



Dave Freudenthal
Governor

Kim Lee
Chairman

State of Wyoming

Public Safety Communications Commission

Administration and Funding Work Group Meeting Minutes for February 12, 2010

Chairman Kim Lee called the meeting to order at 10:00 am on February 12, 2010 in Room 237, Emerson Building, Cheyenne, WY.

Members present: Kim Lee, Dave Johnson, John Hartwig, Lanny Applegate and Kevin Hibbard.
Others in Attendance: Robert Wilson and Robert Symons

Bob Symons informed the work group that the bid waiver for the low level enhancements sites has been approved by Mike McVay, Director of Administration and Information. This bid waiver has been reviewed by Mike McVay and Chris Boswell, governor Freudenthal's Chief of Staff.

Kevin Hibbard stated that a contract needs to be developed with Motorola to identify how the available funds for the portable radio enhancement sites will be allocated by June 30, 2010. This document will allow for the encumbrance of the funds that are within the WYDOT WyoLink budget. The development of a contract with Motorola was discussed. The contract may be a new contract or may be a change order to the present contract.

Bob Symons will contact Motorola to start the process of negotiating a contract. Kim Lee, John Hartwig, Robert Wilson, Marty McCoy, Kevin Hibbard and Bob Symons will work with Motorola to complete the contract process.

Any contract with Motorola will not preclude the local agencies from negotiating the development of a portable radio enhancement site with other vendors and will not limit local autonomy. The local agencies may use the contract for the development of an enhancement site and benefit from the economy of scale and services that will be provided in the contract.

The grant application and process was discussed. A new grant application will need to be developed along with a new grant guidance document to reflect the signing of a contract for the development of the enhancement sites. The local agencies will need to specify on the grant application if the agency will be using the master contract or using a local option. The grant guidance will provide information on the changes to the grant process and indicate the importance of completing the grant process by June 30, 2012.

A new grant agreement will be developed between the PSCC, WYDOT and local jurisdictions on how the funds will be used and paid by WYDOT.

An email was received from Marty McCoy, WyoLink Support Manager requesting direction on how to proceed with a microwave link between Casper Dispatch, WyoLink Casper Zone Controller and Casper's 800 MHz radio site. This microwave link is part of the planned conversion of the Casper/Natrona County 800 MHz system into WyoLink. The Governor has made the connectivity of the Casper and Cheyenne 800 MHz systems a priority within the development of WyoLink at the final planning conference in Cheyenne in 2003. Kim Lee will sign a letter to WyoLink requesting the use of WyoLink construction

funds to complete the development of the microwave link. This letter will be reviewed by the PSCC at their March meeting.

Being no further business, Chairman Lee adjourned the meeting at 11:150 am.

Respectfully Submitted

Robert Symons,
PSCC Administrative Support

WyoLink Support Manager Report to the PSCC March 9, 2010

WyoLink currently has 47 of the 54 identified core sites functional, with most of these operating at full capacity. Five of these sites became operational January 13, 2010 when our licenses arrived for the Federal Frequencies. Two additional WyoLink sites are under construction, and are expected to be completed during the summer of 2010. This will bring the count of operational WyoLink sites to 49, over 90% of the WyoLink Core sites that have been identified so far.

We are waiting for US Forest Service approval of Special Use Permits for five more sites. These sites are Hell Hole Ridge, Salt Pass, Angles Trailhead, Duncan Lake and Pow Wow. We expect to have three of them operational by the end of 2010. However, the Pow Wow Point site may not be operational until 2011, as the Forest Service does not anticipate the Permit to be approved in time to complete construction in 2010.

The next four projected Local Coverage Enhancement Sites being considered are in Douglas, Glenrock, Sheridan and Worland. I am currently evaluating prospects for these cities, and am working with Motorola to obtain the necessary coverage prediction maps and evaluation notes necessary for these analyses.

About 52 agencies Federal, State and Local Agencies are now registered to use WyoLink, with approximately 5,000 radios on the system. WYDOT, Wyoming Highway Patrol, Laramie County School District, Cheyenne Fire, Wyoming Homeland Security and FBI are currently using WyoLink for their daily operations. SALECS is planning on a cut over date of March 22 for using WyoLink. WyoLink is working closely with WYDOT Telecommunications, Wyoming Department of Homeland Security and SALECS agencies to create codeplugs for insertion in their radios. WyoLink is also working with Fremont County to generate the necessary codeplugs for their cutover.

To handle the high volume of codeplugs, WyoLink has developed an internal scheduling system to track the status of each agency and their requests for codeplugs. We have some additional resources available for codeplug generation that we can call in when the workload requires. To date this year, we have created over 950 codeplugs, with another 370 scheduled to be complete by the end of March. WyoLink has been able to retain Kent Drummond as a Special Classified Employee to help us when we are presented with large numbers of codeplugs to generate or perform other vitally important WyoLink surge work. We have Mr. Drummond available to WyoLink through May, 2010.

So far, WYDOT and WHP in WYDOT Districts 1 and 2 are on WyoLink. WYDOT District 3 is using WyoLink along the I-80 corridor, and they are considering moving the rest of their operations

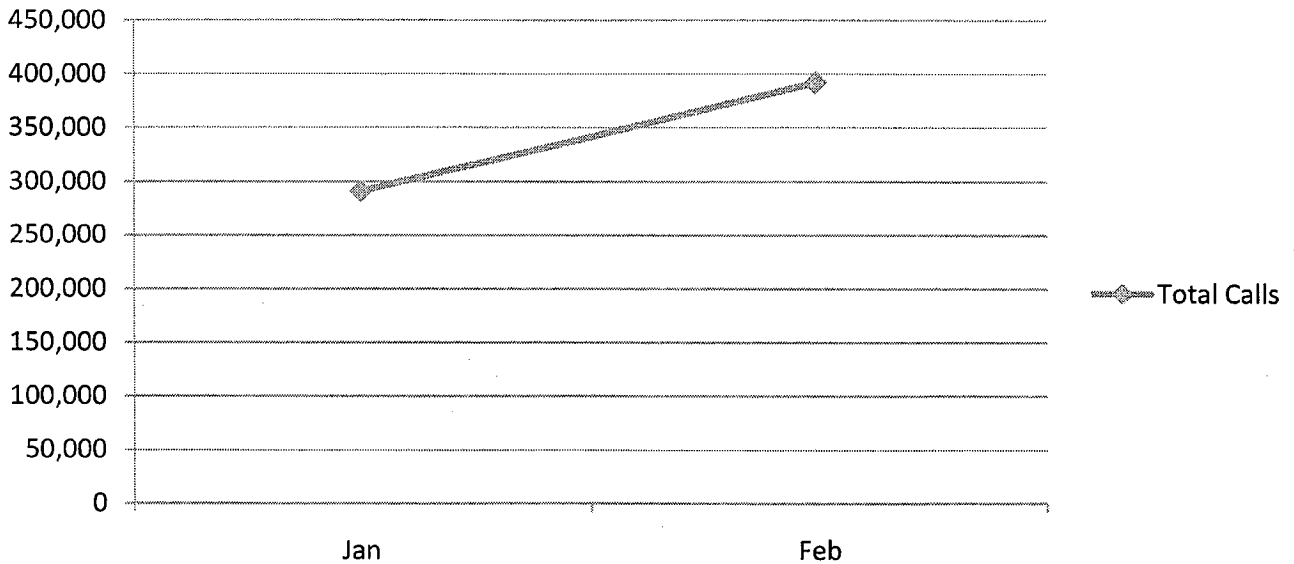
WyoLink Support Manager Report to the PSCC March 9, 2010

along the west edge of the state to WyoLink. WYDOT and WHP in WYDOT Districts 4 and 5 have largely completed their drive testing, and are planning their move to WyoLink.

To date in 2010 (January and February), the WyoLink system handled 683,043 radio calls for a total time on the air of 2,282 hours (95 days). The chart attached to this report shows WyoLink usage visually. Busy indications remain at an insignificant 0.03%.

Tait and E.F. Johnson have documented their radios passing P25 CAP testing on the Responder Knowledge Base, adding two more manufacturers of radios for WyoLink users to choose from. Relm Wireless was in the WyoLink Office on Thursday, March 4th testing their new radios on the WyoLink system.

Year To Date WyoLink Usage By Month





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Portable Radio Coverage Enhancement Project Application Directions Revised 3-9-2010

The Wyoming Public Safety Communications Commission (PSCC), at the September 18, 2009 meeting, authorized a project and will be administering a project to local jurisdictions to improve portable radio coverage for WyoLink – Wyoming’s public safety digital trunked VHF radio system. The Wyoming Department of Transportation 2009 – 2010 biennium budget provides \$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.*” Local jurisdictions are eligible for this project after PSCC Operations Work Group evaluation of the portable radio coverage provided by WyoLink and the portable coverage needs of the local jurisdictions; this evaluation shall include site connectivity to the WyoLink system via microwave or T-1 leased lines. **This project is time and funding limited. Local jurisdictions shall evaluate their needs and submit project applications by May 1, 2010.** The Public Safety Communications Commission will begin reviewing the project applications as received and may approve project expenditures or grants before the deadline.

The project funds may be used to purchase and install a radio tower, purchase and install an equipment shelter with an auxiliary generator, provide WyoLink required grounding, equipment heating, ventilation and air conditioning (HVAC) and site development including soil testing, site engineering, grading, weed control, LPG tank installation, landscaping and fencing. The PSCC has determined minimum specifications for the tower, equipment shelter, auxiliary generator and grounding. The building and tower specifications and Site Task Breakdown are attached to these directions. **The local agency shall be responsible for the site acquisition or leasing, right of way and providing the required power for the radio site.** Grant funds may be used as matching funds for additional federal grants.

The WyoLink budget includes funds for radio frequency equipment and the leased line and/or microwave connections between WyoLink and enhancement site.

In addition to operational and technical factors, the PSCC’s evaluation of applications will favor:

- Jurisdictions which are the neediest and have demonstrated the need for an expansion site.
- Jurisdictions that have demonstrated the ability to utilize WyoLink via active testing, training and use.
- Jurisdictions that have reached a consensus among the local public safety agencies to utilize common/interoperable communications within the jurisdiction.

- Jurisdictions with the ability to contribute infrastructure (real estate, right of way, utilities) to the proposed site.

The local agencies have two options for site development using funding through the PSCC project application process.

Development Option 1 – Utilize State of Wyoming optional use contract. The State of Wyoming has negotiated a contract for the development of portable radio enhancement sites which can provide all engineering, materials and construction. For this option, the local jurisdiction will actively provide advice, guidance and oversight of project activities; and WYDOT's WyoLink Support Office will provide project management and contract administration. Upon the completion of the construction, the State of Wyoming will transfer the ownership to the local jurisdiction.

Development Option 2 – Utilize local jurisdiction project management. All tasks listed on the attached *Task Breakdown* will be the responsibility of the local jurisdiction. For this option, the local jurisdiction shall provide a specific project manager for project management and contract administration; and WYDOT's WyoLink Support Office shall actively provide advice, guidance and oversight of project activities. When WYDOT's WyoLink Support Office inspection verifies the site is fully compliant with specifications, WyoLink will assume project management responsibilities for installation of the radio equipment.

Directions: The application is in Microsoft Word format and may be completed using Word. The Application Document may be downloaded from the PSCC website:
http://psc.wyoming.gov/c_minutes.html

Page 1 -

Complete all lines. If there is no secondary contact, leave blank. Jurisdiction means city, county, joint powers board, city-county combined, state, or other (describe). Include all agencies served – i.e. Police Departments, County Sheriff, Fire Departments or Districts, Ambulance Services, city or town departments, county departments, federal agencies, mutual aid, etc.

Sign and date upon completion.

The PSCC emphasizes the importance of having stakeholder buy-in for this coverage enhancement project. Therefore, the applicant shall seek the concurrence of public safety agencies in the area served, by reviewing the project with them and acquiring their signatures for concurrence to the application.

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Financial Need –

Provide background information to justify the financial needs of the jurisdiction. What percent of the site costs will the grant funds provide? What local resources are available and may be used to complete the project, including other grants? What funds have been used to prepare the agency(ies) for WyoLink? (Examples: dispatch center grant, Homeland Security Grants, general funds, special operating funds.)

Development Option –

Grant applicant may choose between using the State of Wyoming optional use contract or using local jurisdiction project management.

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Option 2 Request Details -

In the description box summarize the equipment cost on one row and summarize the service or installation costs (if not included in equipment purchase) on the other row. Round costs to nearest dollar. Upon completion of costs, word will calculate total grant request by right clicking on “0” and selecting “upgrade field”.

Option 2 Project Description –

Identify how the grant funds will be used to provide a site for enhancement of portable radio coverage. Include description of property, new or existing site, access to power, description of generator, description of tower, and description of shelter. Project description should be no more than two (2) pages in length.

Send completed grant application to:

Bob Symons
Wyoming PSCC
Emerson Building, Room 228C
2001 Capitol Ave.
Cheyenne, WY 82002

For further information or questions contact:

Bob Symons
307-777-5065
bsymon@wyo.gov

Attachments: Tower Specifications
Equipment Shelter Specifications
Site Development Task Breakdown

**WyoLink Portable Radio Coverage Expansion
Project Application
Revised 3-9-2010**

Organization Name:

Contact Person:

Secondary Contact:

Physical Address:

Mailing Address:

City:

Zip Code:

Business Phone:

Fax:

E-Mail:

Jurisdiction:

Agencies Served:

Signed by:

Date:

The following agencies have reviewed the grant application and concur with the application: (provide signature of agency head)

Police Department: _____

Fire Department: _____

Ambulance: _____

Sheriff: _____

Financial Need:

Provide background information to justify the financial and functional needs of the jurisdiction. What percent of the expansion site costs will the grant funds provide? What local resources are available and may be used to complete the project, including other grants? What funds have been used to prepare the agency(ies) for WyoLink? (Example: dispatch center grant, Homeland Security Grants, general funds, special operating funds, etc.)

Development Options:

Option 1 – Utilize State of Wyoming optional use contract. _____

If the local jurisdiction selects Option 1: Will utilize State of Wyoming optional use contract. The vendor will conduct detailed design session(s) with the local jurisdiction to determine full requirements and costs to meet WyoLink specifications.

Note: Local jurisdiction request for options beyond requirements for WyoLink operations will be considered, however, the local jurisdiction will be required to pay for the variance in costs to meet the additional requirements.

Option 2 - Utilize local jurisdiction project management. _____

Complete Option 2 Request Details and Project Description on next page.

Option 2 Request Details:

Include the total costs for all upgrades and/or improvements to develop a WyoLink expansion site for enhanced portable radio coverage.

Description	Total Cost
Equipment Shelter	\$
Equipment Shelter Installation Costs	\$
Auxiliary Generator	\$
Generator Installation Costs	\$
Tower	\$
Tower Installation Costs	\$
Site Development Costs	\$
Project Management Costs	\$
Total Expansion Site	0
Total Grant Request	\$

Option 2 Project Description: Description of portable radio coverage expansion site project and details on how grant funds will be used. Include description of property, new or existing site, access to power, site engineering description of generator, description of tower, and description of shelter.

3/16/2010

WyoLink System Access Applications			
Agency	WyoLink	Mutual Aid	SALECS
December to March 2010			
Castle Rock Hospital District Emergency Services	Yes	Yes	
Communications Technologies	Yes	Yes	
Park County Public Works	Yes		
Park County Information Technology Department	Yes		
Park County Office of Homeland Security	Yes		
Park County Department of Solid Waste	Yes		
Lusk Volunteer Fire Department	Yes		
Lusk Public Works	Yes		
Niobrara County Emergency Management	Yes		
Lusk Niobrara Ambulance Service	Yes		
Lusk Police Department	Yes	Yes	Yes
Niobrara County Sheriff's Department	Yes		Yes
Niobrara County Coroner	Yes		Yes
Niobrara County Road and Bridge	Yes		
Glendo Volunteer Ambulance Service	Yes		
Rawlins Fire Department	Yes		
Sweetwater County Fire District #1	Yes	Yes	
Green River Fire Department	Yes	Yes	
Sweetwater Medics Ambulance	Yes	Yes	
Sweetwater School District #2	Yes	Yes	
U.S. Immigration and Customs Enforcement	Yes		
Carbon County Public Health	Yes		
Teton County Emergency Management	Yes	Yes	Yes
Jackson Police Department	Yes	Yes	
Jackson Hole Fire/EMS	Yes	Yes	
Teton Village Fire Department	Yes	Yes	
Teton County Sheriff's Office	Yes	Yes	Yes
St. John's Hospital	Yes	Yes	
Buffalo Police Department	Yes		
Rawlins Police Department	Yes	Yes	Yes
Hartville Volunteer Fire Department	Yes	Yes	
Chugwater Fire Protection	Yes	Yes	
Guernsey Rural Fire District	Yes	Yes	Yes
Riverton Memorial Hospital	Yes	Yes	Yes
Powell Valley Healthcare EMS	Yes		