



Dave Freudenthal
Governor

State of Wyoming

Kim Lee
Chairman

Public Safety Communications Commission

Meeting June 3, 2009

Wyoming State Library – Cheyenne and Video Conference Minutes

Chairman Kim Lee called the Public Safety Communications Commission meeting to order at 10:05 am on June 3, 2009. This meeting included a video conference with conference sites in Casper, Jackson, Riverton, Rock Springs, and Sheridan. Chairman Lee welcomed those in attendance.

Roll taken and members in attendance:

Kim Lee – Office of Homeland Security - Cheyenne
Jerry Kennedy – County Government - Cheyenne
Mark Harshman – Wyoming Fire Chief's Association – Casper
Danny Glick – Sheriff's Association – Phone Conference
Dave Johnson – Municipalities - Cheyenne
Mark Joiner – Federal Agencies - Riverton
Steve DeCecco – Game and Fish – Rock Springs
Sam Powell – WYDOT - Riverton
Jimmy Siler – Wyoming Livestock Board – Cheyenne
Lauri Wempen – EMS – Riverton
Bill Westerfield – State Parks and Cultural Resources - Cheyenne
Robert Wyatt - Public at Large – Sheridan
John Hartwig – Executive Director PSCC – Cheyenne
Leland Christensen – County Government - Jackson
Steve Myrum – DCI – Representing Commissioner Kebin Haller

Members absent:

Kebin Haller – DCI - Excused
Robert Dean – Department of Health – Excused
Lanny Applegate – Wyoming Fire Marshal – Excused
Billy Janes – Police Chief's Association – Excused
Vernon Hill – Tribal - Excused

Others in attendance:

Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Phil Bond – Motorola
William Walter – FBI
Margaret Spearman - Motorola
Dave Adsit – Gillette Police Department – Phone Conference
Robert Wilson – WYDOT Telecommunications

Dan Perko – Wyoming Forestry – WYAPCO
Debbi Serke - Motorola
Andy Bellendir – WAC
Dean Barrese – WAC
Dan Balsamo – Motorola
Jim Archerd – WOHS
Dick Bolin – Highway Patrol Dispatch
Dale Merritt – FBI
Cy Cass – Laramie Fire Department
Patty Bauer - Highway Patrol Dispatch
Wayne Peterson – Motorola
Mike Slifka – FBI
Ted Higgins – ComTech – Rock Springs
Jim Wamsley – Sweetwater County Fire District #1 – Rock Springs
Adam Mallak – Bureau of Reclamation – Sheridan
Dave Riegert – WAC – Casper
Bryan Sandborn – WAC – Casper
Kate Belden – WAC – Casper
Brent Guernsey – WAC - Casper

Chairman Lee welcomed new members Leland Christensen – Teton County Commissioner and Vernon Hill - Tribal Representative. Jerry Kennedy submitted his resignation from the PSCC. The governor has appointed Leland Christensen to the PSCC to represent the County Commissioners. Chairman Lee thanked Jerry Kennedy for his years of service to the PSCC as an outstanding commissioner and a good representative of county government and public safety.

Meeting Agenda

Chairman Lee asked for any changes to the draft minutes. Being no comments or changes the minutes were approved as submitted.

Minutes from March 10, 2009

The draft minutes from the March 10, 2009 meeting were reviewed. **Commissioner Bob Wyatt made a motion to approve the March 10, 2009 minutes and Commissioner Mark Harshman seconded the motion. The motion was approved on a voice vote.**

Working Group Reports

WyoLink Operations Work Group – Jerry Kennedy

The WyoLink Operations Work Group on April 20, 2009. The minutes of the March 9th WyoLink Operations Work Group were reviewed and approved. The Elk Mountain Interchange site was discussed. The testing that was performed indicated a site at Elk Mountain interchange on I-80 would provide coverage for 17 miles of the 20 miles that is currently experiencing multipath issues. The Wyoming Highway Patrol provided accident statistics in the three miles area with poor coverage, 28 accidents in 2008. The work group decided additional testing should be completed in this area.

The Gillette police Department made a request to connect their proposed 800 MHz system to WyoLink. The Work Group moved and approved this request and submit the request to the PSCC.

Portable radio coverage testing was discussed. Testing has been completed in Platte County and testing is scheduled for Albany County, Fremont County and Hot Springs County. An update was provided on the Cheyenne Water Tank Site, completion by the end of September 2009. Chairman Lee appointed Jerry Kennedy as a Subject Matter Expert to the WyoLink Operations Work Group. *A copy of the Jerry Kennedy's report is attached for reference.*

Administrative and Funding Work Group – Chairman Kim Lee

Chairman Lee noted there were two spreadsheets included with the Commissioner's meeting packets indicating the current status of Dispatch Center Grants and cut-over progress. *Copies of the spreadsheets are included for reference.*

Spectrum Work Group– Commissioner Mark Joiner

Commissioner Mark Joiner stated the FCC has requested a revision on the Wyoming 800 MHz plan. Due to the short notice, Commissioner Joiner made the necessary changes, sent the changes to the FCC and notified the Spectrum Work Group of the changes.

Commissioner Joiner has received a request from the Gillette Police Department for channels within the 800 MHz spectrum. Commissioner Joiner sent Gillette a copy of the 800 MHz plan and application information. Upon the receipt of the applications for 800 MHz frequencies, Commissioner Joiner will appoint a sub-committee to review the application and work with Gillette Police Department on the application.

SALECS Work Group – Commissioner Bill Westerfield

Commissioner Bill Westerfield stated the SALECS Work Group has not met during the last quarter. The latest SALECS statistics were submitted by Highway Patrol and a copy was presented to the PSCC. *A copy of the May SALECS statistics are attached to the minutes for reference.*

Interoperability Executive Committee – Bob Symons

Administrative Support Bob Symons was asked by Commissioner Billy Janes to provide the Interoperability Executive Committee report. Bob Symons stated the Interoperability Executive Committee met by phone conference call on June 1, 2009. Two applications have been received and the committee voted to approve the applications for the Carbon County Sheriff's Office and Wyoming Bureau of Land Management. These applications will be acted on later in this meeting.

Marty McCoy, WyoLink Support Manager provided information on a notification system, Gov Delivery, which he wishes to use to notify WyoLink users on outages to the WyoLink system. This notification system will provide e-mail and text messages that can be

sent to all members or can be sent to localized areas. The Interoperability Executive Committee approved the use of this notification system.

Administrative Support Symons is working on reviewing other State procedures on interoperability and will be submitting proposed changes to the WyoLink Handbook in the future.

Executive Committee – Chairman Lee

Chairman Lee stated the Executive Committee has not met during the past quarter.

Staff Reports – Bob Symons

Training has been provided to the State Engineer's Office and the Department of Agriculture. Two Master Trainer classes have been held, two contract instructors for the Fire Marshal's Office and six contract instructors for the Wyoming Law Enforcement Academy have completed this training and are ready to start providing WyoLink and interoperability training to local agencies. A training session was provided to Mr. Symons and the Wyoming Office of Homeland Security radio technicians on Communication Asset and Survey Mapping Tool (CASM). CASM provides a tool for correlating FCC data bases and site mapping to help develop interoperable solutions at the local and state level using current conventional channels.

Mr. Symons participated in the portable radio testing in Wheatland and Laramie. Talkgroup planning has been started in Sheridan County, Johnson County, Goshen County and Wyoming Game & Fish. WyoLink outreach was held in Big Horn County, F.E. Warren Air Force Base and Washakie County. The PSCC Newsletter was developed and published in early April.

Mr. Symons along with WYDOT Telecommunications and WyoLink support attended two meetings with Colorado on interstate interoperability between Wyoming and Colorado. There was discussion on short term and long term solutions for providing interoperability between the states. One solution is the use of an Inter Sub-System Interface (ISSI), which is new technology that will be available later in 2009. Another meeting with operational level users is being set up. Wyoming will be represented by the Wyoming Highway Patrol, Laramie County, Albany County and WYDOT

Mr. Symons attended the National Conference on Emergency Communications in Chicago, IL April 22-24. This conference was funded by the Department of Homeland Security – Office of Emergency Communications. This conference brought together 400 individuals from the federal and state levels. The Regional Emergency Communications Coordination Work Group (RECCWG) met in Rapid City, SD May 20 & 21. This meeting was funded by FEMA Region VIII. Region VIII includes Colorado, Utah, Wyoming, South Dakota, North Dakota and Montana. Both conferences provide information on interoperability and interaction between States and Federal agencies on current communication activities.

Mr. Symons is continuing his involvement with the Federal Partnership for Interoperable Communications (FPIC), the Spectrum Sub-committee and a Plain Language Work Group.

Mr. Symons talked to Chris Lewis on June 2nd and the Federal frequency allocation request is scheduled for discussion later in June and a spreadsheet of WyoLink sites and FCC licenses will be sent to help provide information on the justification for Federal users to use WyoLink.

A question was asked on why the FCC requires the Federal agencies to obtain permission for using WyoLink. Due to the Rules of the FCC and Department of commerce this must be done. Another question was asked if any meetings have been held with any of the other neighboring states. The attendance to the RECCWG and National Emergency Communications Conference provides opportunities to develop relationships with the neighboring states. We will continue to develop outreach with the neighboring states.

WyoLink Support Manager's Report – Marty McCoy

Marty McCoy stated 40 WyoLink sites are currently operational with one site scheduled to come on line at Narrows Hill in the next two weeks. Volunteers continue to drive and test WyoLink are being compiled by WYDOT Telecommunications and submitted to the WyoLink Support office for review.

WyoLink, Motorola, power companies and the Forest Service will be site walking five sites to finalize the plans and construction schedule for the summer of 2009 next week. The WyoLink office is working closely with the Forest Service and WYDOT Right of Way to keep the special use permits for sites on the Bridger/Teton and Big Horn Forests.

Consoles have been cutover at the Sheridan PD and Park County and cutover's are scheduled for Fremont County and Niobrara County in the coming weeks. Motorola is preparing summaries and maps of the portable radio coverage testing that was conducted in Platte, Albany, Fremont and Hot Springs Counties.

WyoLink and Motorola are working on a loading analysis to determine how much system capacity will be necessary to handle anticipated voice and data traffic as more low speed data is utilized on the WyoLink System.

The Cheyenne Water Tank site is waiting for the completion of the power upgrade and installation of the generator. Union Telephone is currently working with the City of Cheyenne on obtaining the necessary permits and construction should be completed in the very near future. Upon the completion of the electrical system upgrade the rest of the construction will be completed. This site will be using Federal frequency allocations and should be operational by the end of September. The summer construction season is here and both WyoLink and Motorola are poised to make the most of this site.

Due to the upcoming construction season, the work on the Elk Mountain coverage problem is delayed. *A copy of the WyoLink Support Manager's report is attached for reference.*

A question was asked about performing more portable radio testing. As agencies request the testing, it will be scheduled. Elk Mountain coverage testing, planning and evaluating will be conducted during this construction season. The visual quality analysis for Windy Ridge, Salt

Pass and Snow King will be using pictures of the Winkleman Dome site. The Cheyenne Water Tank site should be on the air by the end of September.

Gov Delivery is a product that is being used by WYDOT in the Traffic Management Center and WyoLink will be able to use Gov delivery for no additional costs. The members will be able to pick areas of operation that may be used for notifications by area or statewide. Any notice will be sent from the WyoLink Support Office via e-mail and/or text messages. Gov Delivery does not have capabilities for text to voice or fax. Mr. McCoy will also be setting up a fax notification for those WyoLink members or dispatch centers without e-mail or cell phones. Mr. McCoy will check on the encryption and security features of Gov Delivery.

Old Business

PSIC Grant Funds

WYDOT has received \$200,000 from the Public Safety Interoperable Communication (PSIC) grant. Chairman Lee will check with Homeland security Director Joe Moore on the intent of the PSIC grant funds. The Administration and Funding Work Group will work with WYDOT to provide guidance on the use of these grant funds.

Gillette Police Department Request

After the decision of the WyoLink Operations Work Group to allow Gillette Police Department to connect their proposed 800 MHz system to WyoLink, an email straw poll was conducted to allow Gillette to begin the planning and engineering for the 800 MHz system. The e-mail vote was unanimous in favor of allowing Gillette to connect their 800 MHz system to WyoLink. **Commissioner Bill Westerfield made a motion to approve the request from the Gillette Police Department to connect their compatible 800 MHz system to WyoLink. The motion was seconded by Commissioner Dave Johnson. The motion passed on a voice vote.**

New Business

Membership Applications

Two applications for membership have been received from the Carbon County Sheriff's Office and the Bureau of Land Management Wyoming Districts and the interoperability Executive Committee has approved both applications. **Commissioner Dave Johnson made a motion to approve Carbon County Sheriff's Office and the Bureau of Land Management Wyoming Districts as WyoLink members. The motion was seconded by Commissioner Bob Wyatt. The motion passed on a voice vote.**

Strategic Plan

Discussion on the PSCC Strategic Plan. The PSCC Strategic Plan was developed in 2005 and had three performance measures with a three year timetable. Chairman Lee and the Executive Committee will work with Administrative Support Symons to develop a draft strategic plan which will be presented to the PSCC before the September PSCC meeting with an expectation to approve the plan at the September PSCC meeting.

PSCC Meetings

Discussion on the format for the future PSCC meetings. Due to the current economic conditions, all State agencies and commissions have been asked to minimize travel. The use of technology could reduce the travel costs significantly and allow for productive meetings. The PSCC is mandated by Wyoming Statute to meet quarterly. This meeting is using five video conferencing sites for a cost of less than \$200.00. This is a significant reduction in travel costs. This video conferencing meeting has been successful and the quality of this meeting has been very good. The video conference meetings are good for the shorter meetings and have allowed other participants to become involved in the meetings. The Commission will plan on holding two meetings a year by video conferencing and two live meetings a year.

Election of Officers

Commissioner Bill Westerfield made a motion to nominate Dave Johnson for Secretary and cast a unanimous ballot. The motion was seconded by Commissioner Jim Siler. The motion passed on a voice vote.

Commissioner Bill Westerfield made a motion to nominate Kim Lee for Chairman and cast a unanimous ballot. The motion was seconded by Commissioner Leland Christensen. The motion passed on a voice vote.

Commissioner Lauri Wempen made a motion to nominate Bill Westerfield for Vice Chairman and cast a unanimous ballot. The motion was seconded by Commissioner Jim Siler. The motion passed on a voice vote.

General Discussion

Administrative Support Symons reminded the Commission that Steve DeCecco, Danny Glick, Mark Harshman, Mark Joiner and Jim Siler terms expire at the end of June and those commissioners will need to re-apply for the commission and/or the agencies that they represent will need to submit new names to the Governor for appointment to the PSCC. Administrative Support Symons will be sending the Commission application information to the commissioners.

Commissioner Kebin Haller has indicated that he will be resigning from the PSCC and Steve Myrum will be applying to fill the vacancy representing the Attorney General's Office.

Administrative Support Symons noted the pre-negotiated pricing structure for WyoLink compatible equipment will be updated on a monthly basis and all vendors have been notified of this change.

Next Meeting

Chairman Lee stated the September 2009 PSCC meeting will be in Riverton. 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 Bob Wyatt made a motion to adjourn, seconded by Commissioner Jim Siler.
The motion was approved on a voice vote and the meeting adjourned at 11:13 am.**

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Action Items

1. WyoLink Membership Applications and Membership Agreements
2. PSIC Grant Funds to WYDOT
3. Gillette Police Department 800 MHz connectivity to WyoLink
4. Strategic Plan
5. Commission Member's Appointments

Attachments

1. Jerry Kennedy's WyoLink Operations Work Group Report
2. Dispatch Center Grant Spreadsheets
3. SALECS Statistics – May 2009
4. Interoperability Executive Committee Minutes – June 1, 2009
5. WyoLink Support Managers Report