



Matthew H. Mead
Governor

Mark Harshman
Chairman

State of Wyoming

Public Safety Communications Commission

Meeting of September 14, 2016 Campbell County Fire Station Gillette, WY

Chairman Mark Harshman called the Wyoming Public Safety Communications Commission meeting to order at 10:00 a.m.

Roll Call and Members in Attendance:

Mark Harshman – Fire Chiefs
Brian Eggleston – DCI
Dennis Cease — State Parks and Cultural Resources - Phone
Dwane Pacheco — Police Chief's Association - Phone
Jimmy Siler — Wyoming Livestock Board - Phone
Mike Choma — Game and Fish
Leslie Shakespeare – Tribal - Phone
Doug Frank – Municipalities
Capt. Perry Jones – Wyoming Department of Transportation - Phone
Jonathan Downing – Public at Large - Phone
Brandon Kelley — Department of Health – Phone
Jim Frank – Office of Homeland Security - Phone

Members Absent:

Skip Hornecker – Sheriffs - Excused
David Gier – EMS - Excused
William Walter — Federal - Excused
Mark Young — Wyoming Fire Marshal's Office - Excused

Others in Attendance:

Robert Symons — PSCC Administrative Support
Nathan Smolinski – WyoLink Support Manager
Troy Babbit – ETS/SPOC
Joe Compston – Motorola
Craig Post - ComTech
Jose Crespo – Motorola - Phone
Dave Riegert - Motorola
Jenifer Shassetz – Sheridan Police Dept
Travis Koltiska – Sheridan Police Dept
Russ Dalgarn – Converse County EMA
Troy Berg – WyoLink – Phone
Wyoming Highway Patrol Dispatch – Phone
Ron Smith – Campbell County Fire Dept
David King – Campbell County EMA
Brent Byrd – Collins Communications

Joey Williams – Campbell County Sheriff’s Office
Mike Ratcliff- Campbell County Fire Dept
J.R. Fox – Campbell County Fire Dept
Kevin Theis – Campbell County Sheriff’s Office
Jeff Hodge – Crook County Sheriff
Dale Osbourne – Montana Highway Patrol – Phone
Dale Stalder - Laramie Police Chief - Phone
Glen Crumpton – Laramie County Combined Communications Center – Phone
Robin Etienne – Sweetwater Combined Communications Center – Phone
Jim Downes – DHS-OEC – Phone
Kraig Murphy – Torrington Police Dept – Phone
Patrick Lamb – Absolute Solutions – Phone
Kevin Hibbard – State Budget Director – Phone
Clint Goldenstien - Motorola

WYDOT Update – Director William Panos and Gregg Frederick, Chief Engineer

Director Panos spoke about the re-organization changes at WYDOT. Taylor Rossetti is the Support Services Administrator, Dennis Byrne is the new Chief Financial Officer, and Pat Lewis is the new Chief Technology Officer. The Chief Operational Officer position is currently in the advertising stage. WYDOT is active in the replacement of the open positions within WYDOT. Nathan Smolinski is the new WyoLink Support Manger. The Telecommunications Manager position will be advertised soon.

The WYDOT budget consists of 50% Federal Transportation Funds and Surface Transportation Bill passed by Congress will include an increase over previous federal funds and will include the Abandoned Mine Lands (AML) funds. The fees collected by WYDOT consist of 30% of the WYDOT budget. Eighty percent of the WYDOT budget funds are not affected by the Wyoming Budget. The Wyoming Legislature provides 20% of the WYDOT Budget or approximately \$25 million and is affected by the Wyoming economy.

The WyoLink budget is being reviewed for opportunities to provide a stable funding source. The operational costs will be provided to the local users of WyoLink through a cost share analysis using the 25% for the number of user equipment and 75% by usage. WYDOT recognizes these cost share analysis may not reflect the current number of user equipment and usage, but will be used to correct any discrepancies in numbers. The local users will need to review the numbers for accuracy and report any discrepancies to WyoLink.

Recognition of New Commissioners

Dennis Cease is the State Parks and Cultural Resources representative. Dennis is currently Law Enforcement Supervisor for State Parks. Doug Frank is the currently the Mayor of Glenrock and is the municipalities representative. Jim Frank will be representing the Wyoming Office of Homeland Security and is the Senior Communications Officer for the Office of Homeland Security.

Nathan Smolinski is the new WyoLink Support Manager. Nathan was the WYDOT District 4 Communications Supervisor.

Meeting Agenda:

Chairman Harshman asked for any changes, additions, or deletions to the draft agenda. ***Brian Eggleston made a motion to accept the agenda as presented. The motion was seconded by Mike Choma and passed on a voice vote.***

Minutes from June 15, 2016:

Chairman Harshman asked for approval of the June 15, 2016 minutes. ***Brian Eggleston made a motion to approve the June 15 , 2016 minutes and the motion was seconded by Mike Choma. The motion passed on a voice vote.***

WyoLink Operations Work Group - Brian Eggleston

The WyoLink Operations Work Group did not meet during the past quarter.

Administration and Funding – Mark Harshman

The Administration and Funding Work Group did not have a formal meeting, but did meet by phone a couple of times to discuss the console grants.

Spectrum Work Group – Bob Symons

Mr. Symons stated the Spectrum Work Group has completed two letters of concurrence for Utah and Colorado.

Interoperability Executive Committee – Skip Hornecker

The Interoperability Executive Committee did not meet the past quarter.

Broadband Work Group – Troy Babbitt

Troy Babbitt provided an update on the current activities of FirstNet. The State Point of Contacts will be meeting with FirstNet in November, after the naming of the FirstNet vendor. Upon the naming of the FirstNet vendor (scheduled for early November), FirstNet will be working on the State Plans, for presentation to the Governor for the Opt-In or Opt-Out decision in 2017.

The submitted plan for Wyoming included coverage in the 100 most populated communities with a five mile radius, then a ten mile radius. The major transportation corridors were listed as phase three with a five mile radius and then a ten mile radius. These coverage objectives would provide about 48% state wide coverage. Deployables were stated as the phase five objective.

The FirstNet Programmatic Environmental Impact Study public meeting for Wyoming will be on September 21, 2016 at the Fairfield Inn & Suites in Cheyenne starting at 4:00 pm.

The Governor's Broadband Conference will be October 4 and 5, 2016 at Little America in Cheyenne.

Staff Reports - Bob Symons

Mr. Symons stated the Statewide interoperability Plan (SCIP) was uploaded to the DHS Office of Emergency Communications. The SCIP will be referenced in future Homeland Security Communication grants. The SCIP Snapshot Report will be uploaded once the problems with the program are fixed.

The Federal Law Enforcement (LE) and Incident Response (IR) conventional channels will become available for local, county, and state interoperability with Federal agencies upon the completion of a Memorandum of Understanding (MOU) is completed. The state SWIC or state designated person will have the authority to create and sign the MOU for sharing.

Mike Nickel, Sheridan County Commissioner, Glen Crumpton, Laramie County Combined Communications Center, and Bob Symons attended a FirstNet meeting in Bozeman, Montana pertaining to the Quality of Service, Priority and Pre-emption.

The console grants have a performance period ending on September 15, 2016. Three of the grantees have completed the grant draws and the other two have submitted draws and the final draws should be received by September 15th. Although the installations are not completed, the contract price is known and that is what the grants were determined on.

Erich Kurtz is the new Wyoming Office of Homeland Security Operations Chief. Erich is Bob Symons' supervisor.

The State of Wyoming, through the Office of Homeland Security is working on developing Type 3 All Hazards Incident Command teams and the credentialing of the incident command positions. One of the positions noted is the Communication Unit Leader (COML) position and Mr. Symons is working with them on the COML recognition program created by the PSCC. Mr. Symons is creating a COML crosswalk between the two programs.

Bob Symons attended the FEMA Region VIII Regional Communication Coordination Work Group (RECCWG) in Casper August 31 and September 1. The RECCWG has been working on the Axillary Communications (ARES/RACES) and the use of drones by public safety agencies.

Mr. Symons has been working on updating the WyoLink and PSCC web sites. Upon the completion of the work group assignments, the web sites will be updated.

WyoLink Support Managers Report

Nathan Smolinski provided an update on WyoLink and his vision for the WyoLink Support Office. Nathan Smolinski, WyoLink Support Office, and Bob Symons have been working with the WYDOT Budget Office on the WyoLink Billing procedures and data.

Dave Riegert, Motorola, provided an update on the WyoLink update to Version 7.16. The update went smoothly without any major problems. The console computers, which are part of the upgrade will be replaced by the end of November.

Nathan stated he is working on breaking down some of the barriers to providing better service to the WyoLink system and users.

Discussion on the issues with the Lander Low Level site outage. There was a microwave problem which kept the Lander site down for an extended time and discussions on whom the responsible party was. The site has been repaired and the site is fully operational. Mr. Smolinski stated this is an area for improvement.

Old Business:

New Business:

WyoLink User Fees

Chairman Harshman stated that WYDOT Director Panos provided an updated on the cost share being proposed. The PSCC commissioners will probably be hearing from the WyoLink users when the cost share notices are sent to them. For the current biennium budget, the cost share notices will be for information purposes only and no funds will be requested from the users.

PSCC Work Groups

Bob Symons presented the current PSCC work group organization. The PSCC has four (4) work groups to further the work of the PSCC on fulfilling its functions: Administration and Funding Work Group, WyoLink Operations Work Group, Interoperability Executive Committee and Spectrum Work Group.

The Administration and Funding Work Group is responsible for the PSCC budget development, grants, rates and fees, and staff recruitment and evaluation. This work group consists of the PSCC officers and may include the State Budget Director, County Commissioner's Association and Wyoming Association of Municipalities. Chairman Harshman is the chairman of this work group.

The mission of the WyoLink Operations Work Group is to provide policy level oversight to the development, implementation and ongoing operation of the WyoLink state-wide public safety communication system. This workgroup is involved in the decision making for WyoLink membership, WyoLink Handbook, location of expansion radio sites, WyoLink end user training, and working with the local agencies on enhanced portable radio coverage. Brian Eggleston is the chairman of the WyoLink Operations Work Group. Nate Smolinski, WyoLink Support Manager, was added to this work group.

The Spectrum Work Group's roles and responsibilities includes the frequency policy and planning, frequency coordination and interference mitigation and FCC licensing and compliance. This work group is also responsible for the 700 MHz and 800 MHz Regional Planning Committee's responsibilities. The Region 46 – Wyoming 800 MHz and 700 MHz Plans has been completed. William Walter is the chairman of this work group.

To provide a professional communication system with compatibility and availability of common communication paths for all public safety users is the mission of the Inter-Operability Executive Committee. This committee has completed and forwarded to the PSCC the WyoLink Handbook, Wyoming Interoperability Program, Communication Unit policies and procedures for Communication Unit Leader recognition and Wyoming Statewide Communication Interoperable Plan (SCIP). Nate Smolinski, WyoLink Support Manager, was added to this work group. Skip Hornecker is the chairman of the Inter-Operability Executive Committee.

Chairman Harshman made a request to have the PSCC Commissioners decide on which work group they would like to serve on. *The PSCC Work Group organization is attached to the minutes for reference.*

DHS-Office of Emergency Communications (OEC) – SAFECOM/NCSWIC Documents

Bob Symons provided an update on the DHS-OEC, SAFECOM and National Council of Statewide Interoperable Coordinators. SAFECOM membership includes representatives from state, local, tribal, and territorial emergency responders, appointed and elected officials, and major intergovernmental and national public safety associations. SAFECOM aims to improve emergency responders' inter-jurisdictional and interdisciplinary emergency communications interoperability. NCSWIC is an organization of the 50 states and 6 territories or districts statewide interoperable coordinators (SWIC). Bob Symons is a member of both organizations and currently the chairman of NCSWIC.

Bob Symons presented an overview of the SAFECOM/NCSWIC documents. The Land Mobile Radio (LMR) trio was created to provide state and local decisions makers with an overview of the importance of sustaining public safety radio systems. The Land Mobile Radio 101 provides a basic understanding of LMR systems. LMR systems are terrestrially-based wireless communication systems and consist of handheld portable radios, mobile radios, base stations, a network and repeaters.

Land Mobile Radio (LMR) for Decision Makers is the second part which provides information on educating decision-makers on LMR technology issues. This document provides information on the progression of LMR technology, mission-critical voice communications, adoption of advanced technologies to supplement LMR, and importance of purchasing Project 25 equipment.

The third LMR document is Land Mobile Radio (LMR) for Project Managers, a P25 Primer for Project Managers and Acquisition Managers. This document provides background on the Project 25 standard, and guidance for purchasing P25 equipment, compliance assessment program. Standards-based systems enable interoperable communications between responders from various disciplines, jurisdictions and levels of government.

The Emergency Communications Governance Guide for State, Local, Tribal and Territorial Officials includes recommendations and best practices to establish or update emergency communications governance structures. This guide provides background information on governance body models, characteristics of an effective governance structure, and key elements of governance bodies. This document could provide ideas for any future review of the PSCC structure.

SAFECOM and NCSWIC have just passed two new documents on encryption – Considerations for Encryption in Public Safety Radio Systems and Best Practices for Encryption in P25 Public Safety Land Mobile Radio Systems. These two documents and their corresponding fact sheets will be published later this year.

All of these documents are or will be posted on the SAFECOM website: <https://www.dhs.gov/safecom> and links will be added to the PSCC website.

Bob Symons provided an overview of the Interoperable Communications Technical Assistance Program (ICTAP). This DHS-OEC program will provide up to five technical assistance programs to each state. Some of the ICTAP programs include Communication Unit Leader classes, Auxiliary Communications, Communications Asset and Survey Mapping (CASM), and many more assistance programs at no cost to the state. The ICTAP catalog will be forwarded to the PSCC and public safety agencies when available. The Public Safety Tool website includes many documents pertaining to interoperable communications and is located at: http://www.publicsafetytools.info/start_index_v2.php

General Discussion

Public Comments

Jenifer Shassetz, Sheridan Police Department, asked the PSCC to consider having a statewide maintenance contract for all of the consoles in Wyoming, which could lower the maintenance costs for all of the dispatch centers. Mrs. Shassetz also asked about assisting in raising the 911 Telephone surcharge from \$.75 to \$1.25 per phone number per month.

Ron Smith, Campbell County Fire Department, spoke on how WyoLink has assisted Campbell County with interoperable communications and a problem with the Rapid City Weather talkgroup. WyoLink is aware of the problem.

Next Meeting

The next PSCC meeting will be December 6 or 7, 2016. Bob Symons will work with the PSCC Commissioners on scheduling the December meeting.

Chairman Harshman adjourned the meeting at 11:50 am.

Respectfully submitted,

Robert Symons
PSCC Administrative Support