State of Wyoming

Public Safety Communications Commission

Meeting of June 13, 2013
Wyoming Video Conference System – Hathaway Building
Cheyenne, WY

Jerry Kennedy called the Wyoming Public Safety Communications Commission meeting to order at 10:03 a.m.

Roll Call and Members in Attendance:
Lauri Wempen — EMS - Riverton
Robert Wyatt — Public at Large - Sheridan
Vernon Hill — Tribal - Phone
Jerry Kennedy — County Commissioner
Jimmy Siler — Wyoming Livestock Board
William Walter — FBI
Skip Hornecker – Sheriffs - Phone
Steve DeCecco — Game and Fish – Rock Springs
Bill Westerfield — State Parks and Cultural Resources
Billy Janes — Police Chief's Association - Torrington
Robert Dean — Department of Health – Phone
Capt. Perry Jones – Wyoming Department of Transportation
Brian Eggleston – DCI - Riverton

Members Absent:
Dave Johnson — Municipalities - Excused
Mark Harshman — Wyoming Fire Chief's Association - Excused
Lanny Applegate — Wyoming Fire Marshal - Excused
Kim Lee — Wyoming Office of Homeland Security - Excused

Others in Attendance:
Robert Symons — PSCC Administrative Support
Martin McCoy — WyoLink Support Manager
Ken Schultz – WYDOT - Phone
Robert Wilson – WYDOT
Mike Slifka – FBI
Wes Chisnal – Wireless Advanced Communications
Bill Fleming – Wireless Advanced Communications
Dan Wilson – BLM
Debbi Serke – Motorola
Mike Nickel – Sheridan County Commissioner – Sheridan
Carl Freeman – Fremont County - Riverton

Meeting Agenda:
Chairman Kennedy asked for any changes to the draft agenda. *Bill Westerfield made a motion to approve the submitted agenda. The motion was seconded by Jim Siler and passed on a voice vote.*

Minutes from March 12, 2013:
Chairman Kennedy asked for discussion on the March 12, 2013 minutes. *Bill Westerfield made a motion to approve the March 12, 2013 minutes and the motion was seconded by Jim Siler. The motion passed on a voice vote*.

WyoLink Operations Work Group-Jerry Kennedy

The WyoLink Operations Work Group met by phone on June 12, 2013. Two applications for WyoLink membership were reviewed and a motion was passed to recommend their approval by the PSCC: Upton Police Department and Newcastle Fire Department

Executive Board – Bob Symons

The Executive Board met by phone on May 16, 2013 to discuss authorizing the use of the PSCC budget to cover the FirstNet Regional meeting in Denver, Colorado. The budget will be reimbursed upon the Broadband Grant being issued. The approval of the budget letter will be included in the new business.

Spectrum Work Group – William Walter

William Walter stated that he has been appointed to the National Public Safety Telecommunications Council (NPSTC) as a member of Frequency Planning Work Group and the Band Plan Work Group. The NPSTC is developing an issue paper for the use of the 4.9 GHz for Broadband. The proposed use of the 4.9 GHz spectrum is for the Nationwide Public Safety Broadband network for backhaul between sites. The 700 MHz frequencies will be reviewed for compliance with the FCC rules. The Spectrum Work Group will be meeting later in June or July.

SALECS-Steve DeCecco

The SALECS Work Group held an email exchange for discussion on any concerns and none were noted.

Interoperability Executive Committee-Billy Janes

The Interoperability Executive Committee met on May 30, 2013 to review the proposed WyoLink and interoperable training program. The revised training program will be a Train-The-Trainer concept of using local trainers to provide the training. The program will consist of some WyoLink background, but will focus on the end users radios (programming, buttons, switches and menu). The training program will also highlight interoperability. The proposed schedule has the program developed by the end of August and training sessions starting in September 2013. The training of dispatchers will be included in the training programs.

Broadband Work Group – Bob Symons

The State and Local Implementation Grant Program (SLIGP) for FirstNet and the Nationwide Public Safety Broadband Network (NPSBN) was submitted in March and has been through some revisions requested by National Telecommunications and Information Administration (NTIA). The SLIGP grant should be awarded in July 2013 and will have two phases and a three year grant period. Once the grant has been awarded, the Broadband Work Group will review the grant award agreement and start working on the county meetings.

Staff Reports - Bob Symons

Mr. Symons reported on his activities for the past three months. Marty McCoy and Bob Symons met with the Teton County Public Safety agencies pertaining to WyoLink. A meeting with Teton County, Forest Service, National park service and union telephone was scheduled to review the proposed WyoLink sites in Teton County.

Bob Symons and Troy Babbitt have been working on completing the State and Local Implementation Grant Program application for the NTIA. The grant application was submitted in March 2013 and upon the request of the NTIA, it has been amended. The latest request for more information was received on June 13, 2013. The education of the local, county and state public safety agencies on FirstNet and NPSBN will be the first tasks completed with the grant funds.

Bob Symons has been working with the Nebraska and South Dakota Statewide Interoperable Coordinators (SWIC's), county and local public safety personnel along the Wyoming and South Dakota and Wyoming and Nebraska borders to develop an interoperable communication plans for cross border communications. The current plans have identified the use of the National Interoperable Channels. There were discussions on sharing of the statewide communication systems and more work will need to be completed before sharing between the state's systems.

Wyoming received two Technical Assistance programs from the Department of Homeland Security – Office of Emergency Communications – Communication Unit Planning and Wyoming Communication Field Operations Guide. A work group consisting of Jim Frank, Jim Archerd, Cy Cass, Steve Zimmerman and Chuck Trimble is developing a recognition program for Communications Unit training, which will be presented to the Interoperable Executive Committee for their approval. Bob Symons is acquiring quotes for the printing of the Wyoming Communication Field Operating Guide (WY-CFOG). This guide provides interoperable communication information for the first responders and will be published in a pocket guide and letter sized.

WyoLink and Relm Bendix King completed a test of Over-The-Air Programming (OTAP) using WyoLink and Relm radios. Relm is creating a white paper on the testing. Three codeplugs were used (small, medium and large) and reprogrammed three radios, one in Cheyenne, one in Riverton and one portable radio moving between Sundance and Newcastle.

Bob Symons has been revising the WyoLink and interoperable communication training program. The training program will focus on the end user radios and interoperable communications. The

program will be a Train-The Trainer concepts with local and regional trainers. Lanny Applegate, Wyoming Fire Marshal, has offered to assist with funding the training program.

Nine people from Wyoming attended the FirstNet-National Governor's Association regional Meeting in Denver Colorado on May 21 and 22, 2013. Some of the FirstNet board was present and provided an overview of the NPSBN and then listened to the concerns of the attendees. Ten states were represented at the meeting and there was good dialog between the States and FirstNet.

Bob Symons attended the FEMA Region 8 Regional Emergency Communication Coordination Work Group (RECCWG), which had a tour of the Public Safety Communications Research lab in Boulder. The Public Safety Communications Research (PSCR) held a stakeholders conference in Denver with emphasis on the Nationwide Public Safety Broadband Network. This conference included NTIA and the FirstNet Board.

WyoLink Support Managers Report-Marty McCoy

Marty McCoy, WyoLink Support Manager, provided an update report to the PSCC. Currently, there are 65 WyoLink sites in operation with four additional sites under construction with a schedule completion during 2013. The latest site to become active is McCullogh Peaks in Park County. WyoLink met with Teton County, Bridger Teton National Forest, National Park Service and Union Telephone to discuss the northern and southern proposed WyoLink sites in Teton County. Union Telephone has a site a Signal Mountain in Grand Teton National Park and is considering leasing to WyoLink. WyoLink is evaluating additional sites in the Lincoln and Teton County areas.

The Portable Coverage Enhancement Sites at Douglas, Green river, Rawlins and Wheatland are currently under construction. WyoLink is working with Sublette County Sheriff Lankford to secure a Special Use Permit for the Pinedale site.

WyoLink has completed 1880 codeplugs in 2013 with an average wait time of 2 weeks. WyoLink continues to monitor the daily performance of WyoLink and taking all possible steps to ensure WyoLink continues to operate at its best. Two WyoLink sites, 85 South and Cheyenne Water Tank, have recorded very high usage and may benefit from the addition of a couple of channels.

WyoLink continues to perform coverage testing across the state and WYDOT's GIS program has created a map to display the testing results. The link to this map is: https://apps.wyoroad.info/wyolink/coveragemap.html Currently, this map represents a small subset of the completed testing and additional test results will be uploaded in June and July.

The monthly WyoLink Status Meeting Agenda and Minutes are an excellent source of information regarding the status of WyoLink. Marty McCoy may be contacted to be added to the mailing list for the agendas and minutes.

There are over 16,400 radios and consoles able to use WyoLink. During a typical day, there are between 2,500 and 3,100 radios affiliated with WyoLink. To date in 2013 the WyoLink system has handled over 8.7 million calls. Busy indications have been 0.024% of total call time with a reliability of over 99.9%. *The WyoLink Support Managers Report is attached to the minutes for reference.*

Discussion on WyoLink Budget

A question was asked about whether the driving coverage testing would be sufficiently completed by the time the next biennium budget is due to the Governor's Office. The WyoLink budget will need to be submitted in August. Mr. Ken Shultz, WYDOT, spoke about the WYDOT budget process. WYDOT has been absorbing some of the WyoLink support costs, including adding two more coverage test sets. WYDOT is working to provide coverage testing as the resources allow.

WYDOT is currently working on the Fiscal Years 2015-2016 biennium budget. The WYDOT budget submittal must be completed by the end of June. Can a placeholder be added to the WyoLink budget for the development of additional sites and updates? There are some sites which are currently being planned, but are not funded. How can the PSCC best support WYDOT on the budget process? WYDOT will have their budget meeting with the Governor in November and having PSCC Commissioners involved will help. Prioritization of the additional sites should be included in budget. **Bill Westerfield made a motion to have the PSCC state its support to WYDOT for adding a placeholder for the WyoLink budget for additional sites identified through the coverage testing process. The motion was seconded by Brian Eggleston and passed on a voice vote.** Bob Symons was asked to prepare a document for the PSCC Executive Committee which states the PSCC request for a budget placeholder.

Old Business:

County Commissioner's WyoLink Survey

Bob Symons reviewed the PSCC-Wyoming County Commissioners Association WyoLink Usage survey. All counties except Carbon County have provided survey results. According to the survey, 13 counties dispatch centers are using WyoLink, 5 counties are working on migration to WyoLink (Carbon, Converse, Crook, Uinta and Weston), Lincoln County will complete the dispatch center upgrade in Kemmerer and expects to migrate upon the completion of the dispatch center, Three counties have indicated a need for improved coverage before migrating to WyoLink (Big Horn, Sublette and Teton), and one county is using WyoLink for interoperability only (Johnson).

The WyoLink users survey results were presented to the Commission by Bob Symons. The user's survey lists the current users including the local, county state and federal agencies. The users list will be posted on the WyoLink and PSCC websites and sent to the WyoLink list serve and relationship managers address book. Mr. Symons asked for any format changes which could improve the users list. *The WyoLink Users Surveys are attached to the minutes for reference.*

New Business

PSCC Budget use for Broadband Planning Grant

Mr. Symons presented a letter signed by Chairman Harshman to Wyoming Office of Homeland Security Director Cameron authorizing the use of PSCC funds for reimbursement of the travel costs to the FirstNet Regional Meeting in Denver Colorado for the State of Wyoming attendees. The PSCC Executive Board approved the request and asked for concurrence by the full PSCC. **William Walter made a motion to approve the use of the PSCC funds for the FirstNet meeting travel**

costs with the understanding that upon the grant award the PSCC budget be reimbursed. The motion was seconded by Bill Westerfield and passed on a voice vote. *The letter to Director Cameron is attached for reference.*

PSCC Budget FY 2015-2016

Bob Symons requested the PSCC Executive Board work with him and the Wyoming Office of Homeland Security on the development of the FY 2015-2016 Public Safety Communications Commission budget. The proposed budget does not include any increases. **Robert Wyatt made a motion to authorize the PSCC Executive Committee to work with Wyoming Office of Homeland Security on the development of the proposed FY 2015-2016 biennium budget. The motion was seconded by William Walter and passed on a voice vote.**

Review Process for Additions to WyoLink

Martin McCoy presented a process to be used by WyoLink for additions to WyoLink. Each console addition and/or site addition increase the costs for the Service Agreement and Software Update Agreement. System administration practices would be to provide an opportunity for WyoLink and the PSCC to review each addition and weigh the impact on future costs. **Robert Wyatt made a motion to assign the review process to additions to WyoLink to the WyoLink Operations Work Group and expedite the development of the review process. The motion was seconded by Bill Westerfield and passed on a voice vote.**

Approval of Membership Applications

Mr. Symons stated there are two applicants for WyoLink Membership – Upton Police Department and Newcastle Fire Department. The WyoLink Operations Work Group reviewed the application and recommend approval by the PSCC. **Brian Eggleston moved to approve the WyoLink applications. Robert Wyatt seconded the motion. The motion was passed on a voice vote.**

Election of Officers

Brian Eggleston made a motion to retain Mark Harshman as Chairman, Dave Johnson as Vice Chairman and Jerry Kennedy Secretary of the PSCC until June 2014. The motion was seconded by Robert Wyatt and passed on a voice vote.

General Discussion

Brian Eggleston thanked and commended Marty McCoy and the WyoLink Support Office for the revisions to the DCI codeplugs.

William Walter led a discussion on thanking Lauri Wempen for her service to the PSCC for the past 6 years. Lauri has been a big part of the Fremont County migration to WyoLink and an advocate for the EMS and ambulance agencies pertaining to WyoLink. A letter will be created thanking Lauri Wempen and a copy sent to Fremont County.

Bob Symons stated the Governor's Office is requesting the commissioner applications as soon as possible. Applications for the Police Chief's, County Commissioner's and EMS or ambulance services need to be submitted to the Governor's office.

Next Meeting

Discussion on the September PSCC meeting location. Bob Symons will work with the Executive Committee to plan the September PSCC meeting in Sheridan.

Brian Eggleston made a motion to adjourn, seconded by Bill Westerfield and the motion passed on a voice vote.

The meeting adjourned at 11:30 am.

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Action Items

1.   WyoLink FY 15-16 Budget
2.   PSCC FY 15-16 Budget
3.   WyoLink Users Survey
4.   WyoLink and Interoperability Training Program
5.   Review Process for Additions to WyoLink
6.   September 2013 PSCC Meeting