



Dave Freudenthal
Governor

State of Wyoming

William Westerfield
Chairman

Public Safety Communications Commission

Meeting of June 8, 2010 State Library and Video Conferencing Cheyenne, WY

Vice Chairman Bill Westerfield called the Wyoming Public Safety Communications Commission meeting to order at 10:10 am.

Roll Call and Members in Attendance:

Bill Westerfield – State Parks and Cultural Resources
Billy Janes – Police Chief’s Association
Lanny Applegate – Wyoming Fire Marshal
Mark Joiner – Federal Agencies - Video
Steve DeCecco – Game and Fish - Video
Lauri Wempen – EMS - Phone
Steve Myrum – DCI
Robert Wyatt - Public at Large - Video
Robert Dean – Department of Health
Danny Glick – Sheriff’s Association - Phone
John Hartwig – Executive Director

Members absent:

Kim Lee – Office of Homeland Security- Excused
Mark Harshman – Wyoming Fire Chief’s Association - Excused
Dave Johnson – Municipalities– Excused
Vernon Hill – Tribal - Excused
Leland Christensen – County Government – Excused
Jimmy Siler – Wyoming Livestock Board - Excused

Others in attendance:

Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Phil Bond – Motorola
Margaret Spearman - Motorola
Robert Wilson – WYDOT Telecommunications
Wayne Peterson – Motorola
Bill Morse – Wyoming Highway Patrol
Bill Walter – FBI
Dan Perko – Wyoming Forestry
Dan Hawkins – DHS – Office of Emergency Communications - Video
Dan Kimpe – Motorola
Barb May – Motorola

Dale Stalder – Laramie Police Department
Gwen Smith – Laramie Police Department
Gary Caprioglio – Motorola
Alyssa Watkins – Teton County
Rick Clark – Forest Service
Tim Hibbard - WYDOT

Meeting Agenda:

Vice Chairman Westerfield asked for any changes to the draft minutes. **Commissioner Bob Wyatt made a motion to approve the agenda as presented, seconded by Commissioner Janes. Motion passed on a voice vote**

Minutes from March 9, 2010

The draft minutes from March 9, 2010 were reviewed. **Commissioner Lanny Applegate made a motion to approve the March 9, 2010 minutes. The motion was seconded by Commissioner Bob Dean. The motion passed on a voice vote.**

Standing Work Group Reports:

WyoLink Operations Work Group

The WyoLink Operations Work Group did not meet this past quarter.

Spectrum Work Group – Mark Joiner

Commissioner Joiner stated the Spectrum Committee did not meet. The FCC is still working on the National Broadband Plan. The Department of Interior will be meeting with Yellowstone National Park about WyoLink.

SALECS – Bill Westerfield

Commissioner Westerfield noted the SALECS work Group has met a couple of times by Phone Conferencing. SALECS agencies migrated to WyoLink in March with some individual problems noted, but the migration was seamless. Commissioner DeCecco noted the Game and Fish Department has migrated to WyoLink except for some of the areas around Teton County. There were some concerns about the scanning on WyoLink, but operationally the Department has been pleased. The Game and Fish is experiencing better coverage with WyoLink over the conventional system. Captain Bill Morse, Highway Patrol, stated there have been very limited problems. Dispatch has moved a couple of the State Parks to the additional SALECS talkgroups. State Parks may have to modify the Talkgroup plan to simplify the radio usage.

Interoperability Executive Committee – Billy Janes

Commissioner Janes stated the Interoperability Executive Committee met on June 2nd to discuss the WyoLink Applications and Handbook revisions.

Administration and Funding Work Group – Bob Symons

Administrative Support Symons noted the Administration and Funding Work Group met to discuss the Portable Radio Expansion Project Applications. There has been considerable discussion between the Governor's Office; Director Mike McVay, Administration and Information; Director John Cox, WYDOT; and Director Joe Moore, Homeland Security on the Portable Radio Enhancement project.

Staff Reports – Bob Symons

Administrative Support Symons provided a report on his activities for the past quarter. The Portable Radio Expansion Project has been the main task of the support office. Mr. Symons attended the City of Laramie City Council meeting to provide information on the proposed radio site in Laramie.

Bob Symons and the Homeland Security Communications personnel attended a Communication Unit Leadership (COML) class.

Wyoming and Colorado are working on an Inter Sub-System Interface (ISSI) demonstration project which will start later this month and run for three months. The ISSI is a method of bringing the two systems together to provide interoperability between the states. The demonstration project will involve the Wyoming Highway Patrol, Colorado State Patrol, both State Transportation Departments, and county and local agencies on both sides of the border. Exercises are being developed and usable along the border to test interoperability.

A narrowbanding article was submitted to Wyoming Association of Municipalities for inclusion in their newsletter. The public safety agencies have been receiving information on narrowbanding, but the towns, cities and counties have been left out of the information.

Kim Lee and Bob Symons attended the Region VIII Regional Emergency Communication Coordination Work Group (RECCWG) meeting in April. This meeting discussed the National Emergency Communications Plan (NECP) and the reporting of current activities. During this meeting a report was presented on the Telecommunicator Emergency Response Taskforce and on the FCC Broadband wireless network.

Bob Symons attended the SAFECOM Emergency Response Council (ERC) meeting in May. This national meeting focused on the NECP and FCC's National Broadband Plan.

Talkgroup plans and development have occurred in Campbell County, Big Horn County, Sublette County, Washakie County, Park County, Goshen County and Converse County. Bob Symons attended a meeting with the Big Horn Mountain User Group on the proposed WyoLink site at Duncan Lake.

Marty McCoy and Bob Symons met with Chris Lewis, Department of Interior (DOI), on a new program the DOI is starting in Wyoming and Montana to assist with the state-wide systems. This partnership may be able to provide additional resources to WyoLink. Wyoming will be providing coverage maps and WyoLink information to DOI and DOI will be providing information on the DOI resources in Wyoming.

WyoLink Support Managers Report – Marty McCoy

WyoLink currently has 47 of the 55 identified core sites functional. Two sites – Pinkham Mountain in Colorado and three mile in Park County will be completed early this year. That will bring total operational sites to 49 or 89%.

Assistant Secretary Gregory Schaffer, U.S. Department of Homeland Security visited Wyoming to commemorate the cooperation between DHS and Wyoming on the WyoLink Project.

WyoLink is waiting on US Forest Service approval for Special Use Permits for four more sites. These sites are Hell Hole Ridge, Angles Trailhead, Duncan Lake and Pow Wow. WyoLink expects to have three of the five pending sites operational by the end of 2010. Pow Wow may not be operational until 2011. The BLM is in the process for issuing a permit for the Halleck Ridge Site near Elk Mountain and this site may be operational this year.

About 71 Federal, State and Local agencies are now registered to use WyoLink with approximately 5700 radios on the system. At least 10 agencies, including Fremont County Sheriff are using WyoLink for daily operations. SALECS cut over to WyoLink on March 22nd and are now operating with few problems. WyoLink continues to work with agencies to create codeplugs for their radios. 2620 codeplugs have been created by the WyoLink Office this year. There are currently 83 on the schedule for WyoLink to complete and 750 are on the schedule for WAC to complete for Albany County. WYDOT and WHP in WYDOT in all WYDOT districts, except District 3 north of Cokeville, are using WyoLink for Daily operations.

Relm Wireless successfully tested their new Bendix King Radios on the WyoLink system. Relm provided loaner beta radios for WyoLink testing and WyoLink will provide feedback to Relm on the radio operations.

The WyoLink system handled 2,450,234 radio calls with a total air time of 7,878 hours (328 days) for the first five months of 2010. This is an increase of 160%. Busy indications remain at an insignificant 0.063%.

Commissioner Applegate commended the WyoLink Support for the improved turnaround on the development of codeplug generation.

Rick Clark, U.S. Forest Service, stated the U.S. Forest Service is in support of the WyoLink System. There is a process the Forest Service must use to issue a permit for a communication site and that process includes visual, environmental and special use that must be completed before a site is leased. The NEPA process requires the most amount of effort in the

leasing process. The Forest Service Law Enforcement is currently using WyoLink as part of the SALECS agencies, the other divisions are not currently using WyoLink and Mr. Clark has no information on possible use. *WyoLink Support Manager McCoy's report to the PSCC is attached to the minutes for reference.*

Old Business

Portable Radio Expansion Project

Mr. Symons stated that as of May 1, 2010, 15 applications have been received for the Portable Radio Expansion Project. The agencies or areas submitting applications were Laramie/Albany County, Campbell County, Rawlins, Douglas, Sundance, Lander, Riverton, Torrington, Thermopolis, Casper, Powell, Wheatland, Sheridan, Rock Springs and Worland. There are currently enough funds in the Portable Radio Enhancement budget to complete all 15 requests. Two spreadsheets were provided to the PSCC that identifies the applicants, estimated construction costs and voluntary funding sources.

The Portable Radio Coverage Enhancement budget has two line items, civil work - \$4 million and radio equipment - \$8 million. The spreadsheets indicate the costs for civil work by WYDOT and civil work by Motorola. As the engineering work is started on each possible site, the PSCC, WyoLink and local agencies will need to work out a plan on the construction of the site and if any potential Federal grant funds may be used to help purchase the radio frequency and microwave equipment. These will be voluntary funds from the local agencies, but WyoLink does remain the number one priority of the Homeland Security grant funding. Fremont County has provided \$100,000 in cash as an additional local support to the construction of the sites in Fremont County.

The Governor's Office has been appraised of the grant process and how the PSCC should move forward. The Governor's Office had concerns on the areas that did not apply and wanted to make sure due diligence was used in contacting and speaking with each area. Mr. Symons contacted all areas that did not provide an application to make sure they knew of the grant process and why no applications were received. Some of these counties or areas may be providing late applications and some areas have no desire to apply. The WYDOT civil work does not include the WYDOT manpower costs. WYDOT may not have the personnel to complete the project in a timely manner.

Commissioner Lanny Applegate made the following motion: The PSCC approves to accept the two (2) self explanatory documents outlining the list of requestors for low level tower sites and the optional cost analysis to fund the low level tower site projects with available legislative funds at this time

The documents also identifies available federal homeland security grant funds given to the respective Wyoming counties which may be voluntary contributed to support this initiative. The Commission will further monitor the remaining seven (7) counties listed on the document and consider approval with those counties who make application for a low level tower site project at a later date.

The Commission hereby directs the Wyoming Department of Transportation to initiate project construction on the 15 sites as submitted previously through the state grant application process. The motion was seconded by Commissioner Bob Wyatt and the motion passed on a voice vote.

New Business

Approval of Membership Applications

Mr. Symons presented the list of 24 WyoLink applications which were approved by the PSCC Interoperable Executive Committee on June 2, 2010. The applications have been received from hospitals, county agencies, law enforcement agencies, fire departments, sheriff's offices, EMS and ambulance agencies. All of these agencies meet the WyoLink requirements listed in the WyoLink Handbook and none of the agencies are non-governmental agencies.

Commissioner Bob Wyatt made a motion to approve the WyoLink applications recommended by the Interoperable Executive Committee. Commissioner Lauri Wempen seconded the motion and the motion passed on a voice vote. *WyoLink Membership list is attached to the minutes for reference.*

Commissioner Lauri Wempen left the meeting due to flooding in Fremont County.

WyoLink Handbook and WyoLink Application Revisions

PSCC Support Symons provided the revisions to the WyoLink Handbook and WyoLink Application that were approved by the PSCC Interoperability Executive Committee. The changes include changes to Section III - Definition of Terms –

First Responder – *Those individuals in the early stages of an incident who are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as well as emergency management, public health, clinical care, public works, and other skilled support personnel, such as equipment operators, who provide immediate support services during prevention, response and recovery operations. Emergency response providers includes: Federal, State, and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities.*

Emergency Response Support – *Those who are involved in the critical mission areas surrounding the incident response, such as protecting against the incident, preventing the incident, or recovering from the incident.*

Section V – Sub-Section B – Member Priorities – changed the priority description for (3) to – *Law Enforcement, Fire Departments, and Emergency Medical Services*

Section IX – Authorized System Access was revised to:

1. *Law Enforcement*

Any agency recognized by the WY Attorney General, and their associated dispatch/911

operations

Any agency recognized by US Attorney General

Any agency recognized as a tribal law-enforcement agency

2. *Fire Departments*

Any agency recognized by State Fire Marshal's Office or Wyoming Forestry

Any federally recognized fire agency/department

Any tribal fire agency/department

3. *Emergency Medical Services*

Ambulances: Any licensed ambulance service

Medical Facilities: Any hospital or health care facility recognized by the Wyoming Department of Health

4. *Homeland Security and Emergency Management*

Any emergency management agency recognized by the Wyoming Office of Homeland Security

5. *Public Works with first responder and emergency response roles*

State agencies with public works missions, such as Department of Transportation and State Engineer

Town, City, and County Road & Bridge departments, etc.

6. *Support Providers*

Volunteer organizations explicitly named in official governmental emergency response plans such as Red Cross, Salvation Army, Amateur Radio Emergency Services and like emergency support providers.

Communications service providers contracted by governmental agencies to support first responder radio maintenance or operations.

National Weather Service: Five (5) current weather services offices

Utilities

7. *Public Transportation*

Organizations with resources explicitly named in official governmental emergency response plans, including School Buses

8. *Other Governmental Agencies*

Court Services/Corrections and Regulatory, but not designated as law enforcement

Others with first responder and emergency response roles in Wyoming

The WyoLink Membership application was revised adding the following to the Reason for Request - *A non-governmental entity shall apply for WyoLink Membership with the sponsorship of a public safety agency, attach letter from sponsoring public safety agency.* The application revision also includes the removal of the signature lines for WyoLink Support Manager, PSCC Interoperability Executive Committee Chairman and PSCC Chairman. The applications are reviewed by the PSCC Interoperability Executive Committee and the PSCC and are recorded through motions and voting by the two committees and the minutes should suffice for the signatures.

Commissioner Bob Wyatt made a motion to approve the submitted WyoLink Handbook and WyoLink Application revisions. The motion was seconded by Commissioner Steve DeCecco and the motion passed on a voice vote. The WyoLink Handbook will be revised and the revisions will be noted in the change section of the Handbook and the Handbook date will be changed.

Election of Officers

Commissioner Bob Wyatt made a motion to nominate William Westerfield as PSCC Chairman. Commissioner Bob Dean seconded the motion. Commissioner Danny Glick made a motion to close the nominations, seconded by Commissioner Bob Wyatt, motion passed on a voice vote.

Commissioner Steve DeCecco made a motion to nominate Mark Harshman as PSCC Vice Chairman, seconded by Commissioner Billy Janes. Commissioner Billy Janes made a motion to close nominations, seconded by Commissioner Bob Dean, motion passed on a voice vote.

Commissioner Billy Janes made a motion to nominate Dave Johnson as PSCC secretary, seconded by Commissioner Bob Wyatt. Commissioner Lanny Applegate made a motion to close nominations, seconded by Commissioner Bob Dean, motion passed on a voice vote.

Commissioner Bob Wyatt made a motion to elect the slate of nominated officer's, Commissioner Bob Dean seconded the motion, the motion passed on a voice vote.

General Discussion

Dan Hawkins was introduced by Bob Symons. Mr. Hawkins is the Region VIII Department of Homeland Security – Office of Emergency Communications (DHS-OEC) Regional Coordinator. Mr. Hawkins will be attending the future PSCC meetings and providing coordination between Wyoming and the DHS-OEC programs.

Next Meeting

Chairman Westerfield stated the next scheduled meeting of the PSCC will be in September. Mr. Symons will work the Chairman Bill Westerfield to finalize the meeting details and send the meeting information to the PSCC and public.

Chairman Westerfield asked if there was any other business to come before the PSCC, being none, Chairman Westerfield adjourned the meeting at 11:16 am.

Respectfully Submitted,

Robert Symons
Administrative Support

Action Items

1. Portable Radio Enhancement Project
2. WyoLink Membership Applications and Membership Agreements
3. WyoLink Membership Process Tracking

Attachments

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