



Dave Freudenthal
Governor

Jim Narva
Chairman

State of Wyoming

Public Safety Communications Commission

WyoLink Operations Working Group
10:00 AM – November 4, 2005
Emerson Building – Cheyenne, WY

Minutes

Chairman Jerry Kennedy called the meeting to order at 10:02 am.

Attendees:

Jerry Kennedy – Chairman – PSCC Commissioner
Mark Harshman – PSCC Commissioner – Speaker Phone
Dave Mattis - PSCC Commissioner – Speaker Phone
Pat Byrne – Laramie County EMA
Jim Archerd – Wyoming Department of Homeland Security
Tom Mahon – WyoLink
Robert Symons – PSCC Administrative Support
Major Keith Groeneweg – Wyoming Highway Patrol
Debbi Serke - Motorola

Chairman Kennedy asked if there were additions or deletions to the proposed agenda. Tom Mahon asked to add the receipt of the Torrington Radio Site decision “for the record” to “Old Business”.

The minutes of the July 17, 2005 minutes were approved with Pat Byrne making the motion and Jim Archerd seconding the motion. The minutes were approved on a voice vote.

New Business – None

Old Business

Discussion on Master Trainers and Motorola training. Bob Symons led a discussion on the “Motorola Master Trainers Training”. The class will be held February 21 through February 24, 2005. Bob Symons and Tom Mahon will work on the preparations for the Master Training equipment requirements. The WyoLink specific information will be added to the class. The PSCC Interoperability Executive Committee is working on the WyoLink Handbook which includes the specifics on Multiple Agency Channels (MAC) and the operation of the WyoLink system. The Committee received a copy of the one day Train-The-Trainer Product/Presentation

course description. The Motorola Master Trainers Training and Train-the-Trainer documents are attached for reference.

Bob Symons led a discussion on the proposed master trainers. Bob passed out the listing of proposed trainers and organizational chart of those trainers. The proposed trainers include two trainers from WyDOT, Wyoming Highway Patrol, Wyoming Department of Health and Wyoming Game and Fish. One or two trainers have been identified within each of the Wyoming Regional Response areas. The PSCC administrative support would also be a trainer.

Discussion on having more than one trainer per regional response area. Tom Mahon and Debbi Serke will review the contract documents to determine the costs for having more than one master training class. The present contract between Wyoming and Motorola includes the training for eleven (11) Master Trainers. It was noted that the discussion with other states, training has been a weak link and we should learn from their experiences.

Discussion on the location of the training. Bob Symons was checking with Laramie County Community College for a location. With splitting the number of potential trainers into two classes, it may be best to hold the class at the WyoLink office, radios and console are available at that location.

Discussion on the importance of having the WyoLink specific information as part of the Master Trainer training. The work of the Interoperability Executive Committee will need to be included in the master trainer training. Bob Symons will work with Debbi Serke and Tom Mahon on developing the WyoLink specific training materials and presentation.

Motion was made by Keith Groeneweg to have two Master trainer Classes and have Tom Mahon and Debbi Serke review the contract for costs and submit a change order and that each region have two master trainers – one law enforcement and one fire. Pat Byrne seconded the motion. Motion passed on a voice vote.

The documentation of the decision to remove the Torrington radio site from the 57-sites and add it to the site pool is attached for reference. The documentation includes two propagation maps, one with the Torrington site and one without the Torrington site.

General Discussion

Discussion on the proposed WyDOT/WyoLink budget. Jerry Kennedy requested any budget information that may be available for him to present at the County Commissioner meeting at the end of the month.

Discussion on having the University of Wyoming and/or Community Colleges help with developing a training video on the WyoLink system.

Schedule Next Meeting

The Work Group felt it would be important to have the WyoLink Operations Work Group and the Interoperability Executive Committee have a joint meeting because of the common information required for the training and user operations. The Interoperability Committee will be meeting on November 29 or 30. Bob Symons will check with Billy Janes on having the joint meeting on November 29 in Wheatland.

Motion to adjourn by Par Byrne, seconded by Jim Archerd. Motion passed.
Chairman Jerry Kennedy adjourned the meeting at 9:55 am.

The committee reviewed the South Dakota training video.

Respectfully submitted

Robert Symons
PSCC Administrative Support