



Dave Freudenthal
Governor

Kim Lee
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting of September 18, 2009
Wyoming Fire Academy
Riverton, WY

Chairman Kim Lee called the Wyoming Public Safety Communications Commission meeting to order at 9:00 am.

Roll Call and Members in Attendance:

Kim Lee – Office of Homeland Security
Bill Westerfield – State Parks and Cultural Resources
Lanny Applegate – Wyoming Fire Marshal
Leland Christensen – County Government
Steve DeCecco – Game and Fish
Danny Glick – Sheriff’s Association – Phone Conference
Mark Harshman – Wyoming Fire Chief’s Association
Billy Janes – Police Chief’s Association – Phone Conference
Mark Joiner – Federal Agencies
Vernon Hill – Tribal
Sam Powell – WYDOT
Jimmy Siler – Wyoming Livestock Board – Phone Conference
Lauri Wempen – EMS – Riverton

Members absent:

Dave Johnson – Municipalities - Excused
Robert Dean – Department of Health – Excused
Robert Wyatt - Public at Large – Excused
Kebin Haller – DCI - Excused

Others in attendance:

Steve Myrum – DCI – Representing Commissioner Kebin Haller – Phone Conference
Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Phil Bond – Motorola
Margaret Spearman - Motorola
Robert Wilson – WYDOT Telecommunications
Dan Perko – Wyoming Forestry – WYAPCO
Debbi Serke - Motorola
Andy Bellendir – WAC
Dave Riegert – WAC
Wayne Peterson – Motorola
Ted Higgins – ComTech

Brian Eggleston – DCI
David King – Campbell County EMA
Don Casper – Uinta County
Ed Lofland – Collins Communications
Dale Stalder – Laramie Police Department
Jesse Lyles – Fremont County Sheriff's Office
Carl Freeman – Fremont County Sheriff's Office
Dale Runnberg – Com Tech

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 June 3, 2009

The draft minutes from June 3, 2009 were reviewed. **Commissioner Lauri Wempen made a motion to approve the June 3, 2009 minutes. The motion was seconded by Commissioner Steve DeCecco. The motion passed on a voice vote.**

Standing Work Group Reports:

WyoLink Operations Work Group – Mark Harshman

The WyoLink Operations Work Group met on Thursday, September 17, 2009. The work group approved the minutes from the April 20, 2009 meeting. The WyoLink operations Work Group discussed the Portable Radio Coverage testing that was provided by Motorola. Four locations were reviewed by the work group – Laramie, Thermopolis, Riverton and Lander. WyoLink Support Manager Marty McCoy reviewed the testing process used by Motorola that included the use of a Motorola software package that predicts the coverage provided by a potential site using set parameters. The parameters include elevation of site, building construction, location of radio (hip or head level, and others. The resulting testing was modeled into maps that indicated the probable portable coverage and were verified by field testing with the help of the Wyoming Office of Homeland Security portable tower and local agencies.

Commissioner Mark Harshman made a motion that the PSCC approve the coverage testing modeling that was provided by Motorola as an accurate representation of the potential portable radio coverage. Commissioner Bill Westerfield seconded the motion and the motion passed on a voice vote.

The Work Group reviewed site specific information for the portable radio coverage testing completed in Laramie, Thermopolis, Lander and Riverton. **Commissioner Mark Harshman made a motion to accept the Work Group recommended that, from a technical perspective, the potential sites in Laramie, Thermopolis, Lander and Riverton would provide portable radio coverage and these sites should be built, if the locality chooses to submit them for enhancement coverage. Commissioner Mark Joiner seconded the motion and the motion passed on a voice vote.**

The Work Group then discussed the construction of the potential portable radio coverage sites and the importance of having the sites constructed to a uniform standard and meeting the WYDOT specifications. **Commissioner Mark Harshman made a motion that all portable radio coverage enhancement sites must meet the WYDOT specifications for the building, tower, grounding, auxiliary generator, technical issues and construction standards. Commissioner Lauri Wempen seconded the motion and the motion passed on a voice vote.**

The WyoLink Operations Work Group will be reviewing all potential portable radio enhancement sites before submitting them for approval to the PSCC and the Administration and Funding Work Group for grant applications. Project management was discussed and the importance of using WYDOT's vendor for project management for the construction and engineering for the portable radio enhancement sites. The local agencies will need to have a project manager that will be working with WYDOT's vendor on completing the project.

Discussion on the WYDOT budget for the portable radio enhancement sites and the engineering costs for the sites. The WYDOT budget includes funding for the engineering costs for each site.

The Work Group reviewed a spreadsheet of the potential locations within Wyoming that may need portable coverage. This spreadsheet will be used to prioritize the order that will be used internally for the development of site recommendations.

WyoLink Support Manager Marty McCoy briefed the work group on the current status of the Elk Mountain coverage problem. Mr. McCoy will be scheduling some testing on Halleck Ridge to determine feasibility of that site for solving the problems at Elk Mountain. Halleck Ridge is owned by the BLM and Mr. McCoy will be checking on access with the adjacent landowners. If this site proves to be acceptable, WYDOT will begin the leasing process.

The Work Group then had a discussion on WyoLink usage by agencies other than State agencies. It is important to continue to work to encourage usage of WyoLink by local agencies.

Discussion on the time sensitive nature of approving grants for portable enhancement sites, the PSCC may need to meet more often than every three months for the approval of grant applications for the portable radio enhancement project. **Commissioner Bill Westerfield made a motion that authorizes the Executive Committee to approve grants for the Portable Radio Enhancement Sites with the information being provided to the PSCC and reviewed at the next PSCC meeting. Commissioner Leland Christensen seconded the motion. The motion passed on a voice vote.**

Discussion on the grant funds. There are not enough funds to provide all of the funding for the portable radio coverage enhancement sites in every county. If the grant funds are split equally, there will not be enough funds to develop the sites locally. The Executive Committee will have the task of approving the grant applications and the amounts that each application will receive.

Chairman Lee introduced Carl Freeman of the Fremont County Sheriff's Office. Mr. Freeman spoke on the current status of Fremont County's preparation for WyoLink. Fremont County has a public safety committee which meets monthly and has been working toward migration from

their conventional radio system to WyoLink. In February of this year, Fremont County started testing WyoLink and there is coverage on WyoLink with portable and mobile radios where there never was coverage with their current system. WyoLink exceeds their expectations, with WyoLink they have coverage on South Pass and the Lysite and Moneta areas. The Fremont County Sheriff's Office is moving forward with the planned migration to WyoLink as soon as possible.

A comment was made about the use of all grants to help fund the portable radio enhancement project. The grant application should reflect the funding sources available to the local agencies that they may use to help fund the sites along with the portable radio coverage enhancement grant.

Dale Stalder, City of Laramie Police Chief, informed the PSCC of the needs of Laramie in helping with the funding of a potential enhancement site. Laramie and Albany County has been using 100 percent of their Homeland Security Grants and the Enhanced 911 funds to prepare for WyoLink migration. Almost all of public safety agencies and public works agencies in Albany County have purchased WyoLink capable radios and are ready to move to migration.

David King, Campbell County Emergency Manager, voiced concerns on the amount of grant funds available and that if the grants funds are used on a first come first serve basis, some communities will not have grant funds available.

Chairman Kim Lee appointed Robert Wilson – WYDOT Telecom and Brian Eggleston – DCI Special Agent to the WyoLink Operations Work Group.

Administration and Funding Work Group

Chairman Lee stated the Administration and funding Work Group met on August 12, 2009 with Kevin Hibbard – WYDOT Budget Officer and other WYDOT personnel to discuss the WYDOT/WyoLink 2011-2012 Biennium budget. The WYDOT/ WyoLink budget will be discussed later in this meeting.

Spectrum Work Group – Mark Joiner

Commissioner Mark Joiner stated the Wyoming 800 MHz plan has been approved by the FCC. The City of Gillette request for 8 pairs of 800 MHz spectrum was approved. The Utah Communications Agency network (UCAN) has submitted two requests for concurrence on 800 MHz frequencies in Utah below Sweetwater and Uinta Counties. The two requests were approved by the 800 MHz Regional Planning Committee. The approved documents will be added to the PSCC website.

The Regional Planning committee has developed a checklist for the application of 700 and 800 MHz frequencies to aid prospective licensees' in providing the information that is required for the application submittal.

UCAN has submitted another four requests for 800 MHz licenses in Utah. The 700 MHz plan has not been completed, waiting on the final rules.

SALECS – Bill Westerfield

Commissioner Westerfield stated the SALECS Work Group has not met, but a letter was sent to all SALECS user agencies indicating the desire to migrate to WyoLink on February 1, 2010. Responses have been received back from Game and Fish, State Parks, Livestock Board, and Outfitters. WYDOT Telecom Shops and WyoLink Support Office will need to be ready for the migration of the SALECS agencies onto WyoLink to be able to meet the February 1st date.

Dick Bolin, WYDOT SALECS dispatch has reported some interference on the Casper SALECS tower from “Alliance”. Not sure if this is Alliance Nebraska or a company called Alliance. WYDOT Telecom is currently investigating the interference.

Interoperability Executive Committee – Billy Janes

Commissioner Janes stated the Interoperability Executive Committee met on September 17th to discuss the current WyoLink applications. One application from Johnson County YMCA was denied with the footnote added that the YMCA work with Johnson County on developing a Memorandum of Understanding between Johnson County and the YMCA and then resubmit the application.

Rob Wilson provided a presentation on Data over WyoLink and a status report on 700 MHz broadband. Commissioner Janes requested Brian Morehouse appointment to the Interoperability Executive committee and a subject matter expert. Chairman Lee made the appointment of Brian Morehouse.

Executive Committee – Kim Lee

Chairman Lee stated the Executive Committee met earlier on September 18th to review the agenda for the PSCC meeting.

Staff Reports – Bob Symons

Administrative Support Symons reported that WyoLink was involved with the nuclear Weapons Accident Incident Exercise (NUWAIX) in Cheyenne. This exercise simulated a warhead being accessed at Burns and involved local agencies, FBI, Military and Department of Energy. The FBI, by presidential directive, is the command of an incident involving nuclear weapons. The exercise area included Cheyenne and Camp Guernsey. WyoLink was to only non-military communication system that worked between the exercises locations. WyoLink proved its interoperability with the Burns Town Marshal being able to communicate to the FBI. The exercise team used WyoLink to communicate between Cheyenne and Guernsey.

Mr. Symons has been working with Statewide Interoperability Coordinators on a Plain Language Work Group via conference calls. An updated frequently asked questions document has been completed and will be added to the PSCC website.

Colorado and Wyoming met in Fort Collins to develop interstate interoperability. This meeting was the result of a late spring snow storm that involved a multiple car crash two miles into Colorado and the Wyoming Highway Patrol ran the incident until Colorado Patrol arrived on scene. Colorado is an 800 MHz system and Wyoming is a VHF system. An 800 MHz radio has been added to the 85 South site and wired back to Highway Patrol Dispatch so that a console patch can be set up between the two systems. The console patch has been tested and a couple of problems were noted. A sub-committee will be convened to help develop protocols on the use of the console patch.

Mr. Symons has been working with Casper/Natrona County on WyoLink migration planning. The Administration and Information PSCC budget has been submitted. The budget includes the Administrative Support personnel costs and meeting funds.

Mr. Symons and Chairman Lee attended the Region VIII Regional Emergency Communication Coordination Work Group (RECCWG) meeting in Billings Montana September 9 and 10. This was a very good meeting with input from all six states represented, presentations by Harris Corporation, NOMAD Global communication Solutions and Verizon. The DHS Office of Emergency communications provided information about their office and the Communication Asset Survey and Mapping tool (CASM). The FCC presented information on "Roll Call" a new program that inventories communication equipment before a major potential catastrophe, like an earthquake or hurricane, and then performs the inventory again right after to see what communications systems have been compromised.

WyoLink outreach was provided to the Department of Health and hospitals, Laramie/Albany County and Niobrara County for talkgroup development and WyoLink migration. Mr. Symons assisted the Fire Marshal's Office with training in Campbell County. Mr. Symons has continued attending the Federal Partnership for Interoperable Communications (FPIC) phone conference meetings and following the FCC applications for Federal spectrum.

WyoLink Support Managers Report – Marty McCoy

Mr. McCoy reported special use Permits have been obtained for Snow King, Three Mile and Windy Ridge. The Cheyenne Water Tank, Pinkham Mountain, Snow King, Three Mile and Windy Ridge are on track to be completed this year and on the air.

WyoLink has been developing talkgroup plans and creating codeplugs for agencies wishing to come onto WyoLink. In the last month, over 1000 codeplugs for eight agencies have been produced. WYDOT has asked for an exception to the Governor's hiring freeze to hire a special classified employee to help with the large volume of work with the codeplug development. The request was not approved, but is still being sought. WyoLink is poised to create codeplugs for the Natrona County migration with the assistance of a vendor that has experience in developing codeplugs. Mr. McCoy is working on an Advanced System Key for WyoLink which will allow the system key to be used by other approved agencies with restrictions.

WyoLink worked with Motorola on the portable coverage enhancement site testing. Halleck Ridge has been identified as a potential site to help with the coverage problems at Elk

Mountain. WyoLink is working with Motorola to enhance the security features of WyoLink through login and password management. When completed, these enhancements will provide more control over who access and makes changes to WyoLink system operations.

With the construction schedule and expected FCC licenses for federal spectrum, WyoLink will have 49 sites operational this year, which represents 90% of the 54 sites. The remaining sites are anticipated to be completed in 2010.

WyoLink is working with a notification system – Gov.Delivery for providing WyoLink information to interested parties. This system is currently being tested and will allow members to receive notifications on outages or maintenance via e-mail, or text messages. The Gov.Delivery sign up will be added to the WyoLink website.

Discussion on the time taken by WyoLink to create codeplugs for the user agencies. Mr. McCoy stated the development of codeplugs is a priority item and all requests will be handled as they are received. The development of a good fleetmap and talkgroup plan will help in decreasing delays in codeplug development. WYDOT has requested hiring a temporary employee, that has experience in codeplug development, but the request has been denied. The PSCC supports the efforts of WYDOT and WyoLink on any making sure there are no unnecessary delays in the development of codeplugs for agencies wishing to migrate onto WyoLink.

WyoLink Support Manager McCoy's report attached to the minutes for reference.

Old Business

Radio Programming and Flash Upgrades

Chairman Lee brought up the issue that there have been radios delivered to the end users that have not been completely ready for use. The radios are not shipped from the factory with all of the parameters being optimized for the local areas and some vendors have not been bench testing and aligning the radios. Chairman Lee talked to a couple of vendors and they assured him that all radios are aligned before delivery. Chairman Lee stressed that this must be done by all vendors before delivery of any mobile or portable radios.

PSCC Strategic Plan

Administrative Support Symons stated that the draft proposed Strategic Plan was sent to the PSCC commissioners. The Strategic Plan is used by the Governor's office during the budget process and should be reviewed every two years. The Strategic Plan should have three performance measures along with the story behind the performance and proposals to improve the performance.

The first performance measure is the percentage of WyoLink core sites completed. As of July 1, 2009, 40 of the 57 sites were operational, four sites are constructed and waiting on FCC licenses for Federal spectrum, and six sites are under construction with an expectation of being

operational by the end of 2009. Five sites are scheduled for construction in 2010 and the remaining sites have not been determined.

Performance measure two is the potential WyoLink participants who are participating. With this measure, the PSCC can work toward encouraging local, state and Federal agencies to migrate communications to WyoLink. This measure includes outreach, training, and development of migration plans. The potential membership includes all of the Wyoming police departments, sheriff's offices, fire departments, ambulance services, cities and towns, counties, school districts, state agencies and federal agencies.

The third performance measure is for the WyoLink support funding. With the end of the WyoLink system construction, maintaining and operating WyoLink will become the emphasis of continuing budgets. This measure explains the proposed budget for WyoLink support and emphasizes the PSCC's commitment to the ongoing costs of WyoLink.

Administrative Support Symons will work with the Executive Committee on finalizing the Strategic Plan and send copies to the PSCC for comments.

Old Business

Approval of Membership Applications

Mr. Symons presented the list of WyoLink applications which were approved by the PSCC Interoperable Executive Committee on September 17, 2009:

Wyoming Law Enforcement Academy, North Colorado Med Evac, Tower Communications and Automation Inc., Byron Police Department, Big Horn County Sheriff, Big Horn County Emergency Management, Big Horn County Fire Protection District #1, Greybull Fire Department, Big Horn County Fire Protection District #5, Cowley Police Department, Lovell Police Department, Atwood Family Ambulance, Big Horn County Coroner, Wireless Advanced Communications and Converse County Road and Bridge.

The Johnson County YMCA application will be sent back with a request to develop an MOU with Johnson County and then re-submit.

Commissioner Mark Harshman made a motion to approve the WyoLink applications recommended by the Interoperable Executive Committee. Commissioner Steve DeCecco seconded the motion and the motion passed on a voice vote.

WyoLink Membership list attached to the minutes for reference.

Portable Radio Expansion Grant

Administrative Support Symons reviewed the draft Portable Radio Enhancement grant guidance and Grant application. The Wyoming Legislature has provided \$4 Million for "financial assistance to the neediest localities to develop sites for portable coverage enhancement

equipment. This includes site leasing, tower, building and power.” Mr. Symons has been working with WyoLink Support Manager Marty McCoy to develop guidance and specifications for the enhancement sites. It is important that these enhancement sites meet the requirements of WYDOT and WyoLink.

Discussion on the Grant Guidance and Grant Application. Signature lines will be added to the grant application to indicate the desire of the public safety agencies in the locality agree to the development of the site. The financial need of the jurisdiction to justify the grant and what other funds including other grant funds will be used to develop the site. Discussion on the process that may be used by localities in developing the grant application and the determination of costs. Discussion on the Dispatch Center Grant process and how the portable radio expansion grant would work the same way. A question was asked about site leasing and how long the lease should be. Mr. McCoy will help provide baselines on the WYDOT leases. Site leasing and property purchases are the responsibilities of the local agencies. All of the sites that have been looked at during the testing process have available power.

Commissioner Sam Powell was excused from the meeting at 11:15 am.

WYDOT/WyoLink Budget

Mr. McCoy presented the proposed budget requests for the WYDOT/WyoLink budget. The budget requests include \$4,400,000 for the T-1 telephone circuits for the local dispatch centers, \$660,000 for T-1 telephone circuits for the coverage enhancement sites, \$1,150,000 for Motorola support to WyoLink and \$108,000 for helicopter access to Pow Wow point site. Each of the budget requests includes an impact statement on the consequences of not being funded. WYDOT requested the support of the PSCC when the budget requests are presented to the Legislature. Discussion on the budget process. The Governor’s Office will review the budget requests, develop a budget for the Joint Appropriations Committee by December 1, 2009. The Joint Appropriations Committee will hold budget hearings in December and mark up the budget in January.

Commissioner Bill Westerfield made a motion to support the WYDOT/WyoLink budget requests through the budget process of the Wyoming Legislature. The motion was seconded by Commissioner Leland Christensen. The motion passed on a voice vote.

Annual Report to the Governor

Administrative Support Symons requested permission to draft the annual report with the assistance of the Executive Committee. The draft report will be sent to the PSCC Commissioners for review and comments before being sent to the Governor’s Office. The annual report must be submitted by October 31, 2009. Chairman Lee stated this process has worked well in the past and should be used this year.

Work Group Assignments

Chairman Lee appointed Commissioner Mark Harshman Chairman of the WyoLink Operations Work Group and Dave Riegert a subject matter expert to the WyoLink Operations Work Group.

General Discussion

Mr. Symons stated William Walter with the FBI had related to him the FBI use of WyoLink in Washakie County during the apprehension of a ten most wanted person. WyoLink worked well for the FBI on portable and mobile radios in the Big Horn Mountains. There was discussion on documenting success stories to be used in the quarterly newsletter, on the web sites and on any other documents to help encourage more users on WyoLink.

Commissioner Vernon Hill spoke about how William Walter has been very instrumental in helping the Wind River Indian Reservation and the Bureau of Indian Affairs on preparing for WyoLink at the BIA dispatch center. A console has been ordered for the dispatch center and the tribes will be using their homeland Security grant funds and BIA funds for the purchase and installation.

Data over WyoLink and 700 MHz Broadband

Robert Wilson, WYDOT Telecom Manager, provided a mobile data briefing to the PSCC. WYDOT had implemented automatic vehicle location (AVL) over WyoLink demonstration earlier this year with two different companies. On September 17th the Transportation Commission authorized an award of an additional 125 units with basic capabilities to CompassCom. WYDOT is also using an "IWAPI" system for communicating maintenance decision support system weather data to WYDOT maintenance vehicles, mainly snow plows. They plan to research dual mode (WyoLink low speed data and cellular broadband) technology to improve data communication capabilities.

Significant progress has been made with the connectivity between the local agency mobile data computers (MDC) in Goshen County on WyoLink to the WyoLink master site. There are some problems with the link between DCI and the MDC's. This is being work on and upon the successful connection, WyoLink will be evaluating the impact of system loading.

Mr. Wilson has been participating on the National Public Safety Telecom Council (NPSTC) 700 MHz broadband task force. This task force was formed to develop a set of minimum requirements for regional 700 MHz broadband networks to ensure future interoperability and compatibility. The need for the overarching requirements developed as many major US cities have begun to file FCC waivers to build regional systems. The task force recommendations intend to have the regional networks to be interoperable and allow roaming as part of a nationwide broadband data system and provide access to the internet. The report is published and available at:

http://npstc.org/documents/700_MHz_BBTF_Final_Report_0090904_v1_1.pdf

On September 15, 2009, NPSTC accepted the 700 MHz Broadband report and sent it to the Public Safety Spectrum Trust (PSST), then is should be forwarded to the FCC to consider in their decision process for allocation of the 700 MHz spectrum.

Next Meeting

Chairman Lee stated the next scheduled meeting of the PSCC will be in December and will be a video conference meeting. Meeting locations will be set up in the home locations of the PSCC Commissioners and at the Wyoming State Library in Cheyenne. Mr. Symons will finalize the meeting details and send the meeting information to the PSCC and public.

Chairman Lee asked if there was any other business to come before the PSCC.
Commissioner Bill Westerfield made a motion to adjourn, seconded by Commissioner Leland Christensen. The motion passed on a voice vote.

Chairman Lee adjourned the meeting at 11:50 am.

Respectfully Submitted,

Robert Symons
Administrative Support

Action Items

1. Portable radio enhancement testing documentation
2. Portable Radio Enhancement Grant documents
3. WyoLink Membership Applications and Membership Agreement
4. PSCC Strategic Plan
5. Annual Report to Governor
6. Success Stories – Newsletter and Web Site
7. PSCC Newsletter
8. PSCC and WyoLink Web Site updates

Attachments

1. WyoLink Support Managers Report to PSCC
2. WyoLink Membership List