



Matthew H. Mead
Governor

William Westerfield
Chairman

State of Wyoming

Public Safety Communications Commission

Interoperable Executive Committee
Phone Conference Meeting Minutes for June 9, 2011

Chairman Billy Janes could not participate due to real life incident in Torrington. Bob Symons called the meeting to order at 10:03 am.

Members participating: Marty McCoy, Mark Harshman, Craig Post, Larry Sheridan, Bryon Morehouse, and Bob Symons

WyoLink Handbook Revisions – Chapter XI

Bob Symons presented revisions to the WyoLink Handbook Section XI – Subscriber and System Support and the Quick Reference Guide. The revisions, if approved, would also include revisions to the WyoLink Support Quick Reference Guide. Due to the potential system upgrades, the chart outlining the responsibilities of WyoLink support was recommended to be modified to represent upgrades to the WyoLink system versions. The proposed chart is:

	WyoLink Zone & Master Site Equipment	Core WyoLink Sites	Portable Coverage Enhancement Sites	Sites Not Built by WyoLink	Console Equipment (At Console Location)	Subscriber Equipment (Mobile & portable radios)
System Administration & Monitoring	WyoLink	WyoLink	WyoLink	WyoLink	WyoLink	WyoLink
Connectivity Maintenance (T-1 Lines)	WyoLink	WyoLink	WyoLink	WyoLink ⁽¹⁾	WyoLink ⁽¹⁾	Not Applicable
Upgrades to Support WyoLink Version Upgrades	WyoLink	WyoLink	WyoLink	WyoLink	WyoLink	Owning Agency
Equipment Maintenance	WyoLink	WyoLink	WyoLink	Owning Agency	Owning Agency	Owning Agency
Radio Hardware Upgrades ⁽²⁾	WyoLink	WyoLink	WyoLink	Owning Agency	Owning Agency	Owning Agency
Site and Facility Maintenance	WyoLink	WyoLink	Owning Agency	Owning Agency	Owning Agency	Not Applicable
Console Programming Changes	WyoLink	Not Applicable	Not Applicable	Not Applicable	Owning Agency	Not Applicable

⁽¹⁾ Leased telephone circuits are generally WyoLink responsibility, but redundant microwave, if desired by a locality, is the responsibility of the owning agency

⁽²⁾ Radio Hardware Upgrades are optional upgrades which do not affect the WyoLink System operation or owning agency WyoLink usage. Examples include: base repeater upgrades, end user equipment upgrades, site controller upgrades, or any upgrades not required by system upgrades.

The title for Subsection A was proposed to be changed from “Subscriber Equipment” to “Support Responsibilities”

The chart footnotes were added to clarify the responsibilities.

New SubSection I is proposed to identify the local dispatch centers responsibilities for upgrading computer patches and updates. The proposed Subsection I is:

I. Windows Computer Maintenance

All Windows Based PCs connected to WyoLink must have the latest Motorola Approved Patches and Updates installed. Owning agencies are responsible for coordination of their agency Windows computer maintenance. This includes, but is not limited to: Gold Elite dispatch consoles, MCC7500 consoles, Archiving Interface Servers, IP Loggers, Network Management clients and MOSCAD clients. Users experiencing communication problems that they believe are Windows PC-related should follow any agency operating procedures for maintenance. Windows operating system software updates are pushed to all Windows PCs monthly by the WyoLink System Administrator. User agencies are responsible for rebooting the computer for each console position after the 15th day of the month but no later than the 22nd day of the month to install the updates and ensure all patched vulnerabilities are installed. It is recommended that Windows PCs at a location be updated one PC at a time.

Marty McCoy made a motion to approve and forward to the PSCC the recommended revisions to Section XI – Subscriber and System Support of the WyoLink Handbook. The motion was seconded by Mark Harshman and passed on a voice vote.

WyoLink Handbook Revisions – Chapter IX

Bob Symons led a discussion on proposed revisions the Chapter IX – Authorized System Access. With the proposed changes to the organization to the PSCC Work Groups and all of the WyoLink membership tasks being moved to the WyoLink Operations Work Group it is recommended subsection D (1) be revised. This proposed change will also simplify the WyoLink Membership process and clarify the process. The proposed Subsection D (1) is:

D. Applying for System Access

1. Application Process

Agencies wishing to participate in WyoLink shall implement the following steps:

- a. Complete the WyoLink Membership Application. The Membership Application is available from the PSCC and is available on the WyoLink and PSCC web sites – <http://wyolink.wyoming.gov/> or <http://psc.wyoming.gov/> .
- b. Mail, fax or email the application to PSCC at the address listed on the application.
- c. The WyoLink Operations Work Group will review the application at a WyoLink Operations Work Group meeting. The applicant is encouraged to attend this WyoLink Operations Work Group meeting to answer any questions that may arise from the application. The WyoLink Operations Work Group will make a recommendation to the PSCC as to the application status – approved, further review or denied.
- d. The PSCC decision will be communicated to the applicant as well as any documentation needed and any provision made.

- e. Upon the PSCC approval of the application, the PSCC Administrative Support will develop a WyoLink Membership Agreement. Upon review by the Wyoming Attorney General's Office and signed by the PSCC Chairman, the WyoLink membership Agreement will be sent to the applicant for signatures. The completed signature page shall be returned to the PSCC.
- f. Coordinate feasibility, agency radios and fleet mapping with the WyoLink Support Manager and PSCC Administrative Support.
- g. The applicant will coordinate with one of the authorized subscriber programming agencies for template development parameters.
- h. The applicant is encouraged to begin attending WyoLink and WYPSCC meetings and may participate in committee meetings on topics in which they may be interested.

Mark Harshman made a motion to approve and forward to the PSCC the proposed revisions to the WyoLink Handbook Chapter IX, Section D (1). The motion was seconded by Bryon Morehouse and passed on a voice vote.

Licensing of the National Interoperable Conventional Channels

Bob Symons presented a listing of the National VHF Interoperable Channels which may be used by any FCC licensee with a public safety radio license for interoperable communications. John Powell, Chairman of the National Public Safety Telecommunications Council (NPSTC) Interoperable Committee, has recommended the State of Wyoming license the National Interoperable Channels statewide and provide guidance on their use. The Wyoming Fire Marshal currently holds a FCC license for VFIRE21 (FERN), WYDOT holds a FCC License for VLAW 31 and Wyoming Hospital Association holds a FCC license for VMED28. These agencies are going to maintain these FCC licenses. There was discussion on adding the UHF and 800 MHz Interoperable channels to the proposed FCC licensing of the National Interoperable Channels.

Marty McCoy made a motion to recommend the State of Wyoming License all of the VHF, UHF and 800 MHz National Interoperable Channels which are currently not licensed by other State agencies. The motion was seconded by Mark Harshman and passed on a voice vote.

WyoLink Membership Applications

Discussion on the WyoLink applications from National Park Service, Cheyenne Police Department, U.S. Internal Revenue Service - Criminal Investigations, Rock Springs Police Department, and Uinta County School District #6. Another application was received from Guardian Flight from Rock Springs and Bob Symons has contacted them for a letter of support from Sweetwater County. No letter has been received as of this date and this application was not forwarded to the committee for approval. The WyoLink Applications which include the Wyoming Mutual Aid Channel are forwarded to WYDOT for the completion of the Mutual aid channel MOU.

Marty McCoy made a motion to approve the applications for National Park Service, Cheyenne Police Department, U.S. Internal Revenue Service - Criminal Investigations,

Rock Springs Police Department, and Uinta County School District #6. and forward the recommendation to the PSCC. Craig Post seconded the motion and the motion passed on a voice vote.

Bob Symons adjourned the meeting at 10:36 am.

Respectfully submitted,

Robert Symons
PSCC Administrative Support