



Dave Freudenthal
Governor

Steve DeCecco
Chairman

State of Wyoming

Public Safety Communications Commission

PSCC WyoLink Operations Work Group Meeting of March 13, 2008

Meeting with the Cheyenne Board of Public Utilities and Union telephone to discuss the Cheyenne Water Tank/Union Telephone Radio Site.

Attendees:

Jerry Kennedy – PSCC – WyoLink Operations Work Group Chairman
Danny Glick – PSCC Commissioner – Laramie County Sheriff
Patrick Byrne – WyoLink Operations Work Group – Laramie County Combined Communications
Dan Perko – WyoLink Operations Work Group
Pat Begley – Union Telephone
Brian Woody – Union Telephone
Tim Wilson – Board of Public Utilities
Mark Mercer – Board of Public Utilities
Marshall Payne – Board of Public Utilities
Randy Hays – Board of Public Utilities
Jeff Schultz – Cheyenne Police Department
Marty McCoy – WyoLink Support Manager
Bob Symons – PSCC Administrative Support

Chairman Jerry Kennedy called the meeting to order at 1:05 pm on march 13, 2008.

Discussion on Union Telephone radio site at the Cheyenne Water Tank site owned by Board of Public Utilities.

Bob Symons led a discussion on the potential WyoLink leasing tower space and building site at the Cheyenne Water Tank. Drawings were presented to the attendees on the proposed installation of a new building within the Union Telephone enclosure. WyoLink would like to lease a site from Union Telephone which holds a lease from Cheyenne Board of Public Utilities (BOPU). Any sub-lease from Union will require the approval of BOPU. Bob Symons has also been working with Kerry Beutler of the City/County Development Office on their requirements for adding a building to this site.

WyoLink understands that any requirements for locating underground lines and the potential moving of those lines would be the responsibility of WyoLink. The current Union Telephone site is within a 60 ft by 60 ft area. A new building (10ft by 30 ft – 300 ft sq) would be installed within the enclosure. Bob Symons has had discussions with Union on sub-leasing generator power from the current emergency generator. Union Telephone stated they would charge a flat rate for any power that WyoLink uses through the current power supply.

Due to the power and phone lines currently installed within conduits, changes may not be needed for moving of the lines. If the power lines need to be moved, WyoLink will move the lines. The current power is located at the northwest corner of the Water Tank site.

Marty McCoy asked about the completed data sheet that was presented to Union Telephone. This data Sheet needs to be approved before moving forward on leasing. Marty McCoy will forward a second copy if needed. The data sheet provides information on what WyoLink would like to install as to antennas and microwave dishes. Union does not see a need for expanding their building sizes in the future. The proposed building height is 11 ft. Discussion on the color of the proposed building. The WyoLink building would color match the other buildings on site.

Discussion on proposed costs for leasing. Union Telephone indicated that any additional costs to Union Telephone by BOPU would be passed on to WyoLink. If not additional costs are added, there will be no leasing costs. There will be an adjustment as to the terms of the BOPU/Union Lease. WyoLink would be a sub-lease of Union Telephone. WyoLink has site sharing guidelines that would become part of the leasing documents. Marty McCoy will provide Union Telephone the WyoLink tower sharing guidelines. Union Telephone will provide Marty McCoy the standard Union Telephone tower and site sharing documents. BOPU will review the leasing documents, then make a decision on any additional costs.

Bob Symons provided BOPU the current operational expectations of any WyoLink users and how WyoLink works. BOPU will be allowed to participate as a user on WyoLink. WyoLink should provide radio service coverage for the BOPU pipeline between Encampment and Cheyenne. BOPU would need to purchase WyoLink compatible radios in order to use WyoLink. At the present time there are no usage charges for WyoLink. WyoLink should provide good coverage to the Belvoir Ranch area. BOPU would have their own talkgroups plus permission to use the County and multiple agency shared talkgroups for interoperability.

What are the next steps? Union Telephone and WyoLink need to develop and approve leasing documents. Union has sub-leasing documents that will be presented to WyoLink for their review and the WyoLink tower sharing documents will be presented to union. BOPU meets the third Monday of every month and BOPU needs to have all documents the week before for adding to the agenda. The next BOPU meeting is April 21, 2008. BOPU asked that the lease paperwork be given to them by April 7th so their attorney has time to review before the April 14th agenda setting date. Everyone decided that the goal is to have the documentation ready for the April BOPU meeting. After a lease is signed, then the process of working with the City requirements will commence. Bob Symons will check with Kerry Beutler on starting the process for City approval.

Union Telephone will develop a new drawing of the Water Tank site and send a "pdf" file to Marty McCoy and Bob Symons. Union Telephone will need to complete a tower survey to determine what additional equipment may be required and what is currently on the tower. A new wave-guide ladder may need to be purchased and an ice bridge will need to be installed.

Discussion on the radio frequencies and microwave frequencies. It is important that any additional frequencies shall not interfere with the present uses. Some of the current microwave dishes may need to be moved, and those costs will be borne by WyoLink. Union asked that the VHF antennas be installed on the center faces of the tower and the corners by reserved for microwave installations. Another 40 ft tower is located west of the current water tank site and is within the County.

The security procedures of the BOPU must be maintained during all construction, operation and maintenance times.

Respectfully Submitted,

Bob Symons, PSCC Administrative Support