



Matthew H. Mead
Governor

Mark Harshman
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting of
December 15, 2014
Rogers Building and Phone Conference Call
Cheyenne, WY

Dave Johnson called the Wyoming Public Safety Communications Commission meeting to order at 10:00 a.m.

Roll Call and Members in Attendance:

Dave Johnson — Municipalities
Jim Latta — County Commissioner - Phone
Bill Westerfield — State Parks and Cultural Resources
Capt. Perry Jones – Wyoming Department of Transportation - Phone
Brian Eggleston – DCI - Phone
Billy Janes — Police Chief's Association
Mark Young — Wyoming Fire Marshal's Office - Phone
Jimmy Siler — Wyoming Livestock Board
William Walter — Federal
Jonathan Downing – Public at Large
Skip Hornecker – Sheriffs - Phone
Brandon Kelley — Department of Health
Vernon Hill — Tribal - Phone
Kim Lee — Wyoming Office of Homeland Security
Steve DeCecco — Game and Fish - Phone

Members Absent:

Mark Harshman — Wyoming Fire Chief's Association - Excused

Others in Attendance:

Robert Symons — PSCC Administrative Support
Martin McCoy - WyoLink
Troy Babbitt – State of Wyoming
Carl Freeman – Fremont County Sheriff's Office - Phone
Dave Riegert – Motorola
Robert Wilson – WYDOT
Neil Clatworthy – Motorola
Jose Crespo – Motorola
Wayne Peterson – Motorola
Jerry Glasscock – Sweetwater County Sheriff's Office
Troy Berg - WyoLink
Dan Hawkins – DHS – Office of Emergency Communications – Phone

Meeting Agenda:

Chairman Johnson asked for any changes, additions, or deletions to the draft agenda. Kim Lee requested the addition of the School Safety program to New Business. Bill Westerfield made a motion to approve the amended agenda. The motion was seconded by Billy Janes and passed with a voice vote.

Minutes from September 9, 2014:

Chairman Johnson asked for approval of the September 9, 2014 minutes. *Bill Westerfield made a motion to approve the September 9, 2014 minutes and the motion was seconded by Jimmy Siler. The motion passed on a voice vote.*

WyoLink Operations Work Group - Brian Eggleston

The WyoLink Operations Work Group met by phone on December 12, 2014 to review the WyoLink Applications for membership includes Sublette County Emergency Medical Services, Dayton Fire District, Clearmont Fire District, Hot Springs County Memorial Hospital, and Sheridan Memorial Hospital. The WyoLink Operations Work Group approved the WyoLink Applications and is forwarding them to the PSCC for their consideration.

Administration and Funding – Dave Johnson

The Administration and Funding Work group met on October 24, 2014 to finalize the PSCC Annual Report to the Governor.

Spectrum Work Group – William Walter

The Spectrum Work Group met in Casper on November 17, 2014 as part of the Wyoming APCO Annual meeting. The Work Group passed a 800 MHz spectrum request from Converse County for a potential 800 MHz WyoLink site in Glenrock. Discussed with Laramie County their future plans for additional 800 MHz sites in Laramie County. The Spectrum Work Group is working on up-dating the 700 and 800 MHz spectrum lists.

SALECS - Steve DeCecco

SALECS has not met. There may need to be a discussion on the future of the SALECS Work Group.

Interoperability Executive Committee – Billy Janes

Billy Janes stated the Interoperability Executive Committee has nothing to report.

Broadband Work Group – Troy Babbitt

Troy Babbitt stated the Broadband Work Group has not met, but the Wyoming FirstNet pre-consultation workshop is being planned for late January. The Governor and the PSCC will be invited to attend the workshop. A prep package will be sent to all of the invitees to the pre-consultation workshop. Mr. Babbitt will be working on the agenda for the meeting and the invites for attendance.

The FCC spectrum auction has raised over \$40 Billion, which FirstNet will receive \$7 Billion. Most of the auction funds will be used to reduce the deficit. The FCC has revised the upload and download speed standards to 1 Mbps upload and 10 Mbps download.

Staff Reports - Bob Symons

Mr. Symons reported on his activities for the past three months. On September 15th Mr. Symons was called into the Governor's Office by Deputy Chief of Staff Tony Young and Kevin Hibbard, State Budget Officer, on the plan for a WyoLink needs survey to be conducted by Economic Analysis. Attended the Wyoming County Commissioners Meeting in Lander. Provided training to the Cheyenne Board of Public Utilities. Developed the draft PSCC Annual Report to the Governor.

Attended the Wyoming Broadband Summit which included a presentation by Kevin McGinnis, FirstNet Board Member representing EMS. Mr. Symons was provided an opportunity to speak about FirstNet and the PSCC. He noted the EMS vacancy on the PSCC and asked the attendees to submit an application to the Governor's Office for appointment to the PSCC.

After Review by the PSCC Executive Committee the PSCC Annual Report was submitted to the Governor's Office on October 31, 2014.

Worked with the Wyoming Office of Homeland Security on a School Safety Communication plan. He has been attending FirstNet regional calls and the WestNet calls. Attended the 700 MHz and 800 MHz Regional Planning Committee meeting in Casper.

The Wyoming Communication Field Operating Guide – WY-CFOG has been sent to FedEx for printing. and should be completed very soon. The WY-CFOG will be provided to public safety agencies throughout Wyoming and to the PSCC.

Mr. Symons attended the National Council of Statewide Interoperable Coordinators (NCSWIC) and SAFECOM Emergency Response Committee meetings in Norman, OK. During this meeting, Mr. Symons met with Roberto Mussenden, FCC, to discuss Vehicular Repeaters Systems and Phase 2 narrowbanding. The FCC has removed Phase 2 from the compliance calendar and it is no longer a FCC requirement. This means end user radios are not required to have the Phase 2 compliance, the vendors were pushing Phase 2.

WyoLink Support Managers Report-Marty McCoy

There are currently 70 WyoLink sites operational with the addition of the 800 MHz site at Alcova Reservoir. The 85 South site will be upgraded to seven channels this week. The usage charts have been changed to a bar chart which represents the WyoLink usage for six years. *Mr. McCoy's report to the PSCC is attached for reference.*

Old Business:

Annual Report to the Governor

Bob Symons reported the PSCC Annual Report to the Governor was delivered on October 31, 2014. The first part of the report is an overview of the PSCC. The ongoing projects include refinement of WyoLink operations, WyoLink and interoperable communications training, PSCC and WyoLink web page updates, WyoLink coverage testing and mapping and the National Public Safety Broadband Network and FirstNet planning.

The priorities for 2015 include increasing utilization and partnerships, communication and collaboration with potential user agencies, WyoLink needs assessment and FirstNet.

The challenges are WyoLink system coverage, WyoLink Life Cycle plan, WyoLink funding mechanism and State and Local Investment Grant Program (SLIGP) and National Public Safety Broadband Network, The challenges were modified to align with the WyoLink Needs Assessment.

The Governor's Office would like for the PSCC to become the lead agency for the WyoLink budget and for meeting with the Joint Appropriations Committee. The last part of the report provides the statistics about WyoLink and members usage. The PSCC Annual Report needs to be provided to the Legislature, Counties and Municipalities. The PSCC Annual report is on the PSCC web page - http://psc.wyoming.gov/c_minutes.aspx *The 2014 PSCC Report to the Governor are attached for reference.*

Wyoming Communication Field Operations Guide – WY-CFOG

Mr. Symons stated the WY-DFOG is at the printer. The document was created through the assistance of the Department of Homeland Security – Office of Emergency Communications – Interoperable Communications Technical assistance Program (ICTAP). Upon the delivery of the WY-CFOG, Mr. Symons will start distributing it to the public safety agencies.

New Business

Approval of WyoLink Application

The applications received include: Sublette County Emergency Medical Services, Dayton Fire District, Clearmont Fire District, Hot Springs County Memorial Hospital, and Sheridan Memorial Hospital.. **William Walter made a motion to approve the WyoLink applications for Sublette County Emergency Medical Services, Dayton Fire District, Clearmont Fire District, Hot**

Springs County Memorial Hospital, and Sheridan Memorial Hospital. Billy Janes seconded the motion and the motion passed on a voice vote.

School Safety

Kim Lee presented a white paper from the Wyoming School Safety and Security Advisory Committee on Interoperable Communications Concepts. The Wyoming Legislature created the 2014 School Crisis Management Plans. The White paper is being provided to local first responders to assist the agencies in preparing sound, scalable emergency preparedness communication plans. *The white paper is attached to the minutes for reference.*

WyoLink Needs Survey

Chairman Johnson provided an introduction of the WyoLink Needs Survey which was prepared and administered by the Administration and Information Economic Analysis Division. The WyoLink Needs Survey has 179 respondents including all public safety disciplines, local, county, state and Federal.

Bob Symons provided an overview of the WyoLink Needs Survey. At this time the survey is in draft form and is not available as a public document. The document will become a public document after it has been presented to the Wyoming Legislature Joint Appropriations Committee. The PSCC must develop a repeatable single WyoLink needs assessment which will be provided to all WyoLink stakeholders.

The PSCC must create the WyoLink Needs recommendations. The overview given today will build the foundation for the recommendations. One of the goals of the needs assessment is to make sure the information is consistent and repeatable.

The first section of the Needs Survey provides a WyoLink System structure overview. The overview includes a description of the WyoLink system, WyoLink usage for 2014, dependability – up time, description of the master sites, core towers, portable enhancement towers, Vehicular Repeater Systems and end user equipment – radios.

The WyoLink Survey preliminary results are: The scale is Low = 1 and High = 5

1. Are you a current WyoLink User? Yes – 132 No – 47
2. How would you rate your current WyoLink mobile radio coverage
1 – 9; 2 – 19; 3 – 32; 4 – 52; 5 – 24; No Response – 45
3. How would you rate your current WyoLink portable radio coverage?
1 – 34; 2- 25; 3 – 30; 4 – 35; 5 – 13; No Response 44
4. How would you rate WyoLink dependability (up time)?
1 – 10; 2 – 10; 3 – 23; 4 – 44; 5 – 42; No Response – 52
5. How would you rate training for the system and “hands on” training?
1 – 27; 2 – 18; 3 – 45; 4 – 31; 5 – 17; No Response – 43
6. How would you rate the maintenance on the system?
1 – 13; 2 – 2; 3 – 31; 4 – 38; 5 – 40; No Response 56
7. What model of Console does your dispatch use?
MCC-7500 – 31; Centracom Gold Elite – 24; Wireless – 2; Other – 45

8. What entity made the initial purchase of your local radio equipment?
Homeland Security grants – 78; Local Funding – 43; Other – 53

The survey also requested specific areas the users identified as not having adequate coverage. Comments from the survey are included in the survey results and the summary of those comments include WyoLink coverage, portable radio coverage, repeaters in vehicles may help coverage, less technical training – more end user friendly, system maintenance has been good. The final report will include all comments.

The last section of the Needs Survey will be the PSCC recommendations, based on the survey results. There have been discussions on the PSCC becoming the lead agency to represent the WyoLink needs to the Joint Appropriations Committee. As part of these discussions, recommendations on standard budget requests and exception budget requests need to be identified. Also, the separation of the responsibilities of WYDOT and the PSCC should be identified. The on-going costs for the hardware maintenance, software maintenance, and T1 telephone lines for console connectivity has been funded by the Legislature through general funds as an exceptional request and a decision on moving these requests to a standard budget items..

The PSCC will need to make recommendations on the coverage issues related to core sites and portable enhancement towers. The survey included comments from users on coverage gaps. One of the recommendations will identify the use of vehicular repeater systems as a method to increase portable radio coverage to match the coverage of the mobile radios. The list of user identified coverage gaps will need to be reviewed and compared to the coverage testing performed by the WyoLink office. The replacement of the site repeaters, due to the upgrade of the WyoLink operating system and planned end of support by the vendor for the original site repeaters. When making a determination on future WyoLink sites, the PSCC will need to review spectrum needs and identify current FCC licenses which may be available for new sites and the reuse of the spectrum.

The Centracom Gold Elite consoles will not operate on WyoLink when the operating system is updated to Version 7.16, which is being planned for third quarter of 2016. The WyoLink exception budget for the 2015 Legislative session includes a console sub-system interface (CSSI), which will allow for multiple vendor consoles to be used on WyoLink. The PSCC will need to make recommendations on the replacement of Centracom Gold Elite Consoles in the local dispatch centers.

The survey respondents provided many comments on the WyoLink training. A revised training program should be developed which focuses on the end user radio programming and usage, interoperable communications and less on the technical aspects of WyoLink. The training will need to be individualized to each agency, as the programming of the buttons, switches, menu, zones and channels are a local decision.

The PSCC will need to make recommendations on future funding for WyoLink. Homeland Security grant funding has been reduced to around 40% of past funding. User fees will need to be discussed as a potential funding source. A review of past funding should be included in the PSCC recommendations.

The PSCC will need to work with WYDOT on the Microwave backhaul and recommendations on upgrades to the microwave system. How much of the microwave backhaul can be transitioned to the Unified Network, fiber network being developed by the State of Wyoming.

Bob Symons will be creating a summary of the recommendations the PSCC needs to make and a time line for having the comments. The PSCC work groups will be asked to help develop the draft recommendations.

Bob Symons thanked Kevin Hibbard, Emily Johnson and Tegan Carter from the Economic Analysis Division for all of their hard work on the WyoLink Needs Survey. They did an outstanding job.

General Discussion

Bob Symons read a letter from Chief Billy Janes announcing his retirement from the Torrington Police Department after the 42 years, 28 years as the Chief of Police and resigning from the PSCC. Billy Janes served on the SALEC Commission before the PSCC, was a member of Public Safety Mobile Communications Steering Committee and the PSCC since its inception in 2004. Chief Janes received a standing ovation from the PSCC and his knowledge and experience will be missed. Good Luck with your retirement Chief, you have earned it!

Comments for the Commissioners

Jim Latta publically commended Bob Symons for his work as the Administrative Support for the PSCC.

Next Meeting

Bob Symons received a letter from Teton County inviting the PSCC to meet in Jackson for the March 2015 meeting. The PSCC will meet after the 2015 Legislative session. Planning a meeting for the week of March 16th. Bob Symons will check on travel arrangements to Jackson.

Jonathan Downing made a motion to adjourn the meeting, seconded by Skip Hornecker and passed on a voice vote. Chairman Johnson adjourned the meeting at 11:50 am.

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Attachments

1. WyoLink Support Manager's report to the PSCC
2. 2014 PSCC Annual Report to the Governor
3. Wyoming School Safety Communications White Paper

Action Items

1. WyoLink Needs Survey Recommendations and Executive Summary