and Natrona County/Casper 800 MHz radio systems.

The next section of the report pertains to the training and exercises. Wyoming is currently developing a training program to include WyoLink training, interoperability training and communication unit leader training. The final section provides an overview of the usage of the interoperable communication systems.

Chairman Lee stated that the SCIP Implementation Report is a blueprint of the State of Wyoming interoperability project and this document will be used to gauge how we are doing and to chart our progress.

A Copy of the Statewide Communication Interoperability Plan Implementation Report is attached to the minutes for reference and will be posted on the PSCC website.

Interoperable Emergency Communications Grant Program

Chairman Lee introduced the FY 2008 Interoperable Emergency Communications Grant (IECGP). Administrative Support Symons provided an overview of the grant program. Wyoming will receive \$242,875 from this grant. The goal of this grant is to improve local, tribal, regional, statewide and national interoperable emergency communications. This funding will enable the state to implement the Statewide Communication Interoperable plan and align with the goals of the national Emergency Communications Plan.

This grant is very limited in how and where the funds may be used, there are two priority groups: 1) Leadership and Governance; 2) Common Planning and Operational Protocols and Emergency Responder skills and Capabilities. There are three areas in which the funding may be used; 1) establishment of governance structures; 2) Establishment of common planning and operational protocols; 3) Enhancement of emergency responder skills and capabilities through training and exercises. The State of Wyoming submitted an application to use the funds for training and exercises. The first two initiatives have been met by the State of Wyoming.

Upon the award of this grant, WOHS will request the counties allow the State to keep all of the funding for the statewide training program. The current plan for the training is to have the Wyoming Law Enforcement Academy and the Wyoming Fire Marshal's Office work with the Wyoming Office of Homeland Security and the PSCC WyoLink Operations Work Group to develop and deliver training programs at the local level using state trainers. The training will be provided, at no additional costs, to the local first responders in their community. The training program will provide WyoLink training, interoperability training and communications unit leader training. There will be three levels of training – end user training, train the trainer and specialized training.

WyoLink Users Group

Administrative Support Symons introduced an idea to create a WyoLink users group to help provide a forum between the WyoLink users, WyoLink and PSCC. This work group would be able to discuss the standard operating procedures, what is going well with WyoLink and problems with WyoLink. The current list of relationship managers could be used to help start this new group. This may become an excellent method for the WyoLink users to provide dialog back to the PSCC. Chairman Lee asked that Administrative Support Bob Symons and WyoLink Support Manager McCoy to develop a WyoLink Users Group and keep the PSCC informed on the status.

WyoLink Kick-Off

Administrative Support Symons introduced an idea to hold a WyoLink kick-off celebration later this year. Mr. Symons has received some feedback from the potential federal users, WyoLink users, legislators and others on having a well publicized and invited celebration as to the accomplishments of WyoLink. This celebration would provide an opportunity to provide a current status of the WyoLink system and thank those individuals that have contributed to the development of the system.

Chairman Lee asked that the event be held later in the year and we should use the public affairs department of WYDOT to help plan this event.

Annual report to the Governor

By statute the PSCC is required to provide to the governor an Annual Report in October. The request by Administrative Support Symons to develop the report, have the Executive Committee review the report before sending the report to the full commission for final approval before submitting to the Governor. Chairman Lee approved the request.

General Discussion

Chairman Lee asked the commission and audience to keep Robert Wilson and his family in their hearts and prayers. Robert Wilson's father passed away on Monday, September 8, 2008.

Commissioner Glick presented some concerns about WyoLink. The low level radio site at the Cheyenne Water Tank is not completed and may not provide the coverage that the City of Cheyenne requires. Due to the release of new equipment that allows for multiple band equipment and the success of the conversion of Cheyenne Fire Rescue 800 MHz system to WyoLink, the City of Cheyenne is considering 800 MHz for the Cheyenne Police Department portable radios. This will allow for better building penetration and allow for interoperability with other agencies on WyoLink. The second concern is that the WyoLink Support Staff may need the assistance of the PSCC to help develop a comprehensive support system for WyoLink. The support may need to be legislative and/or to the governor to develop a maintenance support system. WyoLink is developing a support system using the WyoLink employees and the WYDOT radio shops.

A question was asked about the connectivity and dependability of the T-1 telephone lines between the dispatch centers and WyoLink. Mr. McCoy stated that the addition of Scott Harris has help with the diagnostics and correction of the T-1 problems and that Mr. Harris is helping with the relationship between the telephone providers and WyoLink.

Dave Adsit, Gillette Police Department, stated the City of Gillette is exploring and most likely will use 800 MHz for their portable radio coverage solution. The City of Gillette wants to participate in WyoLink and they feel this would provide the best solution for the required coverage and for the future of the system. The City of Gillette would use VHF radios in their vehicles. Commissioner Joiner stated that Gillette will need to make an application to the 800 MHz Planning Committee for the use of the 800 MHz frequencies that are allocated to Wyoming.

Fremont County asked about the data capabilities of WyoLink. Currently, WyoLink is capable of providing limited data at 9600 baud. Higher speed broadband is not being addressed at this time, but could be in the future. WyoLink is primarily a voice system and that must be developed before working on enhancing data capabilities. Commissioner Wyatt stated that the Data was explored during the Public Safety Mobile Communication (PSMC) Plan by Federal Engineering and the results of that study was voice before data. Commissioner Wyatt stated a task force could be created to address the need of higher speed data because the PSMC study is over six years old and the views may have changed. Commissioner Joiner provide information on the current status of the 700 MHz plan and the problems with the lack of selling of the 700 MHz spectrum by the FCC. Originally phase 1 of the 700 MHz plan was to provide voice interoperability and Phase 2 was to provide data interoperability. 700 MHz is currently unavailable until the FCC decides on how they will deal with the 700 MHz band. Fremont County offered to be used as a pilot program.

Administrative Support Symons asked that the PSCC request a meeting with the Wyoming Highway Department to discuss the use of the PSIC grant funds. The Wyoming Highway Department will be receiving \$200,000 and some of the SALECS agencies could use some of those funds for providing consolettes in the department offices, which would help reduce radio traffic to the Wyoming Highway Patrol Dispatch Center. Chairman Lee will request a meeting with Director Cox.

Commissioner Powell stated the Wyoming Highway Patrol is exploring the use of data on a limited basis. As the patrol moves forward with the use of data, Commissioner Powell will be able to provide the PSCC with information on how it is working. Most of the current data use is through cellular and/or satellite connectivity. Each of these methods has their limits and costs. Commissioner Powell feels that this will be the next major hurdle for law enforcement communications to bridge.

Next Meeting

Chairman Lee stated the December 2008 PSCC meeting will be in Cheyenne on December 9, 2008 in Room B-63 of the Herschler Building. Administrative Support Bob Symons will develop the meeting details and provide those details to the Commission.

Being no further business, Chairman Lee requested a motion for adjournment. **Commissioner Lanny Applegate made a motion to adjourn, seconded by Commissioner Jim Siler. The motion was approved on a voice vote and the meeting adjourned at 11:30 am.**

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Action Items

1. Law Enforcement Communications Commission Old Rules - SALECS
2. WyoLink Membership Agreements
3. PSIC and IECGP training program
4. WyoLink Users Group
5. WyoLink kick-off
6. Annual Report to Governor
7. PSIC funds to WYDOT discussion

Attachments

1. WyoLink Operations Work Group Minutes – July 18, 2008
2. SALECS Work Group Minutes – August 28, 2008 and SALECS Statistics
3. 2009-2010 PSCC Budget
4. WyoLink Support Managers Report
5. PSIC Funding Spreadsheet
6. WyoLink Applications Spreadsheet
7. SCIP Implementation Report