



**Matthew H. Mead**  
Governor

# State of Wyoming

**William Westerfield**  
Chairman

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## Public Safety Communications Commission

**Meeting of December 12, 2011**  
**State Library and Video Conferencing**  
**Cheyenne, WY**

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

**Roll Call and Members in Attendance:**

Bill Westerfield – State Parks and Cultural Resources - Cheyenne  
Lauri Wempen – EMS – Video - Riverton  
Mark Harshman – Wyoming Fire Chief’s Association - Cheyenne  
Lanny Applegate – Wyoming Fire Marshal – Conference Call  
Steve DeCecco – Game and Fish – Video - Green River  
Dave Johnson – Municipalities - Cheyenne  
Robert Wyatt - Public at Large – Video - Sheridan  
Vernon Hill – Tribal – Video - Riverton  
Steve Myrum – DCI - Cheyenne  
Jerry Kennedy – County Commissioners - Cheyenne  
Kim Lee – Office of Homeland Security - Cheyenne  
Billy Janes – Police Chief’s Association – Video - Torrington  
Mark Joiner – Federal Agencies – Video - Riverton  
Robert Dean – Department of Health - Cheyenne  
Bill Morse – Wyoming Highway Patrol - Cheyenne  
Danny Glick – Sheriff’s Association – Conference Call  
Warren Anderson – PSCC Executive Director - Cheyenne

**Members absent:**

Jimmy Siler – Wyoming Livestock Board - – Excused

**Others in attendance:**

Robert Symons – PSCC Administrative Support - Cheyenne  
Martin McCoy – WyoLink Support Manager - Cheyenne  
Robert Wilson – WYDOT Telecommunications - Cheyenne  
Carl Freeman – Fremont County Sheriff’s Office – Video - Green River  
Eric Rhodes – Motorola Federal - Cheyenne  
Andy Bellinder – Wireless Advanced Communications - Cheyenne  
William Walter – FBI - Cheyenne  
Dan Perko – WY State Forestry/WYAPCO - Cheyenne  
Ken Schultz – WYDOT - Cheyenne  
Debbi Serke – Motorola - Cheyenne  
Kimberly Hessell – Union Wireless - Cheyenne  
Jim Archerd – WOHS - Cheyenne

Mark Bave – Motorola - Cheyenne  
Gary Caprioglio – Motorola - Cheyenne  
Glen Crumpton – Laramie County Combined Communications - Cheyenne  
Paul Newman – Motorola - Cheyenne  
Lisa Mansueti – Motorola - Cheyenne  
Bill McHenry – Laramie County EMA- Cheyenne  
Phil Bond – Motorola - Cheyenne  
Jim Pobanz – Motorola – Video - Green River  
Drew Izzat – Silverstar – Video - Green River  
Carl Freeman – Fremont County Sheriff’s Office – Video - Riverton

**Meeting Agenda:**

Chairman Westerfield asked for any changes to the draft agenda. **Commissioner Dave Johnson made a motion to approve the agenda as submitted, seconded by Commissioner Mark Harshman. Motion passed on a voice vote**

**Minutes from September 23, 2011**

The draft minutes from September 23, 2011 were reviewed. **Commissioner Mark Harshman made a motion to approve the September 23, 2011 minutes. The motion was seconded by Commissioner Jerry Kennedy. The motion passed on a voice vote.**

**Standing Work Group Reports:**

WyoLink Operations Work Group – Mark Harshman

Commissioner Mark Harshman stated the WyoLink Operations Work Group met by phone on December 5, 2011. The work group reviewed the WyoLink Membership applications and voted to move those applications to the PSCC for approval except for the University of Wyoming Transit and Parking, which was tabled for more information. The work group also heard an update on the portable coverage enhancement sites and WyoLink. The Work Group also discussed the busy reports for Casper 800 MHz, Casper Mountain VHF, and Casper Port of Entry sites.

Administration and Funding Work Group – Bill Westerfield

Chairman Westerfield stated the Administration and Funding Work Group met with WYDOT on December 1, 2011 to discuss the Governor’s recommendations for the WyoLink Budget for the next biennium. The second item discussed was the PSCC budget for the next biennium with the Governor’s recommendations. Both of these issues will be discussed during this meeting.

Spectrum Work Group – Mark Joiner

The Spectrum Work Group did not meet but was contacted by the Colorado Regional Planning Committee for concurrence on the revised Colorado 800 MHz plan. The Spectrum

Work Group approved the Colorado revisions via an email vote and Mr. Joiner sent a letter of concurrence to Colorado. Mr. Joiner has been contacted by Casper for discussions on 700 MHz licensing for a broadband system. Mr. Joiner informed the PSCC of his intention to resign from the PSCC due to a change in his employment within the BLM.

#### SALECS – Steve DeCecco

Commissioner DeCecco noted the SALECS Work Group did not meet this past quarter. SALECS operations on WyoLink seem to be working very well.

#### Interoperability Executive Committee – Bob Symons

The Interoperable Executive Committee met on December 9, 2011. The committee was briefed and reviewed the draft Interoperability in Wyoming documents which are intended to help identify and describe interoperability communications in Wyoming.

#### Staff Reports – Bob Symons

Bob Symons briefed the Commission on the draft Interoperability in Wyoming documents. There have been many questions raised pertaining to interoperability since there are public safety agencies using conventional VHF, 800 Mhz and WyoLink. It is the intent these documents will become policies and guidelines for interoperability. The first document identifies and describes interoperability including protocols on communications best practices and operating within the National incident Management System and Incident Command system. The spreadsheets and crosswalks will become the Wyoming interoperability field operations guide. The spreadsheets and crosswalks identify the different methods of interoperability including recommended programming by agencies, and dispatch centers. Bob Symons asked the PSCC Commissioners to help forward the draft documents to the agencies or organizations they represent for review and comments.

During the September through December time period the Annual Report to the Governor was completed and submitted on October 25, 2011. Mr. Symons also completed the National Emergency Communications Plan Goal 2 requirements and submitted them to the Department of Homeland Security – Office of Emergency Communications. Another task completed was the review of the PSCC statute and proposed statute on the consolidation of the Office of the Chief Information Officer and Information Technology Division of the Department of Administration and Information.

#### WyoLink Support Managers Report – Marty McCoy

As of December 12, 2011 there are 56 WyoLink sites in operation, 52 of which have been funded by WyoLink. Six additional sites are under construction and should be completed by the summer of 2012. The amendment to the Special Use Permit for PowWow and preliminary design work has started. PowWow will probably be completed in 2013. WyoLink continues to

work with the Forest Service and Grand Teton National Park on the possible location of a WyoLink site in northern Teton County.

The Portable Coverage Enhancement (PCE) sites at Douglas, Gillette, Rawlins Sheridan and Wheatland are being designed with preliminary designs available in December. The Lander PCE became operational on December 12<sup>th</sup>. The Riverton and Thermopolis PCE sites and Halleck Ridge (Elk Mountain) should be operational during the Week of December 12<sup>th</sup>. Salt Pass is scheduled to be operational the first part of January 2012.

About 80 Federal, State and Local Agencies are now using WyoLink for at least some of their daily operations, and there are approximately 11,950 radios on the system. During a typical day, there are between 1900 and 2400 radios affiliated with WyoLink. WyoLink continues to work with agencies wishing to move their operations to WyoLink to create codeplugs for them to insert into their radios. To date this year, some 4452 codeplugs have been created, with some 180 currently on the schedule to complete. WyoLink Support Manager McCoy urges everyone who has codeplug work scheduled to contact him if there are any questions about their codeplugs or their place on the schedule.

We are tracking WyoLink performance on a daily basis and taking all possible steps to ensure the system continues to operate at its best. We are continuing to perform coverage testing across the state, and we are working with WYDOT's GIS program to display our test results in an easy to understand form.

With the addition of Casper Fire's 800 MHz site to the WyoLink system, it became apparent that the Casper Mountain VHF site needed to be expanded. The last batch of equipment for the expansion of Casper Mountain is scheduled to be installed the week of December 12<sup>th</sup>, and those two channels should become active the week of December 19<sup>th</sup>. The WyoLink Support Office will monitor the busies in the Casper area after the activation of these two channels.

To date in 2011 (January 1<sup>st</sup> through November 30<sup>th</sup>) the WyoLink system handled almost 12 million radio calls. The chart attached to this report shows WyoLink usage visually. Busy indications, system wide, remain an insignificant 0.04%. WyoLink reliability to date in 2011 has been 99.8%. *WyoLink Support Manager McCoy's report is attached to the minutes for reference.*

## **Old Business**

### National Emergency Communication Plan (NECP) Goal 2

Bob Symons received a letter from Department of Homeland Security – Office of Emergency Communications thanking Wyoming for the completion of the National Emergency Communications Plan Goal 2 measures. All of the Counties in Wyoming scored at the established or advanced performance results and the capabilities results were at the intermediate, established or advanced capabilities. Bob Symons will be developing a statewide report which will indicate all of the areas represented by the Goal 2 measures. Wyoming performed quite well

on the “Role of Interoperability”, which is indicated by the local sharing or channels for interoperability. *DHS-OEC NECP Goal 2 letter attached to the minutes for reference*

#### Dispatch Center Grant Funds to Enhance Casper Mountain VHF WyoLink Site

Chairman Westerfield reviewed the email approval of enhancing the Casper Mountain VHF WyoLink sites by adding two additional channels. This enhancement should greatly reduce the number of busies in Casper between the 800 MHz and VHF users. A question was asked about if there is still a need for the funds. The Dispatch Center grant program, which was two rounds of funding, has been completed and the dispatch center grant program expired approximately two years ago. There is \$233,559.38 remaining funds and the Casper Mountain site expansion will use \$88,141.00 leaving a balance of \$136,453.38. **Commissioner Bob Wyatt made a motion to approve the transfer of \$88,141.00 to enhance the Casper Mountain WyoLink site by adding two additional channels. Commissioner Jerry Kennedy seconded the motion and the motion passed on a voice vote.**

#### PSCC Strategic Plan

Bob Symons met with Governor Mead’s Deputy Chief of Staff Tony Young over the content and format the Governor’s office would like to have in the strategic plans. Mr. Young indicated he likes the format of the PSCC Strategic Plan and recommended the PSCC review and update the plan. Mr. Symons recommends updating and moving Performance Measure #2 – Percentage of Potential WyoLink Participants who are Participating to Performance Measure #1. It was further recommended moving Performance Measure #3 – WyoLink Funding to performance Measure #2. Since the Strategic Plan is for the PSCC, Bob Symons asked for assistance from the Commissioners for the third goal. *The PSCC 2009 Strategic Plan is attached to the minutes for reference.*

#### Annual Report to the Governor

Chairman Westerfield introduced the Annual Report to the Governor and stated the report was delivered to the Governor’s office before the October 31, 2011 deadline. *The 2011 PSCC Annual Report to the Governor is attached for reference.*

#### WYDOT-WyoLink Proposed Budget

Chairman Westerfield presented the proposed WyoLink Budget for 2013-2014 with the Governor’s recommendations. The service agreement for the monitoring and on-going maintenance of WyoLink is proposed at \$1,600,000 which was recommended for approval. The second priority for \$6,300,000 is to upgrade the WyoLink system from software version 7.2 to version 7.9. This upgrade will bring WyoLink infrastructure up to a current version which is supportable, reliable and secure; and will improve future interface capabilities. The Governor denied recommendation for Priority 2. Priority 3 is for a contract to provide regular software upgrades o the WyoLink system for \$3,130,000. Priority 2 must be completed before Priority 3 starts. Due to the denial of priority 2, the Governor denied recommendation of Priority 3.

Priority 4 is to implement technical standards for competition among dispatch console vendors for \$420,000. This priority will allow for multiple vendor console equipment. The budget request includes funding for upgrading the WyoLink system and the local dispatch centers. Without this funding for the consoles, either the upgrades are not completed or the dispatch center is no longer able to connect to WyoLink. None of these upgrades will cause the end user equipment to be upgraded. The Governor denied recommendation of this priority.

WYDOT was asked to provide a comprehensive internal analysis on the need and timing of upgrades of WyoLink to the Governor's office. This plan should include a long term plan of all known and expected upgrades and equipment replacements. Better guidance and information will provide the Governor's office and Legislature with a WyoLink Upgrade Plan. A question was asked if the software upgrade would cause operational problems with WyoLink in the next two years. WYDOT and WyoLink indicated that the denial at this time would not affect WyoLink usage but may start causing problems in the three to four year time frame.

There was considerable discussion on the WyoLink budget and the consequences of the denial of upgrades at this time. WyoLink has foreseen the vendor's end of production on certain equipment, which is used on WyoLink, and has purchased additional spare equipment to help alleviate future problems by not having an adequate inventory. How much more will the upgrades cost in the future? Having the WYDOT/WyoLink upgrade plan and the PSCC Strategic Plan with parallel language expressing the need and timing for the upgrades would be beneficial to having future budgets requests approved.

The PSCC recommended the completion of the Strategic Plan with a priority on WyoLink funding and the next Governor's reports indicate the need for the WyoLink upgrades. These are the two methods the PSCC has to provide the Governor's Office with the information required for the Governor to make informed decisions.

## **New Business**

### Approval of Membership Applications

Commissioner Harshman presented the list of September 2011 to December 2011 WyoLink applicants as approved by the WyoLink Operations Work Group. The applicants include North Big Horn Hospital Ambulance, Natrona County School District #1, Wamsutter Fire Department and Ambulance, Regional West Medical Center/Airlink, Town of Burns, Weston County Sheriff, Upton Fire Department, Greybull Police Department and Newcastle Police Department. Regional West Medical Center/Airlink is a for profit private Nebraska company which provides helicopter ambulance services in Wyoming. The Goshen County Sheriff's Office has provided a letter of support to Regional West Medical Center/Airlink, per PSCC policy. *The December 2011 WyoLink Membership Application spreadsheet is attached to the minutes for reference.*

**Commissioner Mark Harshman made a motion to approve the applications for North Big Horn Hospital Ambulance, Natrona County School District #1, Wamsutter Fire Department and Ambulance, Regional West Medical Center/Airlink, Town of Burns, Weston County Sheriff, Upton Fire Department, Greybull Police Department and**

**Newcastle Police Department. Commissioner Bob Wyatt seconded the motion and the motion passed on a voice vote.**

Remaining Dispatch Center Grant Funds

Chairman Westerfield led a discussion on the remaining \$136,453.38 in Dispatch Center Grant funds. The Dispatch Center Grant included two rounds of grants with a first grant period starting in 2007 and the second round of grants in 2008. All of the awarded grants have been completed. **Commissioner Bob Wyatt made a motion to recommend to WYDOT the reversion of the remaining \$136,453.38 in Dispatch Center Grant funds back to the General Fund. The motion was seconded by Commissioner Kim Lee and passed on a voice vote.**

A & I – PSCC Proposed 2013-2014 Budget

Mr. Symons presented the proposed 2013-2014 budget for the PSCC. The standard budget includes \$30,942, which is derived from the old SALECS budget. The proposed budget includes \$179,492 for personnel, \$10,477 for Supportive Services, \$7,485 for Data and Communications Services, and \$13,000 for Contractual Services for a total of \$210,454. This budget has been recommended for approval by the Governor. The Governor’s approval also included a recommendation of moving the clerical and administrative support of the PSCC to Homeland Security.

Warren Anderson led a discussion on the consolidation of the Office of the Chief Information Officer (OCIO) and the Administration and Information, Information Technology Department (A&I-ITD) into the Enterprise Technology Services (ETS). Draft legislation is being developed to create the consolidated ETS department and move the PSCC support to Homeland Security.

**General Discussion**

Public Comments

Chairman Westerfield asked for any public comments and none were received.

Mark Joiner

Commissioner Mark Joiner announced his intent to resign from the PSCC due to a change in his job status. Chairman Westerfield accepted the resignation with regret. Mark Joiner was a member of the Public Safety Mobile Communication planning team and has been the Federal Representative to the PSCC since the inception of the PSCC. Mr. Joiner has been a tremendous asset to the PSCC and public safety communications.

A resignation letter must be submitted to the Governor’s Office and potential Federal representatives will need to complete the board application for appointment to the PSCC. Bob Symons will be the contact for the PSCC for replacing Mr. Joiner on the PSCC.

### Next Meeting

The next meeting of the PSCC will be held in March and will be a face to face meeting. Chairman Westerfield and Administrative Support Symons will work together to determine a date and place for the March 2012 PSCC meeting.

Chairman Westerfield adjourned the meeting at 11:55 am.

Respectfully Submitted,

Robert Symons  
Administrative Support

### **Action Items**

1. PSCC Strategic Plan
2. National Emergency Communication Plan Goal 2 – Wyoming Summary
3. PSCC Budget
4. WyoLink Budget
5. Portable Coverage Enhancements
6. Interoperability in Wyoming Policy and Guidelines

### **Attachments**

1. WyoLink Support Manager McCoy's Report to Commission
2. DHS-OEC NECP Goal 2 letter
3. PSCC 2009 Strategic Plan
4. 2011 Annual Report to the Governor
5. December 2011 WyoLink Membership List