State of Wyoming

Public Safety Communications Commission

WyoLink Operaitons Work Group
Inter-Operability Executive Committee
Joint Meeting Minutes
Wheatland, Wyoming
November 29, 2005

Attendees:
Jerry Kennedy – WyoLink Operations Work Group – Chairman
Kebin Haller – Inter-Operability Executive Committee – Acting Chairman
Col. Sam Powell - WyoLink Operations Work Group
Dave Mattis - WyoLink Operations Work Group – Phone
Mark Harshman - WyoLink Operations Work Group and Inter-Operability Executive
Committee
Jim Archerd - WyoLink Operations Work Group and Inter-Operability Executive
        Committee
Dan Perko - WyoLink Operations Work Group
Patricia Bauer - WyoLink Operations Work Group
Russ Christensen - Inter-Operability Executive Committee – Phone
Dale Pawling - Inter-Operability Executive Committee
Tom Mahon – WyoLink Project Manager
Bob Symons – PSCC Administrative Support
William Fleming – Motorola

Absent:
Billy Janes - Inter-Operability Executive Committee – Excused
Craig Post - Inter-Operability Executive Committee
Kim Lee - WyoLink Operations Work Group – Excused
Pat Byrne - WyoLink Operations Work Group – Excused

Chairman Jerry Kennedy and Acting Chairman Kebin Haller called the meeting to order at
10:07 am.

Colonel Powell made a motion to approve the minutes of the November 4, 2005 WyoLink
Operations Work Group Meeting. Mark Harshman seconded the motion and the motion
passed on a voice vote.

Kebin Haler asked for any changes or corrections to the October 28, 2005, Inter-
Operability Executive Committee minutes. Having no changes or corrections the minutes
were approved.

Old Business:

Bob Symons led a discussion on the revisions to the Draft Handbook.

On page 6 – definitions, a definition was added for MAC Talkgroups.

On pages 21, 22, and 23, a fifth tactical talkgroup – E(cho) was added to each of the regional talkgroups. Discussion on having the E(cho) tactical talkgroup to be encrypted and used by law enforcement agencies.

On page 26, the following additions were made to "Authorized System Access – B. Public Service". 5. – Public Transportation including School Busses and 9. WyoLink approved technical support agencies.

Discussion on the "Authorized System Access". The WyoLink approved technical support agencies are those technicians that would be working on radio equipment. What does "Any federally recognized fire agency/department" and "Any Tribal fire agency/department" mean? Does this mean the BLM firefighting, Forest Service firefighting? The concern is the federal agencies using WyoLink without providing something in return. The original intent was to include F.E. Warren Fire Department and Wyoming Air Guard. This could become a very broad definition and should be looked at so that the WyoLink system is not overwhelmed by federal agency use. **It was agreed upon that the section "VIII. Authorized System Access" be changed to "Generally, access will be granted to public safety. However, all applications are subject to review by the System Administrator and the WYPSCC Interoperability Executive Committee."** There is another document, WyoLink Membership Agreement, that will further define the application process and the Interoperability Executive Committee will be reviewing that document upon the completion of the WyoLink Handbook. Section C. Applying for System Access – refers all agencies or entities to completing the System Access Application and submit it to the System Administrators.

Discussion on Attachment 1 – WyoLink Application for System Access or New Talkgroup and Attachment 2 – WyoLink Authorization To Use Talkgroups Not Owned By The Requesting Agency. The discussion revolved around the ownership of talkgroups.

The first MAC Talkgroup will be a calling talkgroup and the other MAC talkgroups will be tactical talkgroups. The calling talkgroup will be monitored by all of the dispatch centers in that region and the state-wide calling channel will be monitored by Highway Patrol Dispatch. The training of the end user will be important key to the use of the system and how the talkgroups are used.

The Natrona County radio plan has law enforcement talkgroups that are used by all law enforcement agencies and fire/EMS talkgroups that are used by all fire/EMS agencies. Then each agency also has at least one talkgroup that is specific to that agency and is not shared. This arrangement help for buy-in by the agencies and has been effective in satisfying the needs of all agencies.

How the County sets up the county radio plan will be important to the designation of the talkgroups and the ownership of the talkgroups. With the potential for ownership problems it was discussed that the PSCC should maintain the ownership of the state and county talkgroups. When setting up the county radio plans, the County Coordinator would be used to help coordinate the individual county radio plans. It was also noted that there needs to be talk-around talkgroups for the law enforcement and fire/EMS talkgroups. The talk-around talkgroups do not use the radio sites and are used for radio to radio communications.

There was discussion on changing Attachment 2 to authorization for exclusive talkgroup(s). The paperwork required for the sharing of talkgroups could become cumbersome and troubling. This would be the same as having MOU''s signed by all agencies to allow the use of radio frequencies.

There was discussion on the encryption of the law enforcement talkgroups and the security of the encryption keys. It was suggested that the MAC_E be encrypted.

The Committees discussed how the county plans would be set-up. The PSCC/WyoLink will need to develop model radio plans that can be used by the counties as a starting point for the individual county plans. We could use the Natrona County Radio plan and the Cheyenne Fire Department plan to develop a model plan. The plan will need to include the trunking talkgroups and the county legacy channels.

Discussion on "MAC" and the terminology that should be used to change from the conventional radio usage to the trunked radio usage. **It was decided that the "MAC" should be changed to "MAT" and "Multiple Agency Channel" to "Multiple Agency Talkgroup" in the definition. The "MAC" will be changed throughout the handbook to "MAT"**

Discussion on the state radio plan. There would be three levels to the state plan. The top level would be the WyoLink MAT Talkgroups that every radio would have so that the interoperability goal is met. The next level would be the county plan which would include the county-wide MAT talkgroups and county law enforcement and fire/EMS talkgroups. The last level would be the local agency talkgroups and conventional channels.

It was decided that there would be no need for "Attachment 2 – Authorization to Use Talkgroups Not Owned by the Requesting Agency" and it will be removed from the handbook.

Discussion on the proposed WyoLink System Master Key Security policy and attachment. The proposed policy is a mirror of the OHIO MARCS policy and is designed to limit the access to the System Master Key. The System Master Key is used to allow changes to the trunking program on the individual radios and also changes to the master controller. There are two approaches that were talked about. The local radio shops are allowed to have a System Key so that they can program radios, this is the South Dakota plan. The other approach is to have the WyoLink System Administrator keep the key and he would develop the templates for all radios and then send the template to the local radio shops for programming, this is the Colorado plan. The security of the Master Key is very important

and unauthorized use could affect the WyoLink system. Discussion on what would be best for the WyoLink system, very limited Master System Key or distribution to radio shops and how each would be used to program radios.

A call was made to Barb May, Motorola, requesting guidance on the System Master Key. Barb called into the meeting. It is a two step process on the programming of the radio, the radio is programmed and then the radio information is added to the master controller. Barb recommended strict control of the System Master Key and have a limited number of people developing the code plug and radio template. The master controller has two methods of controlling the radio – inhibit which does not allow the radio to be used and system denial which does not allow the radio to use the trunking but could still be able to function conventionally.

For radio programming, a template and code plug is developed for each radio per serial number. The template may be copied and then a code plug is developed for each radio by changing the serial number and ID. The code plug is then sent to the radio shop for programming. The radio serial number must match the code plug serial number for the radio to be programmed. The radio shop could change the conventional channels but would not be able to change the trunking features. Barb recommended this Master System Key method for WyoLink.

It was decided that WyoLink should limit the Master System Key to the System Administrators and have them develop the templates and code plugs for each radio that would then be sent to the local radio shops for programming.

Discussion on the WyoLink Master Trainers. Bob Symons handed out the organizational chart for the Master Trainers. The WyoLink Operations Work Group recommended there be two master trainers per regional response area with one from the fire/EMS service and one from law enforcement. In addition there are two trainers from WyDOT, Wyoming Highway Patrol, Department of Health and Wyoming Game and Fish. There will be two Master Trainer Classes with the first class in February. Bob Symons will continue working on finding people interested in becoming Master Trainers from the regional response areas. The training plan is for the Master Trainers provide train-the-trainers classes for the local department trainers who would provide the end user training. The training will involve the individual radios used and the WyoLink policies. The Master Trainers organization chart is attached to these minutes for reference

Bob Symons passed out the Spectrum Work Group Minutes from the November 17, 2005 meeting pertaining to federal agency involvement with WyoLink. PSCC Chairman Jim Narva has asked the Interoperability and WyoLink Operations Work Groups to make a recommendation on federal agency participation. Discussion on Federal participation in WyoLink. Some federal agencies have many potential users (i.e. BLM and Forest Service), and some agencies are small (i.e. FBI, Bureau of Reclamation, U.S. Marshal's Office). Due to Motorola developing the Frequency Plan for WyoLink, knowing if the federal agencies are willing to bring spectrum to WyoLink and what that spectrum is, would help them develop the frequency plan. Motorola needs to know this information by the end of January if they are to use the federal spectrum in the frequency plan.

The discussion on federal agency participation indicated that it is important that any participation be equalized by what the federal agencies could bring to the table, i.e. spectrum, radio sites, funding. The State should not subsidize the federal agency use. Knowing which federal agencies are potential WyoLink participants, how many users each agency may have, how the agencies would be using WyoLink and what the federal agencies may bring to WyoLink for participation needs to be explored.

The committees' recommendation is that potential federal agency participation and use needs to be known along with what the federal agencies can bring to the WyoLink project that is equal to the potential use by those agencies.

Being no further business, the joint meeting of the Interoperability and WyoLink Operations Work Groups were adjourned by Jerry Kennedy and Kebin Haller at 12:35 pm.

Respectfully submitted,

Robert Symons
PSCC Administrative Support