

PUBLIC SAFETY COMMUNICATIONS COMMISSION
PSCC Commission

Meeting July 14, 2004

The first Public Safety Communications Commission meeting was called to order by Executive Director, Earl Atwood, at 9:03 am on July 14, 2004. Mr. Atwood welcomed the members of the new commission and all those in attendance. Mr. Atwood called for introductions of the commissioners:

Steve DeCecco	Representing: Game & Fish Department
Sam Powell	WyDOT
Billy Janes	Police Chief's Assoc
Russ Christiansen	Emergency Medical Services
Kelly Hamilton	Livestock Board
Shanna Laible	Public at Large
Jim Narva	State Fire Marshal
Kim Lee	Homeland Security
Mark Harshman	Fire Chief's Assoc
Bob Dean	Department of Health
Jerry Kennedy	County Government
Mark Joiner	Federal Agency
Bill Westerfield	State Parks and Cultural Resources
Kebin Haller	Attorney General – DCI

Commissioner Neil Kourbelas, representing Municipal Government sent his regret being unable to attend this first meeting of the commission. Bob Wyatt, a member of the State Telecommunications Council attended via conference call.

Mr. Atwood stated that there are two Commission seats (Sheriff's Assoc. and Tribal Governments) still vacant but the Governor is working to fill those positions as quickly as he can. With 13 members present, a quorum is achieved for the meeting and the meeting proceeded according to the agenda.

Election of Officers:

The floor was opened for nominations for Chairman for the Commission. Commissioner Mark Joiner nominated Kelly Hamilton for Chairman, seconded by Commissioner Jim Narva. There were no other nomination, and Commissioner Shanna Laible moved nominations be closed, seconded by Jim Narva. All voted in favor, no opposed. Mr. Atwood then turned the chair over to Kelly Hamilton. Chairman Hamilton accepted the position as Chairman for the Commission with the understanding that he would like to serve in that position for one year. He thanked the Commissioners for their confidence and all present for their support.

There were no nominations for Vice Chairman and Secretary, so the Commission tabled this item for action at the next meeting. Discussion among the commissioners for the nomination(s) of Vice Chair: Chairman Hamilton has noted in his acceptance that he will remain in office for one year. It is felt that in order to keep continuity of the commission an "order of succession" be established between the Vice Chair and Chair offices.

The Vice Chair will assist the Chair throughout the year and likely succeed to the Chair position. Scope of duties for Secretary will be to assist Executive Director with administrative and clerical support to insure the documentation of the Commission's proceedings and activities meets the expectations of the Commission. It is Commissioner Westerfield's suggestion that the Commission elect officers in such a way as to take advantage of the diversity of the group.

Executive Director's Report:

Mr. Atwood congratulated the new Commission on their formulation and eagerness to work toward the common goals of the new commission. Mr. Atwood assured the Commissioners of the continued administrative support from him and his office. Operating budget for the PSCC is slim at \$5760.00 for biennium. Every effort will be made to economize on expenses for Commission activities.

In behalf of Sleeter Dover, Mr. Atwood made presentations to the PSMC Steering committee. Presentation of certificates to:

Kelly Hamilton
Robert Wyatt (Kelly Hamilton will deliver)
Fran Cadez
Joe Evans (not present)
Tim Hibbard (not present)
Billy Hanes
Dave Johnson
Mark Joiner
Dave Kinghorn
Jim Narva
Dan Perko

PSMC Steering Report:

Mr. Wilson asked for time to distribute the PSMC Planning Binders to the new commissioners, and provided to commissioners a brief overview of information contained within. He suggested to the commissioners that they earmark particular pages/sections for easy reference. The following items are brought to mind:

Overall Table of Contents included at the front of each volume, covering both phases.
> A detailed Phase 1 Table of Contents and Introduction section is located at the front of each volume, for that phase of the Plan.

- > Executive Summary included behind it's own tab, with a copy in both volumes. This 5 page summary is a good overview of the business case for WyoLink.
- > Section 1, Exhibits 1.2 and 1.3 (pages 14-15 of 30) show the existing and planned WyDOT Microwave Network, which will be fundamental for WyoLink.
- > Section 2, Pages 12-13 has the Operational Concept Description for Wildfires, which shows how communications occur at wild land fires today.
- > Appendix F contains the coverage analysis provided by the consultants; it contains color graphics showing theoretical coverage of various mixes of existing systems.
- > Appendix G contains "push pin" graphics illustrating locations of licensed public safety transmitter sites in WY, broken down into various groups and regions. These may be useful for illustrating potential efficiencies of site-sharing.
- > Appendix H contains a summary of past studies and radio planning efforts.
- > Appendix I, page 8 of 8, has a table shows adjacent state radio efforts.
- > The Phase 2 Volume has a 3-ring binder adapted CD envelope; the CD has Adobe copies of the entire plan. You can get these files from the project website (<http://wyolink.state.wy.us/>); or, Commissioners may contact WyDOT Telecom for an extra copy of the CD.
- > The "Business Case" Tab, page 26 of 83, shows cost comparisons for various sizes of VHF systems.
- > Business Case page 28 of 83 shows cost comparisons for VHF versus 800 MHz alternatives, followed by the costs of "doing nothing."
- > Business Case page 55 of 83 has the Operational Concept Description for Wildfires, showing how communications will occur at a wild land fire under WyoLink.
- > Business Case pages 69-72 of 83 have the Operational Concept Description for a Routine Traffic Stop, with typical communications today; followed by a description of how communications will occur with a low speed data link with WyoLink.
- > Appendix N contains WyoLink detailed lifecycle cost estimates.
- > Appendix O, Exhibit 2, contains all public safety radio sites considered by the consultants for coverage analysis.
- > Appendix P, Exhibit 1, contains the 57 VHF public safety radio sites recommended by the consultants for WyoLink.
- > Appendix S contains very technical "System Requirements and Testing Specifications" that have been the starting point for crafting the Request For Proposals for the WyoLink acquisition.

Mr. Atwood suggested that if at future meetings any of this information will be needed for decision or discussion of item this information be relayed to Mr. Atwood or Mrs. Green and the commission will be notified to bring necessary section(s).

The binders were distributed to the position rather than an individual, so binders that have already been distributed will be forwarded on the present commissioners.

WyoLink Project Report:

Mr. Mahon reported that the project is moving forward and he supplied a handout to commissioners containing discussion items resulting from the meetings that have been held state wide. Of particular note were items #4,6,7 & 10 of handout. Informational meeting have

been held in Buffalo, Sheridan, Gillette, Laramie, Cheyenne, Lander, Worland, and with WAM. Meetings were scheduled for Rawlins, Casper, & Uinta County. Meetings went well and by the time the presentation/meetings were conclusion, most, if not all, of the misconceptions were addressed. It is felt that an Operations Work Group be part of the PSCC and Mr. Mahon has approached Dan Perko, Pat Burnt, Patricia Bauer, Kelly Hamilton & Mark Joiner and they have agreed to participation. Mr. Johnson, Funding Committee for WyoLink, informed the commission that contact with congressional delegation has been made and a letter of support will be coming from Senator Enzi and Representative Cubin; it is felt that these letters will help with the efforts of submitting for federal grant monies for project. Follow up on report of procurement schedule: It is believed that the technical evaluation will be completed at the beginning of October, and the question before the commission is would they like to receive a confidential briefing on evaluation prior to the negotiations with the vendors? That briefing is set for the 12th of October 2004. The briefing is open to senior decision makers, these commissioners (PSCC), agency heads and other senior executives who would be willing to sign a non-discloser agreement. It is an informational brief, not a decision session. Commissioner Harshman asked Mr. Wilson about the evaluation process and persons involved. Mr. Wilson is the Chairman of the evaluation team: On September 27 the proposals arrive; there has been selected a five-person technical evaluation team. This team will be sequestered for two weeks (Until October 7th) while they review the proposals. Panel will give recommendation to executive management on October 11. October 12th is the confidential brief. October 14th the Transportation Commission convenes to here recommendations and the panel will ask at that time for permission to open negotiation with vendor. The recommended vendor will be notified via FedEx and October 17th the RFP will be awarded. Commissioner Harshman would like to know where the five panel individuals have been picked from. Mr. Wilson is reluctant to disclose identities, but states that some of the members are on the PSCC and others have been on commission. Federal, state, county, municipal governments, medical center, law enforcement, Fire, Volunteer Fire, EMS, City-level law enforcement are included and Mr. Wilson feels that all technical avenues have been covered. Mr. Mahon also states that "subject matter experts" have been included in the resources. The panel has representation from outside of Cheyenne. The team number (5) was decided upon in efforts to keep team efficient, and be able to make a decision within the time line. Mr. Wilson feels the team will be very effective in accomplishing necessary decisions. If Commissioner Harshman would like more details concerning appointment of panel or direction of team, Mr. Wilson is more than willing to meet with him in confidence to discuss them. Commissioner Harshman has concerns with the representation and will meet with Mr. Wilson. (confirmation via e-mail that meeting was held and Commissioner Harshman's concerns are resolved.)

Spectrum/Frequency Report:

Mr. Sheridan reports that a concern has been not have enough VHF frequencies to make project operable. A contract has been established with APCO in Florida to do a ark(?) system design to frequency coordination to do all engineering and all the licensing for the entire system and hope to have that accomplished by the end of the year. It is licensed as a slow growth system and can be done in phases. Phase 1—Carbon, Albany, Laramie, Goshen and Platte Counties. Phase 1 is underway currently working on 19 or the 57 sites and frequency availability is not a problem. There are more sites than needed in Carbon county. The other

Phases follow the WyDOT District Mapping (phase listing attached to minutes outlining the areas).

New Business:

Structure of Commission Discussion: Quorum being established, Mr. Atwood presented an informational packet for the commissioners to support further discussion regarding the operating structure of PSCC. Materials include: Statute draft: key provisions: para c, page 3, outlines duties of commission to elect Chairman, Vice Chairman, Secretary. WY 9-2-1104(a)(ii) requires that commission will report in writing to governor in October any concerns or problems relating to the installation, operation and maintenance, of system and make recommendations deemed appropriate in that report. Mr. Atwood feels that report should include limitation and impediments in the areas of structure and/or resources. This will establish with Governor's office what options might be available; SALECS resolution document contains two resolution drafted by SALECS at last meeting that address structure of new commission. First SALECS resolution asks that PSCC formally acknowledge within the minutes the assumption of responsibility of hosting the regional planning committee for the 700 MHZ 800 MHZ, 4GhZ spectrum. The second resolution asks PSCC continue to act as the host for interoperability oversite within the PSCC and establish a subcommittee to handle the operation and coordination issue of this committee. Minutes from the last SALECS meeting as well as minutes from the Steering Committee's last two meetings. The May 3rd minutes has additional structure recommendations to the PSCC; page 5, WyoLink Governance. It is recommended PSCC adopt the overarching principles and groundrules that make up the foundation of the Steering Committee. These mentioned documents give the PSCC some structure and direction from two very knowledgeable entities, if adopted. This leads to the handout that is a draft of an "organization chart" diagram. Mr. Atwood submits this to the PSCC as a picture that might help clarify what the SALECS and Steering Committee has asked them to adopt as direction and structure for organization. * complete packet is part of the minutes file.

Commissioner Jim Narva commended Mr. Atwood in putting to paper the structure flowchart and said he feels that this gives the commission a good starting point, and that these four groups listed (Admin & Funding, Operations, Spectrum, Interoperability) are critical to the PSCC. Mr. Atwood raised some areas of concern, one being that with changes still happening some resources and support are not yet defined, however, those can be worked upon as PSCC picks up responsibilities and moved forward. Commissioner Narva moved for adopting the flowchart as PSCC's working structure as well as the resolutions and recommendations already discussed. Commissioner Laible, second.

Consideration of SALECS and PSWIN/PSMC Steering Committee

Recommendation: As moved above the recommendations have been adopted, however Chairman Hamilton feels that it is critical to have these four groups function be uninterrupted and Chair does not want to loose the field experts that have given so much assistance and excellent guidance. Mr. Atwood makes the recommendation of Chairman Hamilton bring to next meeting appointments for member representative or commissioner to lead particular group, and that all Commissioners review the groups and also have recommendations for

participants so that a completed roster of adjunct resources can be discussed at next meeting. Commission feels that Mr. Atwood's recommendations are sound and Commissioner S. Laible moved to accept recommendation; Commissioner M. Joiner second. Motion approved by commissioners. Commissioner J. Narva, point of clarification, the members involved with the groups as adjunct participants will continue on in their assignments and is it the commission's wish that they continue to lend the expertise? (YES) Their authority to work will continue even though the group does not have a commission member assigned to the groups as yet.

SALECS Radio System Discussion:

Ms. Bauer gave an overview of SALECS, State Agency Law Enforcement Communication System. SALECS is still a very viable and important part of public safety communications and she asks that the PSCC keep the SALECS system whole within the PSCC with its identity in tack. Chairman Hamilton feels very strongly that the integrity of SALECS system be preserved. It is felt by whole commission that SALECS is a critical system and the work group should be consulted prior to any decision the PSCC may make that would change SALECS system. Commissioner Westerfield moved that SALECS be added as working group within PSCC and the statistics and frequency reports continue to be agenda items for PSCC. Commissioner J. Kennedy, second. *A copy of Ms. Bauer's report will be part of the minute's file.

Next PSCC Meeting: August 18, 2004, Game & Fish Auditorium, 3030 Energy Lane, Casper WY, 10:00 am.

Chairman Hamilton suggests to commission that as many as possible try to attend the APCO Conference in fall.

Commissioner M. Harshman moved for adjournment. Commissioner Haller, second. Meeting adjourned at 11:38 am.