



Dave Freudenthal
Governor

Kelly Hamilton
Chairman

State of Wyoming

Public Safety Communication Commission

WyoLink Operations Working Group
10:00 AM – May 10, 2005
Wheatland Police Department

Minutes

Chairman Jerry Kennedy called the meeting to order at 10:12 am.

Attendees:

Jerry Kennedy – Chairman – PSCC Commissioner
Kim Lee - PSCC Commissioner
Col. Sam Powell - PSCC Commissioner – Speaker Phone
Mark Harshman - PSCC Commissioner – Speaker Phone
Dave Mattis - PSCC Commissioner – Speaker Phone
Patricia Bauer – WyDOT – Speaker Phone
Dan Perko – Wyoming Forestry
Pat Byrne – Laramie County EMA
Tom Mahon – WyoLink
Ron Pinther – A & I – ITD
Robert Symons – PSCC Administrative Support
Jim Archerd – Department of Homeland Security
Debbie Serke – Motorola
Tom Coffin – Motorola
Bill Fleming – Motorola

Chairman Kennedy – Introduced Robert Symons – PSCC Administrative Support and Robert gave a short introduction of himself.

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 March 14, 2005 and March 22, 2005 minutes were approved with Kim Lee making the motion and Dan Perko seconding the motion. There was discussion on the low-level WyoLink Coverage pertaining to “as good or better coverage” by Tom Mahon (March 14, 2005, page 2, last paragraph). The committee decided the language was an accurate description of the meeting.

Old Business

Memorandum of Understanding for Agencies Wanting to Join WyoLink

Tom Mahon led a discussion on the Memorandums of Understanding (MOU's). Not much progress has been made on the MOU's. Rules for other states with radio systems are being acquired that have templates in the rules. The discussion on the MOU's involved the problems with MOU's and having to be reviewed by each organizations attorneys and this could cause delays and changes to the MOU's. The Wyoming Attorneys Generals office does have a MOU template manual to simplify the process. This discussion led to the fact that rules and regulations are probably better than MOU's.

Pat Byrne made a motion to have the PSCC develop state-wide rules for the operation of WyoLink. Dan Perko seconded the motion and the motion passed on a voice vote.

Discussion on requiring subscribers to relinquish radio licenses upon entering WyoLink. The committee decided that this needs to be carefully written to allow users to retain their licenses until no longer being used and then transferred to WyoLink.

Notice of Intent to Participate

Discussion on the gathering of radio sale information to determine who has bought compliant radios. This list would be a starting point on potential participants. The rule making process should include the intent to participate.

Application for Talk-Groups and Application to Program Radios

Tom Mahon led a discussion on the development of talk-groups. WyoLink may have to specify which talk-groups should be programmed into every radio to make sure inter-operability is achieved. The discussion also included the ownership of local or agency talk-groups and permission to install them.

The discussion led to the programming of radios and talk-groups and who would have access to programming the radios. The WyoLink rules need to include rules pertaining to system keys and authorization of programming radios. The WyoLink operations will have control of the master controller and just because a radio is programmed it must be installed in the master controller to work on WyoLink.

System Rules

Discussion on acquiring other state rules and using them to help develop the Wyoming rules. The rules committee will be meeting soon to discuss the proposed Wyoming rules.

Low-Level Site Policy

The low level sites are to enhance portable radio coverage and in-building coverage. Tom Mahon stated that the Emerson Building site was not adequate and that other sites are being explored. The committee concurred that the high level sites should be installed first and low-level site testing be completed to determine the need for local low-level sites. Pat Byrne stated that there are six (6) sites that low-level coverage has priority for in the contract and the low-level testing would help in deciding which areas these sites should be used.

The letter from Tom Mahon pertaining to the maintenance by WyDOT Telecommunications for local sites that are developed by the locality and installed per WyoLink specifications is being revised and will be sent next week. (5-16-05).

Jerry Kennedy read portions of a white paper written by Kent Drummond on in-building coverage.

Mark Harshman signed off of the teleconference at 11:20 am.

Dan Perko led a discussion on paging and pagers. The current available digital pagers with alpha numeric read-out does not meet the current users needs and the legacy paging system needs to be maintained. The design documents need to be reviewed to determine the design criteria for pagers and paging.

Training

The discussion on WyoLink training revolved around the Motorola Contract and what Motorola will be providing. The 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 Motorola Contract does not include dispatcher training. One console would be set-up during the Pilot Phase and it could be used to help train dispatchers.

A meeting for training issues was set-up for Thursday, May 12, 2005 at the WyoLink Project Office at the Qwest Building. Motorola representatives, Jerry Kennedy, Robert Symons, and Tom Mahon stated they would attend the meeting and other committee members were invited to attend. The committee members will receive a copy of the training meeting minutes for reference.

New Business

There was a brief discussion on the SALECS and Mutual Aid frequencies when Sherman Hill is turned on. Due to the interference between radio frequencies, those radio users that use SALECS and/or Mutual Aid to talk to WyDOT dispatch would need to have their radios re-programmed to the new frequencies. The legacy use or radio to radio use and radio to local dispatch centers will not be affected by this change. The Public Safety Mobile Communications (PSMC) plan stated the need for Mutual Aid to change to a repeated frequency and this would be an enhancement to the radio system.

Tom Mahon and Patricia Bauer will be sending out a joint letter to the SALEC subscribers pertaining to membership and number of radios that need re-programming.

Col. Powell spoke on the current use of the WyDOT dispatch and their priorities.

Robert Symons and Tom Mahon stated that the Spectrum Committee was working on the SALECS and Mutual Aid issue and would be providing an opinion soon.

General Discussion

There was discussion on disaster drills and emergencies during the Pilot Phase by Kim Lee. There will be mobile and handheld radios available during the pilot phase for use during disaster drills.

Robert Symons stated that during the pilot phase there should be some functional testing completed and the functional testing should have specific goals. He requested ideas for the functional testing goals from the members and they can be forwarded to him.

Pat Byrne led a discussion on the Weather Bureaus having WyoLink Radios for communication current weather forecasts to responders.

Next Meeting: June 1, 2005 at the Qwest Building in Cheyenne starting at 10:00 am.

Kim Lee made a motion to adjourn, seconded by Dan Perko and the motion passed. Meeting adjourned at 12:36 pm

Respectfully submitted

Robert Symons
PSCC Administrative Support