



**Dave Freudenthal**  
Governor

**Kelly Hamilton**  
Chairman

# State of Wyoming

## Public Safety Communication Commission

**WyoLink Operations Working Group**  
**10:00 AM – June 1, 2005**  
**WyoLink Project Office – Cheyenne, WY**

### Minutes

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

#### Attendees:

Jerry Kennedy – Chairman – PSCC Commissioner  
Kim Lee - PSCC Commissioner  
Col. Sam Powell - PSCC Commissioner  
Mark Harshman - PSCC Commissioner – Speaker Phone  
Dave Mattis - PSCC Commissioner – Speaker Phone – Logged on at  
10:45 am  
Pat Byrne – Laramie County EMA  
Tom Mahon – WyoLink  
Ron Pinther – A & I – ITD  
Robert Symons – PSCC Administrative Support  
Jim Archerd – Department of Homeland Security  
Tom Coffin – Motorola  
Bill Fleming – Motorola  
Andrea Schierwagen – PSCC Student Intern

Chairman Kennedy asked if there were any changes or deletions to the proposed agenda. Kim Lee made a motion to accept the agenda as presented with a second by Pat Byrne. The agenda was approved by voice vote.

The minutes of the May 10, 2005 minutes were approved with Kim Lee making the motion and Col. Sam Powell seconding the motion. The minutes were approved on a voice vote.

#### Old Business

##### WyoLink Training

The discussion on WyoLink training revolved around the training meeting May 12, 2005. The Motorola contract specifies master Train-The Trainer training for up to eleven (11) master trainers. The Master Trainers would provide train-the-trainer training for local trainers or provide training for the localities. The selection of the Master trainers is a priority item, policies and procedures for the selection of the Master trainers. The end user training needs to be POST Certified

and that should not create a problem. The Wyoming Fire Service uses contract trainers and this model should be explored.

The Wyoming Law Enforcement Academy has a communications training advisory board that meets twice a year and they have been contacted about potential trainers. Bob Symons passed out an organizational chart on the training (attached to minutes). Possible trainers – Regional response Teams, WyDOT, Highway Patrol, SALECS users, Community Colleges, Communications Training Advisory Board, etc. Possible funding and costs for trainers to attend the master training to cover the costs for the selected trainers- travel costs, room and board was discussed.

Chairman Kennedy has sent a request to the Regional Response Teams soliciting people interested in becoming Master Trainers. A response from Chief Mark Young and Chief Brad Sarff indicating that the Regional Response Teams have more tasks that need to be completed than they have time creates a problem for the Regional Response Teams. The request to the Regional Response Teams needs to be further defined. Chief Young had a list of 6 questions pertaining to the training. The Regional Master Trainers would train “local trainers”, so they could provide the end user training. Discussion on the roles of the Regional Trainers and the areas covered by the trainers.

Motorola could provide end user training for additional funding. Important to find people who want to train instead of where they are from. State-wide request for possible trainers was suggested. Discussion on multiple Motorola training sessions for the Master Trainers. It was noted that it would be best to have the one training session so that all of the Master Trainers receive the same information.

The State agencies will probably have Master Trainers for their agencies. The smaller local agencies may have to rely upon county-wide trainers. The State agencies would have problems training the local agencies. The goal of the Regional Master Trainers may be to train at least one trainer within each county and some of the counties may need multiple trainers and within different agencies.

Kim Lee made a motion to (1) proceed with soliciting potential interested persons to become Master Trainers through statewide contact – teletype and mailing lists of public safety agencies. And (2) start with a basic foundation of structuring “Master Trainers” from five (5) state agencies and seven (7) from the Homeland Security Regional Response Team regions. Each region would in turn identify a “trainer” in each county within that region. Seconded by Pat Byrne. Motion passed on a voice vote.

#### System Policies, Procedures and Handbook

Bob Symons passed out draft handbook, membership agreement and system key rules. It was emphasized that these rules are a draft and the Commission needs to review and make changes. These drafts are policies and procedures and Rules will need to be developed according to the Wyoming rule making procedure. The

draft rules are a combination of information from South Dakota, Colorado, Ohio and Michigan. The highlighted areas need further discussion and decisions on content. Discussion on the proposed policies and procedures. The local agencies will have to make the policies and procedures for their talk-groups and radio channels. The system administrator and network communications control are two items that must be addressed by the PSCC. This is a START ONLY.

### **General Discussion**

Tom Mahon discussed the Notice to Participate that was sent state-wide and that some these are being returned. The Notice to Participate includes information on local training, radio information, and contact information.

Tom Mahon brought up an issue about the VHF-57 site plan as stated in the PSMC plan and the whether all of those sites are needed or not needed. Tom used the propagation software to show that because of the location of other sites and the coverage provided that the Torrington site at the WyDOT facilities may not be needed. Who makes the decision on the sites? Mark Harshman left the meeting at 11:35 am. Pat Byrne made a motion that the decisions on adding or deleting radio sites (transmitter, receiver and antenna) from the VHF-57 site plan would be by presentation to the WyoLink Operations Group. Seconded by Kim Lee. The motion passed on a voice vote

### **Next Meeting:**

The next meeting will be set up at the PSCC meeting in Sheridan on June 14, 2005.

Kim Lee made a motion to adjourn, seconded by Pat Byrne and the motion passed. Meeting adjourned at 11:46 am

Respectfully submitted

Robert Symons  
PSCC Administrative Support