Status Meeting Minutes

WyoLink Contact Number: 307-777-WLNK (9565)

Date:	January 26, 2015	**Time: 10:00 A.M. To 10:32 A.M.**

Location: WYDOT, 5300 Bishop Blvd, Cheyenne, Planning Building, Geology Conference Room, first floor (south end)
Conference Phone: 877-278-8686   PIN: 085726

Attendees

Bill Walter, PSCC
Bob Symons, PSCC
Captain McLees, WHP by phone
Dave Riegert, Motorola
Jenifer Shassetz, Sheridan PD by phone
Jose Crespo, Motorola by Phone
Larry Sheridan, WYDOT
Marty McCoy, WyoLink

Mike Mullarkey, Aurora Marketing
Neil Clatworthy, Motorola by phone
Paul Card, WY State Health by phone
Paul Newman, Motorola
Rick Clark, USFS WYDOT Liaison by phone
Steve Langworthy, Motorola by phone
Travis Koltiska, Sheridan PD by phone
Troy Berg, WyoLink

1. **Tip of the Month   Training:**   January 26, 2015.

    According to the WyoLink Membership Agreement - **Section IV – Members Obligations, Sub-Section K -Trained Personnel -** The Member will not permit any employee or other personnel, including volunteers, to use WyoLink until such individual(s) have received WyoLink radio user training.

    Prior to cutover to the WyoLink system each user must be adequately trained on the use of mobile and portable radios in a trunking environment. The users must not only be trained on the use of the radios, but must be trained on the agency's policies for the use of the radios and interoperability in the differing emergency situations.

    Training also needs to take place for the console dispatch center operators. Console operators need to be trained to understand new trunking features that will be seen on the console. Training for the dispatchers will be dependent upon the manufacturer and type of dispatch console each agency has purchased. Training for wireline dispatch centers will differ from that of dispatch centers utilizing control stations for their connection to WyoLink.

    Contact Bob Symons at 307-777-5065 or bob.symons@wyo.gov to obtain information on subscriber, interoperability and dispatch center training.

2. **Core Site Status**

a. **Black Mountain (BTNF):** January 26, 2015:
Status: WYDOT Telecommunications is still working on moving existing frequencies to this site. Once the frequencies are licensed, Teton Communications will order the combiner. The frequencies for this site were given to the frequency coordinators: RadioSoft on July 22nd and the Federal frequencies were requested of Chris Lewis, the Interoperability Program Manager with the Department of The Interior on July 10th. Given frequency licensing and possible weather delays, this site may not be active until late spring of 2015.
Actions: Marty re-sent two letters of concurrence on January 13th via certified mail. He also spoke with the radio shops for these agencies in preparation for sending these letters and secured their consent. The Letter of Concurrence from the Dubois County Sheriff has arrived.

b. **Monument Ridge (BTNF):** January 26, 2015:
Status: Marty met with Big Piney District Ranger Rob Hoelscher in Pinedale June 26th to discuss Monument Ridge. Marty anticipates it is unlikely construction will be approved at Monument Ridge before 2016 due to the amount of time it will take for the Forest Service to evaluate our proposal. At this time, funds are not available to construct a site at Monument Ridge.
Actions: Marty is researching possible alternatives to Monument Ridge with WYDOT's microwave division and Teton County. There are no updates on this research at this time, but there will be by the next meeting.

c. **Salt Pass (BTNF):** January 26, 2015:
Status: **This site is operational**. The reclamation of the old site is expected to be complete in 2015. Marty has obtained the requirements for the reclamation of the old Salt Pass site from the Bridger Teton National Forest. Funding is now available for the reclamation, and Marty will be working to obtain bids for this work. Marty is working with purchasing to put out for bid for reclamation and seeding of the old site in the spring of 2015. The Requisition for this bid was submitted December 16th. Marty will verify the seed mix needed for this site with the BTNF. Depending on the viability of the seed, Marty may have some that can be used.
Actions: WYDOT Purchasing will be letting this bid once site access is possible so potential bidders can inspect the site before bidding.

d. **Signal Mountain (GTNP):** January 28, 2015:
Status: Marty is working on rates for leasing connectivity from Signal Mountain to the WyoLink system. There is adequate funding to construct Signal Mountain in the FY 2015 budget at this time. Given issues with possible winter site access issues, it is possible this site will not be active until late spring of 2015. The lease with Union Wireless has been fully executed.
Actions: Marty received the permit from Attorney General and it has been sent to the National Park Service with WYDOT's Signature.

3. **Portable Coverage Enhancement Site Status**

    a.   **Pinedale:**   January 26, 2015:
    Status: All equipment for this site including the combiner is on hand. The tower has been constructed and Sublette County has essentially completed construction of their building. The equipment has been installed in the building
    Actions: Clark Wireless is working on cable trays, ice bridge and grounding . Given weather related site access issues, this site may not be active until late spring of 2015.

4. **Local Site Status:**

    a. **Glenrock**:   February 2, 2015:
    Status: Converse County has signed their contract with Motorola for this site, but they have not finalized the location for this site yet – it may be at the Fire Hall or at Tall Grass. Until a final decision is made on this site, 800 MHz and microwave licensing is on hold. Marty will work with Chuck on an MOU for Converse County's presence at Morton Hill when they install that end of their PtP microwave link. Frequency licensing is in progress. As soon as the license is granted, Jose Crespo (Motorola) will let WyoLink know. Jose estimates this site will be operational in April of 2015, barring site access issues or other delays.
    Actions: Converse County is still working with the owning agency to inspect the site and tower at Tall Grass. They received an engineering analysis of the proposed tower with only the necessary equipment on it and it passed. They will now resume negotiations for the site.

5. **Low Speed Data:** January 26, 2014:
    Status: The Cheyenne Radio Shop reports that the WYDOT Maintenance application that will aid in quick reporting of road conditions is operational in District 1. WYDOT Maintenance and the Cheyenne Radio Shop report that low speed data over WyoLink is working very well for this application. WHP has decided to utilize mobile WiFi in their vehicles to provide data connectivity. Marty will coordinate with the Cheyenne WYDOT Radio Shop for a stress test of data usage by WYDOT Maintenance tablets.
    Actions: There are no updates at this time.

6. **Console Connectivity**: February 3, 2015:
    Status: Mike Kurz and Marty are working on converting the leased T1 circuits to Sheridan to Metro Ethernet. The WyoLink Support office and WYDOT Telecommunications Sheridan Radio Shop have installed the equipment for this. It is currently undergoing testing. We are working out issues with testing. After this testing is complete, the changes will be made to utilize this Metro Ethernet link. Fremont County is exploring options to replace the leased circuits to their consoles with a lower cost alternative. Bob Symons indicates he would like to set up a CSSI testing session with several console vendors
    Actions: Lincoln County's codeplugs have been returned to them. Bob Symons and Dave Riegert met with the Crook County Sheriff in Sundance February 2nd and 3rd, and they will be making use of WyoLink in the next week. WyoLink is still working to activate Metro Ethernet from Casper to the Sheridan PD. Equipment failure is hampering this, but replacement equipment is being shipped to Casper.

7. **Adjacent State Connectivity:** January 26, 2015:
Status: Idaho, Montana, Nebraska, South Dakota and Utah are all in varying stages of system update and compatibility and are contemplating connectivity with Wyoming among other states. Colorado will reportedly use ISSI to connect their radio system to FRCC (Weld and Adams Counties) and Denver's Harris system. If WyoLink obtains CSSI, it will give us the ability to connect with adjacent states via ISSI. Colorado and Nebraska are the most immediate possibilities, and will depend on T1 connectivity with these states.
Actions: Colorado's ISSI is in and working. The other ISSI to connect FRCC is still under development. WyoLink's CSSI budget request is still in the works.

8. **Risk Management:** These are WyoLink issues posing significant risk to the system and a description of the risk.

   a. **Hoback Area Communications: Medium Risk.** January 26, 2015.
   Status: Given the extreme high cost for constructing and maintaining a site at Pow Wow, The PSCC recommended that Marty move forward with a more detailed proposal for using Black Mountain, ID, Monument Ridge, WY and possibly one other site to provide approximately the same coverage. A site sharing agreement for Teton Communications new site at Black Mountain has been signed and this site is moving forward. Funding to construct a site at Black Mountain is in the FY2014 budget at this time. Funding to construct a second site (Monument Ridge) providing coverage in the Hoback area will be sought through the FY2016 WYDOT budget process. Marty is still open to site suggestions for this area, and is evaluating possible alternatives to Monument Ridge with WYDOT's microwave division.
   Actions: There are no updates at this time, but there will be an update by the next meeting.

   b. **Local Activity Affecting WyoLink Performance: Low Risk.** January 26, 2015.
   Status: Bob and Marty have discussions as necessary with local agencies to see what can be done to reduce the impact to WyoLink from their local operations. The WyoLink Office tracks usage on the system (including busies) to keep aware of possible issues on WyoLink both now and in the future.
   Actions: There are no updates at this time.

9. **Coverage:** January 26, 2015.
Status: Testing results are being uploaded to WYDOT's GIS program and the coverage map is showing these results as they are uploaded. This map displays coverage testing results from a mobile radio standpoint. The WyoLink Support Office has converted all of the BER based coverage testing results into the necessary format for WYDOT's GIS program, and these converted results have been delivered to GIS to be uploaded to the coverage map. Marty will follow up with WYDOT's GIS program regarding the possibility of having BER test results on the map before the end of February. Coverage has been identified as a major issue from the EAD survey.
Actions: Marty has spoken with Brian Peel of WYDOTs GIS Program and GIS is currently working on placing the 1.8 million data points of BER coverage testing results on the map now. This is scheduled to be complete February 6th.

10.   **Busies:**   January 26, 2015:
Status: The WyoLink Office tracks usage on the system (including busies) to keep aware of possible issues on WyoLink both now and in the future.   The Operations Workgroup will tackle the issue of setting an acceptable busy rate standard for WyoLink.
Actions: There have been no notable occurrences of busy indications over the last month.

11.   **Dragging Traffic:**   January 26, 2015:
Status: The WyoLink Support Office is not aggressively tracking instances of dragging traffic unless it results in busy indications, but does research occurrences when time permits and they are noticed. WyoLink users are encouraged to move off their normal dispatch talkgroup when traveling outside their home area to avoid dragging their dispatch traffic to a remote portion of the state unnecessarily. This can cause unnecessary loading on towers removed from their local area and create busy indications both in these remote areas and in their home area.
Actions: There have been no notable instances of dragging dispatch traffic in the last month.

12.   **Codeplug Schedule:**   January 26, 2015:
Status: The WyoLink Office has completed 242 codeplugs to date in 2015, with an average wait time of one week. We have been working to get codeplugs completed for all agencies so they are not adversely affected by the large number of codeplugs on the schedule. We are working diligently to process codeplugs and return them to each agency so they may insert them and begin to use their radios. If any agency has questions about their codeplugs, please call the WyoLink Support Office and we will be happy to help.
Actions: The WyoLink Support Office has completed 242 codeplugs in January of 2015. There are 50 codeplugs on the schedule to be completed and the predicted wait for codeplugs that are newly submitted is about 1 week.

13.   **WyoLink Usage:**   January 26, 2015:
Status: Currently there are about 17,000 radios able to use WyoLink. There are 264 agencies approved to use WyoLink with 112 State and Federal agencies and agencies in 19 Counties having moved their operations to WyoLink. As a result of feedback and suggestions received at the last two Status Meetings, WyoLink usage will be displayed in January of each year with a bar chart showing usage yearly since 2009.
Actions: WyoLink usage in 2015 through January was 1,884,812 calls, with a busy rate (by time) of 0.008%. In 2014 WyoLink was available over 99.99% of the time.

14.   **PSCC Meeting:**   January 26, 2015:
Status: The next PSCC meeting will be in March of 2015 in Teton County.   If you know of anyone who would like to receive notices for PSCC meetings, please contact Bob Symons (307-777-5065 or bob.symons@wyo.gov) or Marty McCoy (307-777-4756 or martin.mccoy@wyo.gov) and we will add you to the distribution list for these notices.
Actions: When the schedule is finalized for the PSCC meeting, it will be included here. There are 3 openings on the PSCC that will be discussed after the Legislative Session.

15.   **WyoLink User Training:**   January 26, 2015:
Status: As a result of the EAD survey and the Needs Analysis that will be completed by

the PSCC, there will be an update of the training program. When details are available, they will be posted here.   If anyone would like training, please contact Bob Symons.
Actions:　　　There are no updates at this time.

16.　　**Needs Analysis:**　January 26, 2015:　　We are working with the Economic Analysis Division (EAD) to prepare a third party needs analysis for WyoLink. This will identify WyoLink's current needs for the immediate and near future.   There were 179 responses to the survey sent out by the EAD.   This survey and needs analysis is vital for the future of WyoLink. If anyone has additional comments or suggestions, please contact your PSCC commissioner and relay your thoughts to them.
Actions:　　　Marty and Bob continue to work with the PSCC and the EAD to develop the needs for WyoLink. This is a needs analysis only, with no discussion of funding .

17.　　**The Laramie County 800 MHz site at the Archer Interchange has been approved.**   The kick off meeting will be the first part of March. Spectrum will need to be located, and the Spectrum Workgroup will assist. This will be a 7 channel site, and the Fox Farm 800 MHz site will be expanded to 7 channels as part of this project.

18.　　**Next Meeting:**　　Monday, February 23, 2015 at 10:00 at WYDOT, 5300 Bishop Blvd, Cheyenne, Planning Building, Geology Conference Room, first floor (south end).   There will be a Conference Phone available for anyone wishing to call in and participate. The number is: 877-278-8686 PIN: 085726

WyoLink Site Map December 8, 2014