Public Safety Communications Commission
WyoLink Operations Working Group
10:00 a. m. – March 14, 2005
WYODOT Facility
68 16th Street   Exit 78
Wheatland, WY

March 14, 2005
Minutes

Attendees:

Chair	Jerry Kennedy	County Commissioner	Albany County	(307)322-2345
Members Present:	Mark Harshman	Chief of Operations	Casper Fire Department	(307)235-8324
	Col. Sam Powell	Director	Wyoming Highway Patrol	(307)777-4309
	Kim Lee	Regional Response Chief	Wyoming Homeland Security	(307)777-7540
	Dave Mattis	Big Horn County Sheriff	Sheriff's Association	(307) 568-2324
	Tom Mahon	WyoLink Project Mgr	WYODOT Telecommunications	(307)777-3922
	Dan Perko	State Forester	State Forestry	(307) 7775659
	Pat Byrne	Emergency Management	Laramie County	(307) 633-4330
	Patricia Bauer	Dispatch Manager	Wyoming Highway Patrol	(307) 777-4325
Guests:	Maryellen Tast	Training Coordinator	Laramie County Comm. College	(307) 778-1146
	Kelly Schramm	Program Manager	WY Comm. College Commission	(307) 777-8703
	Tom Coffin	Project Manager	Motorola	(303) 689-2855

Jerry Kennedy, chairman of the WyoLink Operations Working Group for the Public Safety Communications Commission (PSCC), called the meeting to order and opened the meeting by asking those in attendance to identify themselves and the agency or organization they represent. Jerry Kennedy welcomed those in attendance and asked if there were any changes, additions or omissions to the proposed meeting agenda. Hearing none Jerry said the meeting would proceed as shown on the agenda. Jerry stated this was the first WyoLink Operations Working Group meeting. Jerry stated the proposed mission statement shown on the agenda had not been voted on and approved. Jerry asked the members to read the mission statement. A motion to approve was made by Pat Byrne, seconded by Mark Harshman and the members voted unanimously in favor of approving the following WyoLink Operations Working Group mission statement:

> ***The mission of the WYOLINK Operations Workgroup is to provide policy level oversight to the development, implementation and ongoing operation of the WYOLINK Statewide public safety radio communications system.***

Jerry then asked the members to focus their attention on the next order of business to discuss the following goals:
1. Develop WYOLINK system rules
2. Develop Talk Groups
3. Develop MOU's for WYOLINK users
4. Plan for on going WYOLINK administration

Tom Mahon, WyoLink Project Manager stated that he was in the process of developing a draft MOU for agencies that want to join WyoLink and that he intends to bring that draft to this Workgroup for their review, adjustments and comments. Tom said that there would be a number of documents. The first document would be a **Notice of Intent to Participate**. That would include every local fire department, local law enforcement agency including local police and sheriff's departments, emergency response agencies and emergency management agencies. Two other documents Tom is working on under the MOU are: **Application Talk Groups** and **Application to Program a radio**. Tom stated that he has a copy of Colorado's MOU and that he is looking at MOU's other states have developed. Dan Perko suggested that Montana MOU's be looked at because they are VHF like Wyoming. Tom agreed and said that Alaska was another VHF state like Wyoming. Tom said there was probably no "off the rack" solution, Wyoming would need to tailor the MOU to fit our needs but it certainly would be worth while looking at what other states have done.

PSCC Leadership Direction

Jerry Kennedy stated that there appears to be what he called "cross over" from one PSCC work group to another. Jerry suggested that the WyoLink Operations Work Group would need to work closely with the Interoperability Committee that is chaired by Torrington Police Chief, Billy Janes. Mark Harshman stated that he was also assigned to the Interoperability Committee and that the topic of "cross over" or "overlap" had been discussed. Mark suggested that we seek some more direction from the PSCC leadership in that area. It was decided that the question of "cross over" and "overlap" would be discussed at the March 22 PSCC meeting in Casper.

WyoLink Talk Groups and MOU's

Tom Mahon advised that he is working on a combined video/PowerPoint WyoLink presentation that describes and identifies the many different technological pieces and the operational pieces that are required to fully integrate and bring about a Project 25 compliant system. Tom said that in three to four months when the pilot program is up and running people will have a "hands on" opportunity to see how the system will work. Pat Byrne said that he sees the training to be a vital component to the success of the program. Tom Mahon said there are a number of issues that need to be addressed, for example, the question of whether or not school buses will be included in the program. Tom said that other areas to be addressed are levels of priority and how the system will manage the system based on those priorities. Col. Powell suggested that order of secession shown under the Goals appeared to be in the proper order in that first, system rules needed to be established. Then Talk Groups could be developed, followed by development of MOU's and finally development of a plan for on going WyoLink Administration. The members spent a considerable amount of time discussing Talk Groups. Mark Harshman said that he did not see the creation of MOU's and even with the potential of adding of school buses being that large of an issue provided the system has the system capacity to handle it. Tom suggested that the school bus issue be set aside for right now until this committee has an opportunity to review the draft MOU's that Tom is working on as well as other MOU's that Tom has copies from other surrounding states. Tom said that he would have the Notice of Intent to Participate ready for review in June. Members briefly discussed changing the wording of Goal number 4. A motion was made by Mark Harshman, seconded by Dan Perko and the members voted unanimously in favor changing Goal number 4 to read: **Plan for on going WyoLink management**. Jerry asked if there was any further discussion concerning Goals. Hearing none Jerry asked the members to turn their attention to the Key Roles and Responsibilities shown on the agenda.

Key Roles and Responsibilities

Ron Pinther advised that the Key Roles and Responsibilities shown on the agenda were taken directly from the PSCC website that was created from the charts Earl Atwood provided to the Commission and that the information shown on the charts was developed by the PSCC steering committee. Ron said that some of the discussion surrounding goals at the meeting today had already covered Key Roles and Responsibilities and suggested that if the committee needed further direction from the PSCC Commission concerning Key Roles and Responsibilities that it would be appropriate to ask for that direction. The members briefly discussed WyoLink User Interface Coordination, Operations Reports and Training. When the members turned their attention to WyoLink outreach the members were shown the WyoLink website and the information provided on that website.

Homeland Security Funding

Jerry Kennedy asked about Homeland Security funding. Kim Lee said Homeland Security is currently working on grant award agreements for 2005 money. Kim provided a brief summary and indicated that current year funding is a little less than previous year funding but the Governor is committed to passing 80% to the local jurisdictions and county commissioners have the ability to commit those funds for radio equipment or other infrastructure requirements. Jerry said that it appears Albany County will experience a funding shortfall.

WyoLink Coverage

Jerry Kennedy asked about low-level coverage. Jerry also asked about the understanding that converting to WyoLink would result in "as good" or "better coverage" than what cities, towns, municipalities, counties and agencies have today. Tom Mahon said he has a draft document that describes the policy that has been approved by executive staff at WYDOT. Tom said the document will be on the agenda for review at the PSCC commission meeting in Casper on March 22. Tom said that once a site is developed and walked through the

acceptance testing, the city, county or agency would transfer title of the radio equipment to the WyoLink system. From that point forward the WYDOT technicians would then be responsible for maintaining the equipment at that site. The agency would then be responsible for any rent on the building, electricity or other utilities for the building but the hardware inside the building at that site would be maintained by WyoLink. Once approved by the PSCC a memo will be sent out to all mayors and county commissioners. Jerry Kennedy asked if the site at the Emerson Building is being funded by Laramie County.   Tom Mahon responded that the Emerson site is being put in as a pilot with project funds in order to demonstrate the capabilities of portable coverage. Mark Harshman asked if a city had portable coverage today would WyoLink would pay for that site. Tom Mahon said that was a good policy question that needed to be answered by the PSCC and perhaps this Working Group. Dan Perko stated that during the original planning stages of the WyoLink project there were ten recognized enhanced sites.

WyoLink User Training Presentation

The next item on the agenda was a WyoLink User training presentation. Jerry Kennedy introduced Kelly Schramm of the Wyoming Community College Commission. Kelly began the presentation by handing out a four page document entitled **Wyoming Community Colleges WyoLink User Training Proposal**. Kelly then discussed the proposal with the members. During that discussion it was determined that different levels of training would be required for administrative support versus the actual users. Col. Powell suggested that individual agencies will have to develop their own departmental polices governing their training requirements. Maryellen Tast suggested that creation of a list of End Objectives would be helpful in revising and providing an updated training proposal for this working group.

Interference Problem

Patricia Bauer brought the interference problem concerning the Mutual-Aid radio system that was discussed at PSCC SALECS workgroup meeting February 21, 2005. Her question concerned notification of at least the SALECS users and whether or not this workgroup would be responsible for that notification. Tom Mahon explained that there would be a change in frequency, that it should not be terribly disruptive to service but that WyoLink has notified the two key stakeholders, the Highway patrol and SALECS. Tom also said that information concerning the interference problem could be placed on the WyoLink website.

Next meeting will be held at the conclusion of the PSCC Quarterly meeting March 22, 2005 in Casper at the Employment Security Commission Bldg.

Meeting was adjourned at 12:15 p.m.

Respectfully submitted,

Ron Pinther