



Dave Freudenthal
Governor

Jim Narva
Chairman

State of Wyoming

Public Safety Communications Commission

WyoLink Operations Work Group Inter-Operability Executive Committee Joint Meeting Minutes Cheyenne and Phone Conference Call March 10, 2006

Attendees:

Jerry Kennedy – WyoLink Operations Work Group – Chairman - Phone
Billy Janes - Inter-Operability Executive Committee – Chairman - Phone
Jim Archerd - WyoLink Operations Work Group and Inter-Operability Executive
Committee
Dan Perko - WyoLink Operations Work Group
Patricia Bauer - WyoLink Operations Work Group - Phone
Dale Pawling - Inter-Operability Executive Committee
Craig Post - Inter-Operability Executive Committee - Phone
Pat Byrne - WyoLink Operations Work Group
Bob Wyatt – WyoLink Operations Work Group - Phone
Tom Mahon – WyoLink Project Manager
Bob Symons – PSCC Administrative Support

Absent:

Col Sam Powell – WyoLink Operations Work Group – Excused
Kim Lee - WyoLink Operations Work Group – Excused
Kebin Haller – WyoLink Operations Work Group– Excused
Mark Harshman – WyoLink Operations Work Group and Inter-Operability Executive
Committee - Excused
Dave Mattis - WyoLink Operations Work Group– Excused
Russ Christensen - Inter-Operability Executive Committee – Excused
Kelly Hamilton - Inter-Operability Executive Committee – Excused

Chairman Jerry Kennedy and Chairman Billy Janes called the meeting to order at 10:05 am.

Jim Archerd made a motion to approve the minutes of the November 29, 2005 Joint WyoLink Operations Work Group Meeting and Inter-Operability Executive Committee. Dan Perko seconded the motion and the motion passed on a voice vote.

Old Business:

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

The following changes to the Draft Handbook were identified and reviewed:

Page 5 – added a definition for APCO

Page 6 – Added to the definition of Channel, added definition of Channels & Groups, Added to the definition of Frequency.

Page 7 – Added definition of Project 25 (P-25) and a definition of PSMC

Page 8 – Added a definition of Multi-group – discussion on this definition concluded that the definition should be changed to “A special talkgroup that is comprised of multiple talkgroups that are pre-configured through programming”

Page 19 – Added a new Sub-section A – Routine Protocols to Section VI – Operational Protocol Summary

The committees felt that the definition of PSMC should also identify the planning process and add a definition for the PSCC. Bob Symons stated he would include all discussed changes and additions to the draft handbook.

Chairman Janes asked about the process for adoption of the handbook and a target date for completion. At the next PSCC meeting the process for the rule-making will be discussed and the proposed rules will include the handbook. The handbook needs to be completed and copies provided to all of the PSCC commissioners before the June PSCC meeting. The changes will be made to the handbook and sent to the Committee Members for review before sending to the PSCC Commissioners. The rules will reference the policies and procedures so that the handbook does not have to proceed through the rule making process for any changes.

Discussion on the WyoLink project schedule, and when WyoLink could expect to start having subscribers using the system. Laramie County feels that they would not be able to migrate to WyoLink until their console is ready, which would be late fall. The passage of the WyoLink budget by the Wyoming Legislature will help dispatch centers connect to WyoLink. The rule-making process should be completed by the time that WyoLink is ready for the first subscribers.

The WyoLink budget included approximately \$150,000 per each of the 43 dispatch centers in Wyoming and funds for the connectivity – phone line leases between the dispatch centers and WyoLink.

Attachment 1 – Added to the Application the identification of the radio systems that the applicant is applying to use and approval lines added for the Wyoming Highway Patrol to approve the Mutual aid Channel usage and the SALECS Working Group to approve the SALECS channel usage. Discussions with the Wyoming Highway Patrol and SALECS Working Group about adding these items to the application would eliminate having to complete new MOU's for agencies to be the Mutual Aid channel and the SALECS channel.

Copies of the changes are attached to the minutes.

Bob Symons led some discussion on the recently completed Motorola Master Trainers – Train the Trainers Class. The class was held February 21-24, 2006. Attendees were Patrick Sutton – State Parks, Mike Choma and Steve DeCecco – Game and Fish, Aarron Curry and Duwane Floy – WyDOT maintenance, Dick Bolin and Steve Townsend – Wyoming Highway Patrol, Paul Card and Roger Burr – Department of Health, Bryan Morehouse – Goshen County Sheriff's Office and Bob Symons.

The class pertained to every Motorola WyoLink compatible radio and included a Power Point tool kit so that each instructor may develop a presentation that is customized to the individual department radios and the set-up of those radios to the department configurations. The next class will be in the fall and include a law enforcement and fire/EMS trainer from each of the regional response areas. The recently passed budget includes funds for helping provide travel and per diem for the attendees. The next class will be 3 days of Motorola training and a half day on the WyoLink system. Jerry Kennedy attended a part of one day and felt the training was good. Motorola provided power point presentations on trunking radio basics and fleetmapping that will be modified for the WyoLink system and provided to each of the instructors.

Motion to adjourn by Dale Pawling, seconded by Pat Byrne, the motion passed. The meeting was adjourned at 10:45 am.

Respectfully submitted,

Robert Symons
PSCC Administrative Support

Draft Handbook Revisions

APCO – Association of Public-Safety Communications Officials – International, Inc

Channel -- This term is used rather generally to denote a communications path or mode. It is an older term and is often used interchangeably with "frequency," "mode," or "talk-group." This is why it can be confusing and imprecise. In the discussion of trunked radio systems "channel" typically refers to the individual transceivers at radio site.

Channels & Groups - When a user radio is programmed with a large number of channels, those channels are accessed by the user in two ways: (1) The channel knob, which typically accesses 16 channels, and (2) either a three positions switch or up/down buttons and a display. A large number of channels can be organized into a series of modes.

Frequency - Frequency is defined as the number of cycles that occur each second. Thousands of radio wave cycles usually repeat themselves each second, so engineers have adopted the practice of writing kilohertz (shortened to KHz), which means 1,000 cycles per second, megahertz (MHz), which means 1 million cycles per second, or gigahertz (GHz), which means 1 billion cycles per second, when they refer to radio frequency. Thus, 10 million cycles per second can also be written as 10 MHz. The Wyoming system is in the 150MHz range (VHF). In a trunked radio system each radio at a site is a repeater using two frequencies, an input and output. In a trunked radio system the user never changes the frequency of their radio; the control system does that automatically

Project 25 (P-25) – A non-proprietary standard for public safety radio communications. This allows manufacturers to build equipment that is compatible

PSMC – Public Safety Mobile Communications

4. Multi-group – a special talkgroup that is comprised of multiple talkgroups that are pre-configured through programming

VI. OPERATIONAL PROTOCOL SUMMARY

A. Routine Protocols

- All communications regardless of nature shall be restricted to the minimum practical transmission time and employ an efficient operating procedure.
- Unit to unit tactical communications, when feasible, shall be conducted on the appropriate talk around channel.
- Pronounce words distinctly and rather slowly.
- The voice should be as emotionless as possible, emotion tends to distort the voice and render it unintelligible.
- Attempt to make your voice a regular monotone.

- Emergency messages require no expression, but a high degree of intelligibility.
- Do not try to be humorous on the air, it never sounds as funny as you think.
- Do not let anger or impatience be heard in your voice.
- The FCC forbids profanity and any superfluous or extraneous transmissions.
- Procedure of initiating a radio call – the calling radio unit shall state the name of the receiving unit followed by their unit. For example, “Johnson County Dispatch, Charlie 6” or “Pat 15, Pat 8”. The unit being called shall answer with their own radio call. For example, “Johnson County Dispatch” or “Pat 15”.
- Procedure for when not on Primary Talkgroup – When a unit of dispatch center makes a call that is not the users primary talkgroup or conventional channel, the name of the talkgroup or channel shall also be transmitted. For example, “Goshen Dispatch, Pat 57 on 08MAT1”
- Calling Talkgroups (Dispatch) – The calling talkgroup is used to dispatch calls for service, contact local dispatch centers and coordinate day-to-day activities of each agency. Lengthy transmissions and specific tactical operations will be conducted on appropriate tactical talkgroup/channel.
- Tactical Talkgroups – used for tactical communications between field units and the dispatch center or between field units and other field units. On larger incidents, separate and unique tactical talkgroups shall be established for specific functions. Agency specific assignments using agency specific talkgroups/channels are made by local dispatch center. Assignments using county-wide talkgroups/channels are made by dispatch as requested by the Incident Commander or designee.
- Clear Text shall be used for all radio communications. The use of codes, particularly agency-specific codes have been found to be a barrier in the transmission of information. The most negative effect of codes is a reduction in communications interoperability during multi agency response.

Phonetic Alphabet – A phonetic alphabet shall be used for spelling out unusual names, license plate letters and so forth. They are always transmitted as “Alpha,” “Bravo,” or “Charlie” not “A as in Alpha,” etc. Due to the variations of phonetic alphabets, no one phonetic alphabet will be required. Any phonetic alphabet that clearly identifies a letter is acceptable.

**Attachment 1
WYOLINK
APPLICATION FOR SYSTEM ACCESS OR NEW TALKGROUP**

Date: _____

Requesting Agency: _____

Type of Request **New Talkgroup Request**
New Member
Other _____

Type of Agency **Public Safety**
Law Enforcement
Fire Department
Emergency Medical Service
Emergency Management
Communications Center
Other _____

Public Service
Transportation
Support
Weather Service
Public Works
Court Services
Regulatory
Other _____

Radio System WyoLink
Mutual Aid
SALECS

IV. Reason for Request

(Attach supporting documentation)

Name of individual completing application_____

Address_____

Phone_____

E-mail address_____

Public Safety Communications Commission
Attn: System Administrator
2001 Capitol Avenue
Cheyenne, WY 82002
Fax 307-777-6725

Mutual Aid Channel Approval: _____
Wyoming Highway Patrol

SALECS Channel Approval: _____
SALECS Working Group Chairman