



Matthew H. Mead
Governor

State of Wyoming

William Westerfield
Chairman

Public Safety Communications Commission

Meeting of September 23, 2011
State Library and Video Conferencing
Cheyenne, WY

Chairman Bill Westerfield called the Wyoming Public Safety Communications Commission meeting to order at 9:30 am.

Roll Call and Members in Attendance:

Bill Westerfield – State Parks and Cultural Resources
Lauri Wempen – EMS - Video
Mark Harshman – Wyoming Fire Chief’s Association - Video
Lanny Applegate – Wyoming Fire Marshal – Conference Call
Steve DeCecco – Game and Fish - Video
Dave Johnson – Municipalities
Robert Wyatt - Public at Large – Conference Call
Vernon Hill – Tribal - Video
Steve Myrum – DCI
Jerry Kennedy – County Commissioners
Warren Anderson – PSCC Executive Director

Members absent:

Kim Lee – Office of Homeland Security – Excused
Billy Janes – Police Chief’s Association - - Excused
Mark Joiner – Federal Agencies – - Excused
Jimmy Siler – Wyoming Livestock Board - - Excused
Robert Dean – Department of Health - Excused
Bill Morse – Wyoming Highway Patrol - Excused
Danny Glick – Sheriff’s Association - Excused

Others in attendance:

Robert Symons – PSCC Administrative Support
Martin McCoy – WyoLink Support Manager
Robert Wilson – WYDOT Telecommunications
Eric Rhodes – Motorola Federal
Mike Mullarkey – Wireless Advanced Communications
Dean Barrere – Wireless Advanced Communications
Jerry Glascock – Sweetwater County Sheriff
Jennifer Shassetz – Sheridan Police Dept – Conference Call
Robin Etienne – Rock Springs Police Dept – Conference Call

Meeting Agenda:

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

Chairman Westerfield introduced Warren Anderson, Administration and Information, Information Technology Department Administrator and PSCC Executive Director.

Minutes from June 14, 2011

The draft minutes from June 14, 2011 were reviewed. **Commissioner Bob Wyatt made a motion to approve the June 14, 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 state the WyoLink Operations Work Group met by phone on September 22, 2011. The work group reviewed the WyoLink Membership applications and voted to move those applications to the PSCC for approval. The work group also heard an update on the portable coverage enhancement sites and had a discussion on adding two additional channels to the Casper Mountain VHF site due to the number of busies.

Administration and Funding Work Group – Bill Westerfield

Chairman Westerfield stated the Administration and Funding Work Group met with WYDOT to discuss the proposed WyoLink Budget for the next biennium.

Spectrum Work Group – Mark Joiner

The Spectrum Work Group did not meet this past quarter.

SALECS – Steve DeCecco

Commissioner DeCecco noted the SALECS Work Group met by phone. The Work Group discussed the use of the old SALECS conventional channels in the areas with poor WyoLink coverage. Generally, WyoLink provides better coverage than the conventional SALECS, but there are areas which the conventional SALECS works better. The work group also discussed interoperability with local and County agencies.

Interoperability Executive Committee – Billy Janes

Bob Symons provided the update for the September 8, 2011 meeting. The Work Group had a discussion on Broadband. Governor Mead has directed the Office of the Chief Information Officer (OCIO) to lead the Wyoming effort on Broadband. Meredith Bickell, Deputy Chief

information Officer will be the lead and the OCIO is looking to hire a Broadband Coordinator in November.

Public Safety has been offered a seat on the Link Wyoming Advisory Group. The Work group discussed this possible appointment and the representative will have three year commitment with four meetings per year.

An update was provided on the licensing of the National Interoperable Channels. The Wyoming Office of Homeland Security will be licensing the VCALL10, VTAC 11-14 & VTAC33. Since Lincoln County has already licensed the VCALL and VTAC channels, Bob Symons will be working with Lincoln County to include a letter of support from them.

Discussion was held on the current codeplug development list. Marty McCoy will be working with the Wyoming Office of Homeland Security Communication Technicians on acquiring assistance from them on the development of codeplugs.

Staff Reports – Bob Symons

Administrative Support Symons stated he has been working with the Department of Homeland Security, Office of Emergency Communications (DHS-OEC) on developing a technical assistance program for Federal spectrum sharing. DHS-OEC is planning on offering this technical assistance program the next fiscal year, which begins on October 1, 2011.

Mr. Symons participated in a Contested Hearing case in Riverton pertaining to the Riverton portable coverage enhancement site. The chairman of the Riverton Planning Commission requested the hearing when the City of Riverton did not go through the Planning Commission on approving the building permit. The planning commission and Riverton City Council concurred with the Riverton Building Department and construction has resumed on the site.

Mr. Symons attended the SAFECOM Emergency Response Council semi-annual meeting June 28 & 29, 2011 and the Regional Emergency Communications Coordination Work Group (RECCWG) meeting August 24 & 25, 2011.

Mr. Symons is working with the Counties to complete the National Emergency Communication Plan Goal 2 evaluations. The Goal 2 evaluates the communication capabilities and response level emergency communications through the review of an incident, planned event or exercises. Mr. Symons visited Big Horn and Washakie Counties to discuss migration to WyoLink.

Mr. Symons is currently working with the Wyoming Medical Center Life Flight Helicopter to develop a statewide protocol for medical helicopter air to ground communications. This proposed protocol is being reviewed by all of the medical helicopters which provide services to Wyoming for their concurrence.

WyoLink Support Managers Report – Marty McCoy

WyoLink has 56 sites operational with another six sites under construction and should be completed this year. WyoLink has received the amendment to the special use permit of Pow Wow and design work has begun with a completion in 2012. WyoLink is working with the Bridger Teton National Forest and the Grand Teton National Park on a location for a site in northern Teton County. Construction is underway on Duncan Lake, Halleck Ridge, Hell Hole Ridge and Salt Pass. Pinkham Mountain and Hell Hole are two sites needing Federal Spectrum sharing, no FCC spectrum is available for these sites.

Construction on the Douglas, Gillette, Rawlins, Sheridan and Wheatland portable coverage enhancement sites are in various stages of permitting and designing. Construction has started on the Thermopolis, Riverton and Lander portable coverage enhancement sites.

About 80 Federal, State and local agencies are now using WyoLink for some of their daily operations and there are approximately 11,265 radios on the system. During a typical day there are between 1900 and 2400 radios affiliated with WyoLink. To date this year, 2780 codeplugs have been created with 390 codeplugs on the schedule. The codeplug schedule is proving valuable in tracking codeplug work and establishing priorities.

WyoLink tracks WyoLink performance on a daily basis. The August wildland fires caused heavy WyoLink usage. This monitoring has made it apparent that the Casper mountain VHF site needs to be expanded. While busies for the system remain 0.04%, busies on Casper Mountain are 0.11%. From January 1 through August 31 of 2011 the WyoLink System handled 8,138,549 radio calls. If anyone would like to be included on the WyoLink Project Meetings they should contact Martin McCoy. *WyoLink Support Manager McCoy's report is attached to the minutes for reference.*

Old Business

National Emergency Communication Plan (NECP) Goal 2

Mr. Symons reported he is working with the Counties to complete the Communications Capabilities report and the Response Level Response Communications Evaluation. Each evaluation reviews an actual incident, exercise or planned event. Currently, 15 of the 23 counties have completed the evaluations. Mr. Symons hopes to have the evaluations done in early October. The evaluations must be completed by the end of October and the summaries sent to Department of Homeland Security. The NECP is a national plan and each state has a Statewide Communication Interoperable Plan (SCIP). The SCIP's were used to develop the NECP.

Wyo Radio Letter

Mr. Symons worked with the Wyoming Attorney General's Office to create a letter to Mr. Tim Boulware addressing his concerns on providing scanners to the news media. The Wyoming Constitution prohibits the purchase of scanners to private corporations. In addition, the encryption of talkgroups is beyond the scope of the Wyoming Public Records Act and are

allowed. No response has been received from Mr. Boulware. *A copy of the letter to Mr. Boulware is attached to the minutes for reference.*

New Business

Approval of Membership Applications

The PSCC was provided the current WyoLink Membership spreadsheet. The applications from Guardian Flight – Rock Springs, Sweetwater County Community Nursing, Johnson County Public Health, Sheridan County School District #2, Big Horn county Fire Warden, Teton county School District, Big Horn County Fire District #2 – Basin, City of Lander/Public works and Kaycee Ambulance Service were presented to the PSCC for approval. The application for Guardian flight – Rock Springs is a private company and their application included a letter from the Sweetwater County Emergency Management Coordinator supporting the application. *The September 2011 WyoLink Membership Application spreadsheet is attached to the minutes for reference.*

Commissioner Mark Harshman made a motion to approve the applications for Guardian Flight – Rock Springs, Sweetwater County Community Nursing, Johnson County Public Health, Sheridan County School District #2, Big Horn County Fire Warden, Teton County School District, Big Horn County Fire District #2 – Basin, City of Lander/Public Works and Kaycee Ambulance Service. Commissioner Dave Johnson seconded the motion and the motion 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 \$30,962, 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, \$13,000 for Contractual Services for a total of \$210,454. This budget has been reviewed by the Governor and will be sent to the Joint Appropriations Committee.

WyoLink Exception Budget Request

Mr. McCoy presented the proposed WyoLink Budget for 2013-2014. The service agreement for the monitoring and on-going maintenance of WyoLink is proposed at \$1,600,00. The second priority for \$6,300,000 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. 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. 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 description of the budget requests was discussed. There may be better descriptions of the budget requests to clarify the requests. WYDOT is requesting the support of the PSCC for the budget request before the Joint Appropriations Committee. Support from the local agencies and WyoLink users would also benefit this request.

Annual Report to Governor

Mr. Symons presented the 2010 PSCC Annual Report to the Governor. Mr. Symons requested assistance from the PSCC to develop the content for the 2011 report, which is due on October 31st. The activities of the PSCC will be a summary of the past year projects and the priorities of 2012. The challenges for the 2011 report were discussed. The continued discussion on the Broadband initiative was mentioned. The updated National Emergency Communication Plan will probably include broadband.

The WyoLink budget and the upgrades to the WyoLink system should be included in the report. Mr. Symons requested information and comments from the PSCC Commissioners by September 30th.

PSCC Strategic Plan

Mr. Symons presented the 2009 PSCC Strategic Plan. The 2009 Strategic Plan includes performance measurements on the percentage of WyoLink Project Core Sites completed, percentage of potential WyoLink Participants who are participating and WyoLink support funding. A question was asked on the percentage of participants if that was the list of members or members actually using WyoLink? The performance measure should be on the number of agencies currently using WyoLink. The WyoLink membership list should have an additional column added to indicate when the agency started using WyoLink.

Need to consider worst case scenarios and best case scenarios when developing a strategic plan. How can we do more with less? Focus on our goal to provide public safety communications within the State of Wyoming. Efficiency of operations should be included in the strategic plan.

General Discussion

Expanding Casper Mountain VHF Site

Since the migration of Casper/Natrona County to WyoLink the system has experienced a rate of site busies approximately five times the number of busies than the WyoLink system average. The Casper Mountain VHF site has five channels and the Casper Mountain 800 MHz site has 12 channels. Before Casper migrated to WyoLink, they never had a busy on their system, the system was designed to not have busies. WyoLink is researching the busies and have recommended adding two additional channels to the VHF site.

Most Casper/Natrona County users are affiliated on the 800 MHz site, but some agencies operate on VHF. The Casper VHF radios have the identical programming as the 800 MHz radios. Due to the WyoLink system configuration of an “all start” feature which won’t initiate a

call unless all radios affiliated to that talkgroup are capable of participating in that call. If a VHF channel is not available when a 800 MHz user initiates a call, the system responds with a busy until the VHF user has an available resource.

Martin McCoy has recommended the addition of the two channels and has received a quote of \$88,141. Discussion with the engineers has indicated the additional channels will reduce the busies to a level less than the WyoLink system average of 0.04%. WyoLink has another two channels licensed which may work if the addition of the two channels does not reduce the busies to an acceptable level.

Bob Symons stated there is \$233,000 of funding from the Dispatch Center grant funds which may be returned to the General Fund. A discussion with the WYDOT Budget personnel should be held to discuss the usage of these funds and if they may be used for this upgrade. Chairman Westerfield stated the Administration and Funding Work Group will meet with WYDOT to discuss this funding. There are operational procedures which could be developed or reviewed which could also help reduce the number of busies. Solutions will continue to be studied by WyoLink, PSCC and Casper. The addition of the two channels to the VHF site is a short term priority with additional studies on a longer term solution.

Next Meeting

The next meeting of the PSCC will be held in December and will be another Video Conferencing meeting. Chairman Westerfield and Administrative Support Symons will work together to determine a date for the December PSCC meeting.

Chairman Westerfield adjourned the meeting at 11:40 am.

Respectfully Submitted,

Robert Symons
Administrative Support

Action Items

1. Annual report to Governor
2. PSCC Strategic Plan
3. National emergency Communication Plan Goal 2
4. PSCC Budget
5. WyoLink Budget
6. Portable Coverage Enhancements
7. Link Wyoming Advisory Group

Attachments

1. WyoLink Support Manager McCoy's Report to Commission
2. September 2011 WyoLink Membership List