



Dave Freudenthal
Governor

State of Wyoming

Kim Lee
Chairman

Public Safety Communications Commission

Meeting December 9, 2008
Herschler Building – Room B-63
Cheyenne, WY
Minutes

Chairman Kim Lee called the Public Safety Communications Commission meeting to order at 10:05 am on December 9, 2008. Chairman Lee welcomed those in attendance.

Roll taken and members in attendance:

Kim Lee – Office of Homeland Security
Jerry Kennedy – County Government
Mark Harshman – Wyoming Fire Chief's Association – Phone Conference
Danny Glick – Sheriff's Association – Phone Conference
Dave Johnson – Municipalities
Mark Joiner – Federal Agencies
Billy Janes – Police Chief's Association
Jimmy Siler – Wyoming Livestock Board
Lauri Wempen – EMS – Phone Conference
Bill Westerfield – State Parks and Cultural Resources
Steve DeCecco – Game and Fish – Phone Conference
John Hartwig – Executive Director PSCC

Members absent:

Lanny Applegate – Wyoming Fire Marshal - Excused
Kebin Haller – DCI - Excused
Sam Powell – WYDOT - Excused
Robert Wyatt - Public at Large - 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
Dave Adsit – Gillette Police Department
Patty Bauer – Wyoming Highway Patrol Dispatch
Bill Morse – Wyoming Highway Patrol
Wes Stevens – DHS/Office of Emergency Communications – FPIC
Scott Booth – DHS/Office of Emergency Communications – FPIC

Barb May – Motorola
Cari Southerland – Motorola
Dave Riegert – Wireless Advanced Communications
Robert Wilson – WYDOT Telecommunications
Bryan Morehouse – Goshen County Sheriff’s Office
Mike Slifka – FBI
Anthony Ramirez – 84th CST
Dan Perko – Wyoming Forestry - WYAPCO

Meeting Agenda

Chairman Lee asked for any changes to the draft minutes. Hearing no comments, Chairman Lee noted the minutes were approved as submitted

Minutes from September 9, 2008

The draft minutes from the September 9, 2008 meeting were reviewed. **Commissioner Dave Johnson made a motion to approve the September 9, 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 did not meet this last quarter. Commissioner Kennedy noted that the Committee will be meeting in near future to discuss training. The committee needs to get more active to help alleviate the work load of the staff. Commissioner Kennedy has heard some negative comments on WyoLink and the PSCC and Staff needs to spread the WyoLink story to help control the rumors.

Administrative and Funding Work Group – Commissioner Lee

The Administration and Funding Work Group did not meet this past quarter. Chairman Lee introduced Robin Knepp, Fiscal Services Wyoming Office of Homeland Security (WOHS), to provide an update on the Public Safety Interoperable Communications (PSIC) grant. Of the 23 counties and two Tribes, one county did not sign the agreement to give back 5% of the PSIC funds for training. The 2008 Department of Homeland Security – Office of Emergency Communications Interoperable Emergency Communications Grant Program (IECGP) will be used for interoperable communications training. WOHS is currently working on two grant award agreements to the Wyoming Fire Marshal’s Office and the Wyoming Law Enforcement Academy to administer the training funds. The totals funds available for training are \$507,000.00.

Spectrum Work Group– Commissioner Mark Joiner

The Spectrum Work has received a letter of concurrence from the State of Idaho for a revision to the Idaho 700 MHz plan. The revision will be to correct a frequency spacing problem. Commissioner Joiner has sent the 700 MHz Planning Committee an email requesting

approval of the concurrence. The 700 MHz public safety spectrum is slated for auction in January, but not sure if the auction will happen due to the election and new administration. Commissioner Joiner will be attending an 800 MHz training meeting in February which will provide the guidance on the revision of the Wyoming 800 MHz plan. A 700 MHz meeting will be held during the same time.

SALECS Work Group – Commissioner Bill Westerfield

Commissioner Westerfield did not meet in the last quarter. A copy of the SALECS statistics was included with the Commissioner's meeting packet. The Law Enforcement Commission Communications (LECC) rules are being monitored by the SALECS Work Group. There is an update on the LECC rules under Old Business later in the meeting. *A copy of the current SALECS statistic is attached for reference.*

Interoperability Executive Committee – Commissioner Billy Janes

Commissioner Janes stated the Interoperability Executive Committee met on December 9, 2008 by phone conference to review the 22 WyoLink Applications that have been received since September. The Interoperability Executive Committee recommends approval of the applications. The approvals of the applications are scheduled under New Business later in this meeting.

Executive Committee – Chairman Lee

The Executive Committee has not met formally in the past quarter. Chairman Lee noted that Doug Noseep, Tribal Representative has moved to Billings Montana with the BIA and has resigned from the PSCC. The PSCC has a vacancy for a Tribal representative.

Staff Reports – Bob Symons

Administrative Support Bob Symons provided the following information on activities of PSCC support office during the last quarter. Mission Critical Magazine requested an article on WyoLink and that article was published in the August 2008 edition of the Mission Critical Magazine.

On November 15, 2008 Albany County hosted a communications exercise that included Albany County, City of Laramie, Wyoming National Guard, and Wyoming Office of Homeland Security. The purpose of this exercise was to test interoperable radio communications between military and civilian agencies, console patching, gateways – ACU 1000, dynamic regrouping, trunking radio patched to phone, video conferencing and WebEOC. Overall the exercise successfully completed all identified tasks and operational expectations. Some of the military secure links were not operational but the non-secure links were.

Mr. Symons is continually working with the Federal Partnership for Interoperable Communications (FPIC) and the Federal frequency use request. Talkgroup plans have been developed for Laramie County School District, Albany County/Laramie, Fremont County, Division of Criminal Investigations, U.S. Marshal's Service and USDA APHIS. WyoLink and

interoperable communications training has been presented to the Wyoming Highway Patrol, Wyoming Department of Agriculture and Laramie County School District #1.

The Annual Report to the Governor was submitted on October 28, 2008. The zoning request for the Cheyenne Water Tank was prepared and submitted to the City of Cheyenne. Second Round Grant amendments were prepared, reviewed by the Attorney General's Office and sent to the agencies for signatures. WyoLink Membership Agreements have been prepared, reviewed by the Attorney General's Office, signed by Chairman Lee and sent to the agencies for their approval and signatures.

Bob Symons and Kim Lee represent the State of Wyoming on the Regional Emergency Communications Coordination Work Group (RECCWG) for FEMA Region VIII. Bob Symons and Kim Lee participated in the first meeting in July via phone conference and Bob Symons attended the November 20, 2008 meeting in Denver. A detailed report on the RECCWG will be provided later in this meeting.

Bob Symons represented the State of Wyoming at the first National Governor's Association (NGA) in cooperation with the Department of Homeland Security Office of Emergency Communications (DHS-OEC) Statewide Interoperable Communications Coordinators conference in Orlando, Florida, December 3 and 4, 2008. The meeting was primarily to share best practices, discuss communication interoperability planning and implementation, specifically governance and funding issues. There were learning opportunities about the National Emergency Communications Plan and the resources of the DHS-OEC office. There are plans for this conference to be held twice a year and the next conference may include training and standard operation procedures.

Chairman Lee spoke about the Communications Unit Leader training provided by the DHS-OEC that is being planned in Wyoming this spring. A copy of the training information was provided to Commission Kennedy for the WyoLink Operations Work Group to help plan the training.

WyoLink Support Manager's Report – Marty McCoy

Marty McCoy presented his WyoLink Support Manager's report to the PSCC. Currently there are 31 WyoLink sites active, five more to follow in the next two weeks and another six by the end of the year. The repair parts for the damaged microwave dishes at Copper Mountain are on site and the installation work will be performed next week.

WYDOT and the Wyoming Highway Patrol have switched their operations in WYDOT District 1 to WyoLink. There is a problem with coverage in the Elk Mountain interchange area due to a multi-path interference caused by the unique topography in that area. WyoLink is working with Motorola to analyze the test data and craft a solution to the problem. There were coverage issues in Telephone Canyon, Highway 287 south to the Colorado border due to a defective radio at Strouss Hill. The radio has been disabled until warranty work can be completed, this eliminated the problem.

WYDOT right of way is continuing to make progress on the lease permits with the Forest Service. WyoLink Support Office has developed and is continuing to develop procedures for

working with the various agencies on the dispatch center reliability. WyoLink will be working with the WyoLink Operations Work Group, Motorola and users to determine when and where portable radio testing should begin and on what schedule. WyoLink is working with Motorola to refine the handling of trouble tickets and to ensure outages and problems are resolved in an efficient manner.

The coverage enhancement site at the Cheyenne Water Tank is progressing and upon the issuance of the zoning permit and building permits, construction will begin. *A copy of Mr. McCoy's written report is attached for reference.*

Old Business

Governor's Report

The 2008 Annual Report to the Governor was included in the PSCC commissioner's meeting packet. The Governor's Report was delivered to the Governor's office on October 28, 2008 with no comments.

NTIA Frequency Licensing

Bob Symons reported the National Telecommunications and Information Administration Spectrum Planning Sub-Committee will be meeting on December 11, 2008 to review the joint Department of Interior and Department of Homeland Security request for sharing of Federal spectrum with WyoLink.

Membership Agreements

A spreadsheet was included with the meeting packets on the membership agreements that have been created, signed by the Attorney General's Office, sent to the agencies for their signatures and those agreements that have been signed and returned to the PSCC Administrative support. Bob Symons stated that some of the membership agreements are waiting on the names of the agencies signatories and then those agreements will be forwarded to the Attorney General's Office for approval.

Chairman Lee called for a motion to approve the membership applications that were recommended by the Interoperability Executive Committee. **Commissioner Bill Westerfield made a motion to approve the WyoLink Membership applications for the 22 agencies listed on the membership spreadsheet. The motion was seconded by Commissioner Jim Siler. The motion passed on a voice vote.** *A copy of the WyoLink membership spreadsheet is attached for reference.*

Law Enforcement Communications Commission Rules

Bob Symons stated the request to the Governor to start the rules making procedures for repealing the Law Enforcement Communications Commission Rules was sent to the governor's office on December 1, 2008 and returned on December 2, 2008 with permission to proceed. The rules process will start in January and concluded after the 2009 Legislative Session.

New Business

Regional Emergency Communications Coordination Work Group (RECCWG)

Chairman Lee stated that this work group was mandated by Congress after Hurricane Katrina and that Bob Symons and Kim Lee have been appointed by the State as representatives on this work group.

Bob Symons provided an overview of the RECCWG to the Commission. The Work Group for FEMA Region VIII includes Colorado, Montana, South Dakota, Utah, North Dakota and Wyoming. The RECCWG purpose is for planning and coordination, assessing and addressing the survivability, sustainability, operability and interoperability of emergency communications. The RECCWG is also to provide a vision into regional communication preparedness efforts and help FEMA and other federal agencies define and integrate emergency communications support during an incident.

Dennis Fisher from the FEMA Region VIII Disaster Emergency Communications Division is the regional coordinator. The RECCWG met on November 20, 2008 in Denver at the Region VIII FEMA offices. During this meeting the membership on the RECCWG was discussed. The Congress mandate includes a required membership to the RECCWG and the attendees felt that each state meets the organizations that are to be represented on the RECCWG and it would be best to have two or three State Representatives instead of trying to fill the 33 positions from the six states. The attendees do not want the RECCWG focus to overlap with other statewide activities and provide a venue to share best practices and coordination between the States.

The RECCWG will work with FEMA Region VIII to complete the Annual Reporting Template and report on the status of the respective States on interoperable communications.

Federal Partnership for Interoperable Communications (FPIC)

Bob Symons and Robert Wilson – WYDOT Telecom, have been participating in the monthly FPIC meetings via phone conference calls. This relationship started back with the Federal Summit held in Cheyenne on April 26, 2006. Wyoming was invited to participate in the FPIC meetings and this relationship has developed into the FPIC supporting WyoLink with Federal Agency participation and helping with the potential sharing of federal resources on WyoLink. FPIC is represented at this December PSCC meeting by Scott Booth and Wes Stevens, Department of Homeland Security/Office of Emergency Communications.

Thank You Notes for FCC Frequencies

Chairman Lee stated that he would send the Congressional delegation and the Governor thank you notes for their help on the acquisition of FCC licenses.

2009 Interoperable Emergency Communications Grant Program (EICGP)

Bob Symons provided an overview of the 2009 EICGP. In Fiscal year 2009, \$48,575,000.00 was appropriated for IECGP grants to States and territories. New this year, the grant funds may be used to purchase equipment. In November 2008 the grant guidance and application kit was sent to the Wyoming Office of Homeland Security. Wyoming Office of Homeland Security has been designated by the Governor's Office as the State Administrative Agency (SAA) and will be submitting the application for the State. The application is due on January 13, 2009. The funding for this grant must be used for the governance and common operational planning and protocols, emergency responder skills and capabilities or equipment purchases. The grant is designed so that the State has the governance and common operational procedures completed before spending funds on training. The training program must be developed and funded before the States may use the funding for equipment purchases. Wyoming has met the governance and common operating procedures. The 2008 EICGP funds are being designated for training, so the application will included the use of funds for equipment.

The EICGP grant is designed so that 80% of the state funds are to be passed to the local governments and 20% to the State. If the grant funds will be used for equipment purchases the funds must have a cost share of 75% federal funds and 25% state or local funds. As the grant application is developed, it will be vetted with the PSCC for comments.

National Emergency Communications Plan (NECP)

Bob Symons presented an overview of the National Emergency Communications Plan. The NECP was mandated by congress as part of the funding for the Department of Homeland Security Office of Emergency Communications (DHS/OEC) in July 2008. The NECP was provided to the PSCC Commissioners present at the meeting and will be posted on the PSCC website.

The States were required to develop a Statewide Communications Interoperable Plan (SCIP) in December of 2007. These plans were reviewed by DHS/OEC for trends and challenges that were included into the NECP. The NECP is a strategic plan that sets national goals and objectives to improve interoperability, operability and continuity of communications for Federal, State, local and tribal emergency responders. Title XVIII of the Homeland Security Act was amended to require the States and territories to align the SCIP's to the NECP by the end of 2010. Wyoming's SCIP is aligned to the NECP. The NECP vision is "Emergency responders can communicate as needed, on demand, as authorized; at all levels of government, and across all disciplines." The NECP lists only three goals and the objectives include formal governance structures; coordinated Federal activities; common planning and operational protocols; standards and emerging communication technologies; Emergency responder skills and capabilities; system life-cycle planning; and disaster communication capabilities.

The DHS/OEC has recommended State 2009-2010 Actions to align to the NECP. 1) Establish a full-time statewide interoperability coordinator – Bob Symons has been designated as the interoperability coordinator. 2) Incorporate the recommended membership in the Statewide Interoperability Governing Body (SIGB) - completed. 3) Establish the SIGB via legislation – completed. 4) Tactical planning among Federal, State, local and tribal government occurs at the

regional interstate level – RECCWG. 5) Implement the Communications and Information Management section of the National Incident Management System (NIMS) – Currently under review by Wyoming Office of Homeland Security. 6) Program nationwide interoperability channels into all existing emergency responder radios – part of WyoLink handbook. 7) Incorporate the use of existing nationwide interoperability channels into standard operational procedures, training, and exercises – included in the WyoLink handbook and part of the training and exercise plan. 8) Update the SCIP to reflect plans to eliminate coded substitutions throughout the incident command system – plain language communications. 9) Complete disaster communications training and exercises – part of the Wyoming communication training plan. 10) Define alternate/backup capabilities in emergency communications plans – Wyoming will need to work on this task.

PSCC Work Group Assignments

Chairman Lee stated that the sub-committees need to become more involved with the operations of WyoLink, training and customer service. Customer Service and developing the training program is an important task of WyoLink Operations Work Group. All of the work groups should be looking for and requesting help from subject matter experts. The SALECS Work Group will be involved with repealing the LECC rules.

General Discussion

Commissioner Lauri Wempen stated that the Fremont County Commissioners and Fire Districts have extended an invitation to provide letters of support to the Forest Service on the Windy Ridge radio site. The PSCC and WyoLink welcomed the invitation and the letters would be welcomed

Next Meeting

Chairman Lee stated the March 2009 PSCC meeting will be in Torrington on March 10, 2009. 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 Dave Johnson made a motion to adjourn, seconded by Commissioner Jerry Kennedy. 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. Thank you letters to Congressional delegation and Governor
5. PSCC Work Group assignments and meetings
6. 2009 IECGP Application

Attachments

1. SALECS Statistics
2. WyoLink Support Managers Report
3. WyoLink Site Map – 12-9-2008
4. WyoLink Applications Spreadsheet