



Matthew H. Mead
Governor

Mark Harshman
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting of September 11, 2013
Sheridan County Commissioners Public Meeting Room
Sheridan, WY

Mark Harshman called the Wyoming Public Safety Communications Commission meeting to order at 10:00 a.m. Chairman Harshman recognized the importance of the events of 9-11-2001 and how those events have helped the State of Wyoming with interoperable communications and then asked for a moment of silence in remembrance of the lives lost on 9-11-2001.

Roll Call and Members in Attendance:

Mark Harshman — Wyoming Fire Chief's Association
Dave Johnson — Municipalities
Vernon Hill — Tribal - Phone
Jim Latta — County Commissioner
Jimmy Siler — Wyoming Livestock Board - Phone
William Walter — FBI
Skip Hornecker — Sheriffs
Steve DeCecco — Game and Fish – Phone
Bill Westerfield — State Parks and Cultural Resources
Billy Janes — Police Chief's Association - Phone
Robert Dean — Department of Health – Phone
Capt. Perry Jones – Wyoming Department of Transportation - Phone
Brian Eggleston – DCI
Lanny Applegate — Wyoming Fire Marshal
Kim Lee — Wyoming Office of Homeland Security
Robert Johnston – EMS - Phone

Members Absent:

Robert Wyatt — Public at Large - Excused

Others in Attendance:

Robert Symons — PSCC Administrative Support
Ken Schultz – WYDOT
Robert Wilson – WYDOT
Bill Fleming – Wireless Advanced Communications
Dan Wilson – BLM
Mike Nickel – Sheridan County Commissioner
Paul Newman – Motorola
Jim Pobanz – Motorola
Craig Post – ComTech
Dan Perko – WY State Forestry
Tyler Gray – Collins Communications

Todd Seders – Collins Communications
Neil Clatworthy – Motorola
Nathan Smolinski – WYDOT
Stew Anderson – Natrona County EMA
Jennifer Shassetz – Sheridan Police Department
Hannah Wiest – Sheridan Press
Kevin Hibbard – WYDOT – Phone

Meeting Agenda:

Chairman Harshman asked for any changes to the draft agenda. Discussion on Natrona County Alcova Site was added to the agenda under New Business. *Dave Johnson made a motion to approve the revised agenda. The motion was seconded by Brian Eggleston and passed on a voice vote.*

Minutes from June 13, 2013:

Chairman Harshman asked for discussion on the June 13, 2013 minutes. *Skip Hornecker made a motion to approve the June 13, 2013 minutes and the motion was seconded by Brian Eggleston. The motion passed on a voice vote.*

WyoLink Operations Work Group-Bob Symons

The WyoLink Operations Work Group met by phone on September 9, 2013. The following WyoLink Applications were reviewed: National Park Service-Devils Tower National Monument, Classic Lifeguard Aeromedical, Sweetwater County Fire Department, Central Wyoming College - Department of Campus Security, Air Methods Corporation, Paxton Heckman, Wyoming Public Media. The applications for National Park Service-Devils Tower National Monument, Classic Lifeguard Aeromedical, Sweetwater County Fire Department, Central Wyoming College - Department of Campus Security, Air Methods Corporation were approved and recommended for approval by the PSCC. The application for Paxton Heckman was denied and the application for Wyoming Public Media was tabled.

Executive Board – Mark Harshman

The Executive Board met on August 14, 2013 with Kevin Hibbard, Ken Shultz and Troy Loos from WYDOT to discuss the WyoLink 2015-2016 budget and the 2015-2016 PSCC budget.

Spectrum Work Group – William Walter

William Walter stated the Spectrum Work Group met on September 4, 2013 to discuss the 4.9 GHz which is being discussed by National Public Safety Telecommunications Council for public safety use. The 4.9 GHz is primarily used for microwave for backhaul of voice and data. The 700 MHz Wyoming license is up for renewal in 2014 and includes a build-out plan. The 700 MHz and 800 MHz Regional Planning Committees (RPC) along with the Spectrum Work Group is planning on having a meeting in November in conjunction with the Wyoming Association of Public Safety Officials (APCO). Mr. Walter recommended the 700 MHz and 800 MHz RPC's become part of the spectrum Work Group. The 700 MHz RPC plan needs to be reviewed and

updated. **Chairman Harshman appointed the 700 MHz and 800 MHz RPC members to the Spectrum Work Group.**

SALECS-Steve DeCecco

Mr. DeCecco stated the SALEC Work Group has not met and he has heard of no issues or concerns.

Interoperability Executive Committee-Billy Janes

The Interoperability Executive Committee met on August 22, 2013 to review the proposed NIMS Communication Unit Recognition Program. The Work Group recommends the approval of the Communications Unit Recognition Program, which is later on the agenda.

Broadband Work Group – Bob Symons

The State and Local Implementation Grant Program (SLIGP) for FirstNet and the Nationwide Public Safety Broadband Network (NPSBN) was awarded in August by the National Telecommunications and Information Administration (NTIA). The Broadband Work Group will be meeting within the next couple of weeks to review the SLIGP grant and start developing the outreach and educational plan for Wyoming. FirstNet is developing educational materials which will be used for outreach in Wyoming. The current plan is to visit every county. The SLIGP requires a 20% match from the state which includes hard and soft matches. Wyoming will be using the standard recommendation for valuation of volunteer time to attend broadband meetings as part of the soft match. One half of the PSCC Administrative Support's salary and the State's Enterprise Broadband Architects salary were submitted as soft matches for the SLIGP. The SLIGP grant is \$1.2 million and is for a planning grant to develop a Wyoming Public Safety Mobile Broadband Plan and the second half of the grant will be used for asset inventory.

Staff Reports - Bob Symons

Mr. Symons reported on his activities for the past three months. Mr. Symons thanked Sheridan County Commissioner Nickel for the meeting room for this PSCC Meeting. Mr. Symons has been working with Troy Babbitt, Enterprise Broadband Architect, on completing and submitting the SLIGP grant application.

A revised WyoLink Training program has been developed, which will be a Train-the-Trainer format with an emphasis on the end users radios. One class was held in Torrington with 17 attendees. The program is a four hour training session with the end user training being two hours. This class provides some WyoLink background, end users radio programming, interoperability, radio etiquette, radio discipline and exercises. The plan is for this training to held in each of the Regional Response areas. The next classes will be scheduled in Laramie and Region 2 (Natrona, Converse & Niobrara Counties). Billy Janes stated his appreciation to Mr. Symons for the class. Mr. Janes also noted the problems associated with a recent exercise in Torrington were related to end user training, not the WyoLink system.

WyoLink Support Managers Report-Robert Wilson

Robert Wilson, WYDOT Telecommunications Manager, provided a WyoLink System report to the PSCC for Marty McCoy. Mr. Wilson stated the contact phone number for WyoLink to report any concerns or problems to either the WyoLink Support Staff or the PSCC Administrative Support and that number is **307-777-9565**.

Currently, there are 67 WyoLink sites in operation with two additional sites, Green River and Wheatland, are under construction with a schedule completion during 2013. The latest sites to become active are Douglas and Rawlins. 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> 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 16,700 radios and consoles able to use WyoLink. During a typical day, there are between 3,000 and 3,500 radios affiliated with WyoLink. There are 267 agencies approved to use WyoLink with 112 local, state and Federal agencies in 19 counties using WyoLink for their primary communications. To date in 2013 the WyoLink system has handled over 13.4 million calls. Busy indications have been 0.025% of total call time with a reliability of over 99.9%. The Support Manager's report included a listing of the top 20 talkgroups and top two talkgroups are Riverton Police Department and the Fremont County Sheriff's talkgroups. *The WyoLink Support Managers Report is attached to the minutes for reference.*

Old Business:

New Business

Discussion on WyoLink Budget

Ken Shultz and Kevin Hibbard presented the proposed 2015-2016 WyoLink budget. The historical WyoLink budget has been one-time only budgets, request funding every budget cycle. WYDOT is requesting the WyoLink operations and maintenance budgets become standard budget items. The standard budget for WyoLink is the leased T-1 connection lines and other leased telecommunications lines for \$832,045. Priority #5 – Service Agreement for WyoLink Hardware Maintenance – \$1,600,000 - Provides the technical support for WyoLink, equipment repair, on-site response, software security patches and anti-virus definition files. Priority #6 – WyoLink Software

Maintenance Agreement – \$3,182,400 - Provides regular updates to WyoLink’s operating system, ensuring WyoLink will stay current, supportable and reliable. The total proposed budget for the 2015-2016 Biennium for WyoLink is \$5,614,445.

What can the PSCC do to assist WYDOT pertaining to the WyoLink budget? A unified effort and information between WYDOT, PSCC and the WyoLink Stakeholders to the Legislature would be helpful. The message must be the same from all people. The legislature would like to hear success stories. The Wyoming Transportation Commission is planning on funding the construction costs for the northwest Wyoming sites which was used for the WyoLink System upgrade. The Wyoming Transportation Commission 2014 budget (starting October 1 2013) will have funding available for the core sites in the Teton, Sublette and Lincoln Counties.

WYDOT and Motorola are preparing a Long Range Strategic Plan for the operations and maintenance of WyoLink. This plan is close to being completed and will be offered for review to the PSCC. The plan will include expected hardware replacement, operational costs and maintenance costs. The long range plan is being developed for a 10 year time frame and may be extended to 15 years.

Jim Latta made a motion to WYDOT for obtaining a Standard Budget for WyoLink Operations and Maintenance. The motion was seconded by Bill Westerfield and passed on a voice vote.

It was stated that having PSCC commissioners available and attending the WYDOT budget hearings with the Legislature. WYDOT will provide the budget meeting schedule to the PSCC. Identifying the stakeholders who do not have good experiences with WyoLink and develop a relationship with how WyoLink could be changed to help them with their concerns. The County Commissioners WyoLink survey has helped in identifying some of the concerns. *The WYDOT WyoLink proposed budget is attached for reference.*

PSCC Budget FY 2015-2016

Bob Symons presented the proposed PSCC budget for fiscal years 2015-2016. The proposed budget includes \$30,942 standard budget, which is a carry-over from the old SALEC commission. The exception budget includes the wages and benefits for the staff support person for \$184,619. The only addition was for the Employer Paid Benefits, which are provided by Administration and Information Budget Office. The total proposed budget is \$215,581. Discussions on having the Staff Support person budget become a standard budget item. It was stated that this position has been proven and should move from an exception budget to standard budget.

Bill Westerfield made a motion the PSCC Executive Committee work with Homeland Security Director Cameron to request the Staff Support Person budget and position become a standard budget request. The motion was seconded by Dave Johnson and passed on a voice vote. Kim Lee abstained from the vote.

Brian Eggleston made a motion to support the \$215,581 budget for the PSCC. Lanny Applegate seconded the motion and the motion passed on a voice vote. Mr. Symons will set up a

meeting between the PSCC Executive Committee and Homeland Security Director Cameron to discuss the budget and the standard budget request. *The proposed PSCC budget is attached for reference.*

Natrona County Alcova Site

Stewart Anderson, Natrona County Emergency Management Coordinator, led a discussion on a proposed additional 800 MHz WyoLink site at Alcove Reservoir south of Casper. Mr. Anderson related a success story pertaining to WyoLink about the improved coverage provided on the east and south side of Casper Mountain. Alcova Reservoir is a very popular recreational site with up to 5000 – 6000 people during a normal summer weekend and additional full time housing is included in the area. Alcova is in a large hole with no coverage with the conventional radio systems or WyoLink.

Natrona County has been studying this area for improved coverage and has budgeted one cent tax funds for the development of improved coverage. Natrona County is working with Union Telephone to develop a shared communication site with eight repeaters. The phase two of this project would be to develop a shared site with WyoLink for 800 MHz and VHF radios. Natrona County is willing to provide funding for the construction of the shared site and looking for support from the PSCC.

Dave Johnson made a motion to have Natrona County submit a proposal for the shared site to WyoLink, WyoLink Support Staff review the proposal and report on the expected costs and spectrum, WYDOT Executive Staff review the WyoLink Support report and then the report would be provided to the PSCC Administration and Funding Work Group. The motion was seconded by Bill Westerfield and passed on a voice vote.

Skip Hornecker made a motion to send a letter of support for the development of a 800 MHz site on the Union Telephone site at Alcova Reservoir by Natrona County. The motion was seconded by Brian Eggleston and passed on a voice vote. The letter will be drafted and submitted to the PSCC for review before being sent to Natrona County.

Communication Unit Policies

Bob Symons presented the proposed Communication Unit policies. Through a technical assistance program from the Department of Homeland Security-Office of Emergency Communication, a work group made up of Cy Cass (Laramie Fire Department), Steve Zimmerman (Cheyenne Fire Rescue), Chuck Trimble (Laramie County Combined Communications Center), Jim Frank (WOHS Communication Officer), Jim Archerd (WOHS Communications Officer) and Bob Symons, worked with the technical assistance team to develop the proposed Communication Unit Policies.

The first policy is the NIMS Communications Unit Workgroup Policies and Procedures. This policy provides the background, purpose, scope, administration, terminology, updates & revisions, workgroup structure and the application review process.

The second policy is the recognition procedures. This policy provides background, purpose, National Qualification Process Overview – Training, position taskbooks and agency recognition, and Wyoming recognition requirements including application requirements, taskbook requirements,

review process, initial recognition, renewals, continuing education & experience, and record keeping.

The Commission discussed who the most appropriate state agency for housing the recognition policies. Chairman Harshman tabled the approval of the Communication Unit Policies and sent them back to the Work Groups for further discussion with Wyoming State forestry, Wyoming Office of Homeland Security and Wyoming Fire Marshal's office. *The Communication Unit policies and procedures are attached for reference.*

Approval of Membership Applications

Mr. Symons stated there are seven applicants for WyoLink Membership: National Park Service-Devils Tower National Monument, Classic Lifeguard Aeromedical, Sweetwater County Fire Department, Central Wyoming College - Department of Campus Security, Air Methods Corporation, Paxton Heckman, Wyoming Public Media. The WyoLink Operations Work Group reviewed the applications and recommend approval by the PSCC for WyoLink Membership to National Park Service-Devils Tower National Monument, Classic Lifeguard Aeromedical, Sweetwater County Fire Department, Central Wyoming College - Department of Campus Security, and Air Methods Corporation. The application for Paxton Heckman was denied by the WyoLink Operations Workgroup and the application for Wyoming Public Media was tabled. **Lanny Applegate moved to approve the WyoLink applications for WyoLink Membership to National Park Service-Devils Tower National Monument, Classic Lifeguard Aeromedical, Sweetwater County Fire Department, Central Wyoming College - Department of Campus Security, Air Methods Corporation . Jim Latta seconded the motion. The motion was passed on a voice vote.**

Skip Hornecker made a motion to deny the membership application for Paxton Heckman, seconded by Kim Lee and the motion passed on a voice vote. The WyoLink application for Wyoming Public Media was left on the table for further discussion on a public safety sponsor.

Election of Secretary

Dave Johnson made a motion to nominate William Walter as the Secretary of the PSCC and cast a unanimous ballot. The motion was seconded by Brian Eggleston and passed on a voice vote.

General Discussion

Commissioner Appointments: The WyoLink Operations Work Group needs a Chairman and PSCC Commissioners have an opportunity to make work group assignments. Chairman Harshman appointed Brian Eggleston as the Chairman of the WyoLink Operations Work Group. William Walter asked to be added to the WyoLink Operations Work Group. Robert Johnson asked to be added to the WyoLink Operations Work Group and Inter-Operability Executive Committee. Chairman Harshman appointed William Walter and Robert Johnson to the WyoLink Operations Work Group and Robert Johnson to the inter-Operability Executive Committee.

Bob Symons will revise the Work Group assignments and forward to the PSCC. Mr. Symons will provide Jim Latta, Perry Jones, and Robert Johnson the meeting notices for the Work Groups.
Comments from Public:

Robert Wilson (WYDOT) introduced Nate Smolinski as the WYDOT District 4 Communication Supervisor. Bob Symons recognized Dan Hawkins – Department of Homeland Security-Office of Emergency Communications – Region 8 Coordinator and Dan Wilson – Wyoming BLM, who is the communication lead for Wyoming BLM.

Mike Nickel, Sheridan County Commissioner, thanked the PSCC for meeting in Sheridan.

Dan Perko, Wyoming Forestry, asked if anyone in Wyoming is reviewing the FCC licenses and looking at licensing or sharing the VHF frequencies which are not being renewed due to WyoLink usage or narrowbanding. What is the process for applying for or using frequencies which may no longer be used by public safety agencies in Wyoming? Bob Symons will check with Montana on how they shared or licensed VHF frequencies licensed by local agencies. The Spectrum Work Group will review the FCC licensing.

Next Meeting

Discussion on the December 2013 PSCC meeting. Bob Symons will work with the Executive Committee to plan the December PSCC meeting in Cheyenne which will be a face to face meeting..

Being no further business, Chairman Harshman adjourned the meeting at 12:30 pm.

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Action Items

1. WyoLink and Interoperability Training Program
2. Review Process for Additions to WyoLink
3. WyoLink FY 15-16 Budget – JAC Support
4. PSCC FY 15-16 Budget
5. Communication Unit policies
6. Annual Report to Governor