



**Dave Freudenthal**  
Governor

**Kim Lee**  
Chairman

# State of Wyoming

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## Public Safety Communications Commission

**Meeting of March 9, 2010**  
**Western Wyoming Community College – Room 1309**  
**Rock Springs, WY**

Chairman Kim Lee called the Wyoming Public Safety Communications Commission meeting to order at 10:00 am.

**Roll Call and Members in Attendance:**

Kim Lee – Office of Homeland Security  
Dave Johnson – Municipalities  
Billy Janes – Police Chief’s Association  
Lanny Applegate – Wyoming Fire Marshal  
Mark Harshman – Wyoming Fire Chief’s Association  
Vernon Hill – Tribal  
Sam Powell – WYDOT  
Lauri Wempen – EMS  
Steve Myrum – DCI – Phone Conference  
Robert Wyatt - Public at Large – Phone Conference  
Robert Dean – Department of Health – Phone Conference

**Members absent:**

Danny Glick – Sheriff’s Association – Excused  
Bill Westerfield – State Parks and Cultural Resources - Excused  
Leland Christensen – County Government – Excused  
Mark Joiner – Federal Agencies - Excused  
Steve DeCecco – Game and Fish – 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  
Craig Jackson – Sweetwater County Sheriff’s Office  
Dave Riegert – Wireless Advanced Communications  
Jerry Glasscock – Sweetwater County Sheriff’s Office

Peg Leinenger – Castle Rock Ambulance  
Darryl Wilfong – Castle Rock Ambulance  
Brian Eggleston – DCI  
Claudia Wayne – DHS – Office of Emergency Communications  
Laura Bell – DHS – OEC Contract Support  
Cy Cass – Laramie Fire Department  
Lyle Armstrong – Rock Springs Fire Department  
Sandy DaRif – Senator Barrasso’s Office

**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 December 8, 2009**

The draft minutes from December 8, 2009 were reviewed. **Commissioner Billy Janes made a motion to approve the December 8, 2009 minutes. The motion was seconded by Commissioner Bob Wyatt. The motion passed on a voice vote.**

**Standing Work Group Reports:**

Administration and Funding Work Group – Kim Lee

Chairman Lee stated the Administration and Funding Work Group had met a couple times to review the Portable Radio Enhancement Project application documents and with WYDOT and Motorola to discuss the bid waiver. The Administration and Information has approved a bid waiver for this project and the bid waiver does not exclude the local jurisdictions from seeking project costs on their own. *The minutes of the Administration and Funding Work Group meeting of February 12, 2010 are attached to the minutes for reference.*

WyoLink Operations Work Group – Mark Harshman

Commissioner Mark Harshman stated the WyoLink Operations Work Group met on March 8, 2010. The WyoLink Operations Work Group reviewed the site documentation for a core site at Halleck Ridge on I-80 and potential portable radio enhancement sites in Lusk, Torrington and Wheatland. The WyoLink Operations work group approved a motion to forward these sites to the PSCC for consideration.

The site in Wheatland was approved with a request to review another potential site at the Water Tower site on 12<sup>th</sup> Street. WyoLink Support Manger McCoy will work with Wheatland to determine the best site.

**Commissioner Dave Johnson made a motion to approve the Portable Radio Expansion sites in Lusk, Wheatland and Torrington and the core site at Halleck Ridge. The motion was seconded by Commissioner Lauri Wempen. The motion passed on a voice vote.**

Commissioner Harshman stated there was discussion on the process for WyoLink generating trunking codeplugs. Another discussion was held on over-the-air-programming (OTAP). Dispatcher training was discussed during the meeting to provide the training on dispatch radios, which operate differently than mobile and portable radios. The Wyoming Highway Patrol dispatch stated they would provide their training program to be modified to fit the individual dispatch operations.

#### Spectrum Work Group – Mark Joiner

Administrative Support Symons stated the Spectrum Work Group had not met the past three months. The FCC has not finalized the 700 MHz rules and upon the release of those rules the work group may need to meet to discuss how they will impact Wyoming.

#### SALECS – Bill Westerfield

Administrative Support Symons stated the SALECS Work Group met on February 19, 2010 to review the SALECS agency migration to WyoLink on March 1, 2010. The SALECS Work Group changed the migration date to March 22, 2010. The SALECS radios are currently being programmed and the agencies are completing the training. The SALECS work group will meet on March 17<sup>th</sup> to review the migration process and make sure everything is good for the March 22<sup>nd</sup> migration date.

#### Interoperability Executive Committee – Billy Janes

Commissioner Janes stated the Interoperability Executive Committee met on March 9<sup>th</sup> to review the WyoLink Applications, which will be discussed later in this meeting. The committee also made some recommendations to change the language in the WyoLink Handbook and application, which will be brought to the PSCC at a later date. DATA over WyoLink was discussed.

Robert Wilson, WYDOT Telecom, would like the PSCC to gather data on the use of broadband data being used by local agencies. This information will be useful in helping the State of Wyoming on the development of a mobile broadband initiative. The FCC is currently working on national mobile broadband and the 700 MHz spectrum. Some national organizations have provided comments about the rulemaking and Wyoming should also provide comments. The suggestion is for the PSCC Interoperability Executive Committee to add this subject to the committee tasks.

**Commissioner Bob Wyatt made a motion that the PSCC Interoperability Committee review data over WyoLink and mobile broadband with the assistance of the State CIO's office and the Public Service Commission. The motion was seconded by Commissioner Applegate. The motion passed on a voice vote.**

## Staff Reports – Bob Symons

Administrative Support Symons provided a report on his activities for the past quarter. Mr. Symons attended the Joint Appropriations Committee meeting with WYDOT during the testimony on the WyoLink budget. The PSCC budget as requested was approved by the Legislature. John Hartwig and Bob Symons participated on the Wyoming SCOPE cyber tabletop exercise in Cheyenne.

The FCC licenses for the Federal allocations were granted on January 12, 2010. On January 13, 2010 the sites using the Federal allocations were turned on. Since that time there has been portable radio testing in Cheyenne and Mr. Symons has been working with the Laramie County Sheriff's office on portable radio testing. There is a new police chief in Cheyenne and Mr. Symons will be getting with him to review WyoLink and portable radio usage.

Mr. Symons worked with Lusk, Niobrara County, Platte County and Sweetwater County on WyoLink and development of talkgroup plans. Mr. Symons was asked by Wyoming Office of Homeland Security to review ESF #2 - Communications of the Wyoming Response Plan and provide updates. Talkgroup plan development was completed for the Department of Health and FBI.

Upon the meeting of the Administration and Funding Work Group, the portable radio enhancement project documents were revised to include the bid waiver process. Mr. Symons has been invited and has participated with the SAFECOM Emergency Response Council.

## WyoLink Support Managers Report – Marty McCoy

WyoLink Support Manager McCoy stated that WyoLink currently has 47 of the 54 identified core sites functional. Five of these sites became operational upon the granting of the FCC licenses for the Federal spectrum. WyoLink is waiting on US forest Service approval of Special use permits for five more sites, Hell Hole ridge, Salt Pass, Angles Trailhead, Duncan Lake, and Pow Wow. The Pow Wow Site may not be constructed until 2011.

Mr. McCoy is currently reviewing the portable radio coverage site information for Douglas, Glenrock, Sheridan and Worland. About 52 agencies are now registered to use WyoLink with approximately 4,600 radios on the system. WYDOT, Wyoming Highway Patrol (WHP), Laramie County School District, Cheyenne Fire, Wyoming Homeland Security and FBI are using WyoLink for their daily operations. SALECS is planning a cut-over for March 22<sup>nd</sup> and WyoLink has been working closely with WYDOT Telecommunications, Homeland Security and the SALECS agencies to create the codeplugs for the SALECS radios.

WyoLink is working with Fremont County to generate the necessary codeplugs for their cutover. To handle the high volume of codeplugs, WyoLink has developed an internal tracking system to track the status of each agency and their requests. When an agency requests the development of a codeplug, a priority is given to that request for a normal, immediate or low priority. To date this year over 950 codeplugs have been generated with another 370 scheduled to be completed by the end of March. WyoLink has been able to retain Kent Drummond as

Special Classified Employee through May 2010 to help with the large number of codeplugs being developed.

WYDOT and WHP in WYDOT Districts 1 and 2 are operating on WyoLink and District 3 is using WyoLink along the I-80 corridor. WYDOT and WHP in WYDOT Districts 4 and 5 are completing their drive testing and are planning on moving their operations to WyoLink.

In January and February of 2010 the WyoLink System handles 683,000 radio calls with a total air time of 2,282 hours. Busy indications remain at an insignificant rate of 0.03%.

Tait and E.F. Johnson have documented their radios passing the P25 compliance testing on the Responder Knowledge Base. Relm Wireless and Harris Radio have been testing on WyoLink.

Mr. McCoy feels that an application process needs to be developed for the use of DATA over WyoLink. This application process is being developed by the WyoLink Support Office and will be presented to the PSCC at a later date.

A question was asked about Halleck Ridge along I-80. The testing has been completed and the site was part of the approvals earlier in this meeting. WyoLink will be moving forward on acquiring the lease from the BLM and the development of this site. Discussion on Pow Wow and whether this site will be built. Mr. McCoy is pressing forward with this site, which will be a helicopter build site, but will probably be constructed in 2011. The applications for the Forest Service leases have been in the process for at least two years.

Frustration over the leasing process by the Forest Service and the time it has taken was expressed by the PSCC.

A question was asked about the codeplugs for Wyoming Forestry. The use of the codeplug tracking system and the priorities listed will help alleviate the perceived problems with the WyoLink Support Office and the time required for the generation of the codeplugs.

Laramie asked about the use of an Advance System Key to help local agencies with the development of codeplugs. Laramie has hired a service shop to help with the programming of the Albany County radios and the Advanced System Key would save time and money on radio programming. WyoLink Office has the Advanced System Keys and Mr. McCoy is currently working on an agreement for the use of the Advanced System Key. These keys are very powerful and their use needs to be defined before being provided to vendors. *The WyoLink Support Managers Report to the PSCC is attached to the minutes for reference.*

A question was asked about the time frame that Mr. Drummond may be used as a Special Classified Employee. After the approved time has been expired, WYDOT will evaluate the need for extending the contract. Chairman Lee stated the PSCC would support the continuation of the Special Classified contract.

Commissioner Powell stated how the Executive Staff of WYDOT has expressed their frustration on the leasing of sites on Forest Service. The Forest Service has indicated they are

working on the leases, but the progress moves slowly through the bureaucracies within the Forest Service. The Federal bureaucratic roadblocks are hindering public safety communications in Wyoming. WyoLink has approved the Forest Service Law Enforcement as members, yet the Forest Service still hinders the completion of the WyoLink project.

Commissioner Wyatt noted that a staff member to Senator Barrasso is in attendance and maybe she could help inform the Senator on the PSCC's frustration with the leasing process and what might be done to help Wyoming. Commissioner Applegate suggested the PSCC invite the three members of the Wyoming delegation to sit down with some members of the PSCC, WYDOT and Deputy Chief of Staff Ryan Lance and discuss the site leasing on Forest Service property. Senator Barrasso's representative stated congress will be in recess the last week of March and the Senator will be in Wyoming. A letter from the PSCC to Senator Barrasso should be drafted to invite the Senator to discuss this matter during the recess. The Wyoming delegation also holds a Wyoming Day on every Wednesday to visit with Wyomingites on their issues.

The Wyoming Delegation provided support letters on the lease for the Windy Ridge Site which was helpful and we could ask for similar letters for the remaining Forest Service lease sites.

Discussion on the Data use application request that is being developed. It is important to get a handle on the data use since WyoLink can only provide low speed data. A notification will be sent to all applicants and through the list serve to provide more information on the use of data and the process agencies may use to request data use.

A Fremont County representative stated they would ask the Fremont County Commission to provide a letter in support of WyoLink on Forest Service leases. The Forest Supervisors have stated the Forest Service has no desire for WyoLink and see not benefit from WyoLink.

## **Old Business**

### Portable Radio Expansion Grant

Administrative Support Symons reviewed the revised portable radio enhancement grant which is now going to be a project since the bid waiver has been approved by the State. The project is time and funding limited. The local jurisdictions shall evaluate their needs and submit project applications by May 1, 2010. The applicants will be responsible for the site acquisition or leasing, right of way and providing the required power. There are now two options on development: utilize State of Wyoming optional use contract or utilize local jurisdiction project management. The application evaluation criterion is included within the project directions. The application has been revised to reflect the changes to the directions.

With the State of Wyoming optional use option, WyoLink will work with the vendor and local agency on the development of the site. Upon completion of the site, WYDOT will transfer ownership to the local jurisdiction. The second option allows for local autonomy on the development of the radio site with the assistance of WyoLink. The minimum specifications are included with the grant package and if the jurisdiction wishes to add enhancements to the specifications (i.e. taller tower, monopole tower or other enhancements) the jurisdiction will be

responsible for the additional costs. The use of the Bid Waiver allowed for the legislative funding to be encumbered and will allow the time frame for construction to be extended. This revision should allow for the local jurisdictions to apply for the project in a timely manner and the PSCC and WYDOT can move this project forward.

Discussion on the connectivity of the expansion sites to the WyoLink system. There are concerns that the local agencies would be responsible for the connectivity, but the connectivity is part of the consideration on the selection of the site. The WyoLink funding will provide the connectivity to WyoLink. There was discussion on what services WYDOT will provide to local jurisdictions applying for an expansion site. WYDOT will be work with agencies that apply for funding using both options to provide help on the design and engineering of the expansion sites. The grant documents will be revised to incorporate the assistance from WYDOT.

**Commissioner Bob Wyatt made a motion to approve the revised project package with the revisions to the assistance from WYDOT for site development. The motion was seconded by Commissioner Dave Johnson. The motion passed on a voice vote. *The portable radio enhancement application directions and application are attached to the minutes for reference.***

## **New Business**

### Approval of Membership Applications

Mr. Symons presented the list of 35 WyoLink applications which were approved by the PSCC Interoperable Executive Committee on March 9, 2010. The list includes two applications from Riverton Memorial Hospital and Powell Valley Healthcare, which were received on March 8, 2010. The applications have been received from hospitals, county agencies, law enforcement agencies, fire departments, sheriff's offices, EMS and ambulance agencies, U.S. Immigration and Customs Enforcement and one radio service shop.

**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 attached to the minutes for reference.***

### WyoLink Membership Process Tracking

Chairman Lee presented a spreadsheet to track the membership process from application to migration. The milestones for the spreadsheet were derived from the Readiness Document for WyoLink Membership. Administrative Support Symons reviewed the process that is currently being used to track the applications and membership agreements and this document has added the milestones for the training, talkgroup development, codeplugs delivered to WyoLink, codeplugs delivered back to the agency, dispatch center ready and date of migration.

## **General Discussion**

### Commissioners Terms

Chairman Lee stated the terms expire on June 30, 2010 for Kim Lee, Bill Westerfield, Dave Johnson, Leland Christensen, Billy Janes and Lauri Wempen. Administrative Support Symons will provide the Commissioners the documents required for appointment by the Governor.

### Next Meeting

Chairman Lee stated the next scheduled meeting of the PSCC will be in June and will be a video conference meeting. Mr. Symons will work the Video Conferencing System to finalize the meeting details and send the meeting information to the PSCC and public.

### Announcements

Chairman Lee recognized Colonel Sam Powell on his retirement from the Wyoming Highway Patrol on April 2, 2010 after 34 years of service and his work with the Wyoming public Safety Communications commission.

### Department of Homeland Security – Office of Emergency Communications

Claudia Wayne, Department of Homeland Security-Office of Emergency communications provided a presentation on the Office of Emergency communications, the Technical Assistance offerings, federal grant support for communications, stakeholder and federal collaborative efforts, and National Emergency Communications Plan. The main focus of the presentation was on the capability factors for interoperable communications at the local level and NECP Goal 2 - the response level emergency communications.

Chairman Lee asked if there was any other business to come before the PSCC, being none, Chairman Lee adjourned the meeting at 1:10 pm.

Respectfully Submitted,

Robert Symons  
Administrative Support

## **Action Items**

1. Portable Radio Enhancement Project Applications
2. Portable Radio Enhancement site review for Wheatland
3. WyoLink Membership Applications and Membership Agreements
4. Data over WyoLink with State CIO Office and PSC



5. Wyoming Congressional Delegation - Forest Service Leases
6. Data Use Application
7. WyoLink Membership Process Tracking
8. Commissioner Terms

**Attachments**

1. Administration and Funding Work Group Minutes February 12, 2010
2. WyoLink Support Managers Report to the PSCC
3. Portable Radio Enhancement Project Directions and Application
3. WyoLink Membership List