



**Matthew H. Mead**  
Governor

**Mark Harshman**  
Chairman

# State of Wyoming

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## Public Safety Communications Commission

### PSCC Interoperability Executive Committee Wyoming Office of Homeland Security and Phone Conference Call August 22, 2013

Chairman Billy Janes call the meeting to order at 10:30 am.

Attendees: Billy Janes – Chairman – Phone, Robert Wilson, William Walter, Jim Frank, Rick Lopez, Carl Freeman – Phone, Skip Hornecker – Phone, Lanny Applegate – Phone and Bob Symons

Bob Symons presented the Communication Unit Policies and Procedures and Recognition procedures. A sub-work group consisting of Jim Frank and Jim Archerd – WOHS communication officers, Cy Cass - Laramie Fire Department, Chuck Trimble – Laramie County Combined Communications, Steve Zimmerman – Cheyenne Fire Department and Bob Symons worked through a Department of Homeland Security – Office of Emergency Communications technical assistance team on the development of the Communication Unit Policies and Procedures. The expected outcome of the technical assistance program is the development of the policies and procedures for a communications unit and recognition program.

The NIMS Communication Unit Workgroup Policies and Procedures provides for the development and procedures for the Communication Unit Workgroup. These procedures include the workgroup structure and All-Hazards Communications Unit recognition, meetings and application review process.

The Communications Unit Recognition Procedure provides the process for requesting Wyoming recognition for Type III Communications Unit positions – Communication Unit Leader (COML) and Communications Technician (COMT). The Department of Homeland Security – Office of Emergency Communications (DHS-OEC) has developed a Type III COML and COMT programs and the proposed Wyoming programs follow the federal guidelines. The recognition program is not a certification program. The Communications Unit includes the Submission Checklist and Agency Certification of completion.

*The Communications Unit policies, procedures and Appendixes are attached for reference.*

**William Walter made a motion to forward the Communications Unit Program to the PSSC with a recommendation of approval. The motion was seconded by Skip Hornecker and approved on a voice vote.**

Being no further business, Skip Hornecker made a motion to adjourn, seconded by William Walter and passed on a voice vote. The meeting adjourned at 11:30 am.

Respectfully Submitted

Bob Symons  
PSSC Administrative Support