

**Public Safety Communications Commission
Inter-Operability Executive Committee Meeting
WYODOT Facility
68 16th Street
Wheatland, WY**

**January 7, 2005
Minutes**

Attendees:

Chair	Billy Janes	Chief of Police	Torrington Police Department	(307)532-7001
Members	Mark Harshman	Chief of Operations	Casper Fire Department	(307)235-8324
Present:	Kebin Haller	Deputy Director	Division of Criminal Investigation	(307)777-6612
	Dale Pawling	Shift Supervisor	Cheyenne Fire and Rescue	(307)631-5986

Billy Janes, chairman of the Inter-Operability Executive Committee for Public safety Communication Commission (PSCC), opened the meeting by asking those in attendance to identify and provide a brief history of their work experience related to the PSCC. Billy, Chief of Police for Torrington, informed the others that he has had a police radio for about thirty years, he had been on the Commission for about ten years and that he was looking and needing the cooperative help and effort from the other members of this committee in order to identify and chart the proper direction for the Inter-Operability Executive Committee.

Kebin Haller said that he was with of the Division of Criminal Investigation. Kebin said that as a member of this committee he saw the number one goal for this committee to be all law enforcement and first responders having the ability to communicate with each other in emergency situations in this state. That equates to "Being able to talk to anyone, anywhere, at any time, first on a statewide basis but ultimately on a federal level that crosses state borders as well".

Mark Harshman said that he worked for the city of Casper Fire Department as the Operations chief. Mark said that he has experience in trunk radio systems having built 800 MHz systems from the ground up. Mark is on the Public Safety Communications Commission as a representative of the Wyoming Fire Chief's Association. Mark's key interest is fire fighters being able to talk to each other, law enforcement and have total interoperability. Mark said this committee is going to play a large part in designing how that interoperability functions. Mark believes this committee will need some outside help like Motorola to provide assistance in configuring the talk groups. Mark said he was very familiar with the single site trunk system but now WYOLINK involves a multi-trunk system. Mark said that once the mechanics were worked out then the Inter-Operability committee would be able to provide the guidelines.

Dale Pawling, Battalion Chief Shift Supervisor Cheyenne Fire and Rescue, said that they had just installed a five channel system and that he had learned a lot in the last year about trunking systems. Dale said it was easy talking about systems conceptually but the real work is putting the pieces together, for example you have 800, there's VHF high band, and there's cell but getting them all to work together and communicate with each other is where it becomes difficult. Dale suggested that this group bring in some outside help like Motorola and other manufacturers to help put some of the pieces together. Dale said that he views the work this group will accomplish as "work-in-progress" that we will always need to be looking at it and trying to make it better. He cautioned that we should not try to over engineer at the beginning, learn as we go, start small, and keep it simple.

Ron Pinther said that he had been assigned by PSCC Executive Director Earl Atwood to facilitate and assist in any way that Billy Janes and his group felt they could use his assistance. Ron said that it is clear that the Public Safety Communications Commission has an enormous and extremely important job to do and that it will be accomplished by the cooperative effort of many individuals and work groups, including this group, the Inter-Operative Executive Committee. Ron suggested that this group view a PowerPoint presentation by Tom Mahon, WyoLink Project Manager that does an excellent job of identifying and describing the many different technological pieces and the operational pieces that are required to fully integrate and bring about a Project 25 compliant system.

After introductions Billy Janes asked the members to focus their attention on development of a mission statement for the Inter-Operative Executive Committee. Kebin Haller suggested the group be committed to statewide interoperability for the home-base, mobiles, portables, and dispatch areas. That commitment needs to include flexibility when changes are necessary. Kebin said that in his reading and looking at other states the number one breakdown is coordination and cooperation beginning on the local level. Therefore coordination and cooperation between local, county, State and ultimately the federal government need to be part of the mission statement. Kebin also suggested that reliable, user-friendly equipment that can be utilized in adverse conditions and involves minimal training. Members openly discussed different options for training and the question as to who was responsible for training was raised. Kebin said that at the meeting he attended earlier in the week the subject of Talk Groups, encryption and Plain Talk for Talk Groups was discussed. Mark Harshman advised that currently police is encrypted but fire and EMS are not. Mark said it is a flexible platform, encryption would mean about seven hundred dollars more per radio, they decided not to encrypt at this time but if down the road they want to add encryption they can add that module. Kebin said that it was his understanding after attending the meeting on Wednesday that Motorola would instruct different agencies on how to set-up and program their radios for different Talk Groups but it was his understanding that WYOLINK was not taking on the responsibility to train the various different agencies. Mark said that Motorola does not provide Talk Groups. Mark said that radio users tell Motorola what they want and need to use exclusive for their agency and that there will need to be some Talk Groups that are common throughout the state in order to have inter-operability. Billy Janes said that he believes this group's mission is to provide those interoperable Talk Groups for whenever an incident may occur. Billy explained that the Incident Command System (ICS) that has been used by fire for a number of years and has been picked-up by law enforcement in more recent years is the best system. Billy said this group can not dictate to Casper or any other entity what their incident command system will be. However, this group can recommend to the PSCC certain policies and procedures to follow whenever an incident occurs and those other entities will need to have channels available for everyone else to be able to communicate with each other. Further discussion resulted in the following:

Proposed Mission Statement

Policy development to facilitate common radio communications on a statewide basis

Develop and recommend to the Public Safety Communications Commission policies, standards, procedures and guidelines for statewide coordination and cooperation of local, county and state entities for planning, managing and training wireless systems users participating in WyoLink.

To achieve compatibility and availability of common frequency definitions/talk groups for use by all entities including federal in the event of an incident.

Key Roles and Responsibilities

It was decided that Mark Harshman would contact Colorado, Billy Janes would contact South Dakota and Kebin Haller would contact Utah, ask and report at the next meeting how those states they are handling Inter-operability policy development and subscriber outreach. Mark Harshman suggested that Tom Mahon and Bill Fleming give this group a basic presentation about WyoLink.

After brief discussion it was decided that this group would ask for clarification from the PSCC concerning PSCC rules development and PSCC contracts.

Kebin Haller advised that WyoLink is putting on a presentation for the legislature in Cheyenne on March 2.

The remainder of meeting was devoted to open discussion concerning National Incident Management System (NIMS) and Incident Command System (ICS).

Next meeting was scheduled for February 18 at 10:00 in Casper. (Meeting rescheduled for February 18 at 10 a.m. in Cheyenne at the Qwest Building, room 350, 6101 Yellowstone Rd.)

Meeting was adjourned at 11:35 A.M.

Respectively submitted,

Ron Pinther