



Matthew H. Mead
Governor

State of Wyoming

**William
Westerfield**
Chairman

Public Safety Communications Commission

**Meeting of March 14, 2012
Big Horn Savings and Loan
Thermopolis, WY**

Chairman Westerfield called the Wyoming Public Safety Communications Commission meeting to order at 10:00 a.m.

Roll Call and Members in Attendance:

Bill Westerfield — State Parks and Cultural Resources
Lauri Wempen — EMS
Mark Harshman — Wyoming Fire Chief's Association – Conference Call
Lanny Applegate — Wyoming Fire Marshal — Conference Call
Steve DeCecco — Game and Fish
Robert Wyatt — Public at Large
Vernon Hill — Tribal – Conference Call
Steve Myrum — DCI — Conference Call
Jerry Kennedy — County Commissioner – Conference Call
Kim Lee — Wyoming Office of Homeland Security — Conference Call

Members Absent:

Jimmy Siler — Wyoming Livestock Board — Excused
Dave Johnson — Municipalities — Excused
Billy Janes — Police Chief's Association — Excused
Robert Dean — Department of Health — Excused
Bill Morse — Wyoming Highway Patrol — Excused
Danny Glick — Sheriff's Association — Excused

Others in Attendance:

Robert Symons — PSCC Administrative Support
Deb Burton — Wyoming Office of Homeland Security Administrative Support
Martin McCoy — WyoLink Support Manager
Robert Wilson — WYDOT Telecommunications – Conference Call
Carl Freeman — Fremont County Sheriff's Office
William Walter — FBI — Conference Call
Larry Sheridan — WYDOT
William Fleming — Wireless Advanced Comm.
David Riegert – Wireless Advanced Comm.
Zach Thorington – City of Powell
Jim Pobanz – Motorola
Stephen Strate – Bureau of Land Management
Ed Lofland – Collins Comm.
Neil Clatworthy – Motorola

Martin Knapp – Park County
Tara Garcia – Collins
Monte McClain – Park County Sheriff's Office
Damien Dicks – Powell Fire
Roy Eckerdt – Powell PD
Bill Gordon – Thermopolis/Hot Springs County/Wyoming APCO

Meeting Agenda:

Chairman Westerfield asked for any changes to the draft agenda. *Hearing none, Bob Wyatt made a motion to approve the agenda as submitted, it was seconded by Steve DeCecco. Motion passed on a voice vote.*

Minutes from December 12, 2011:

Steve DeCecco had a question. Chairman Westerfield asked for a motion to discuss. It was moved and seconded to discuss. It was asked if the figure on page 5 of 8 under WYDOT-WyoLink Proposed budget for \$1,600.00 was incorrect. Bob Symons stated it should be corrected to 1.6 million. *Chairman Westerfield asked for further discussion on the minutes. Hearing none the motion was moved by Lanny Applegate to approve and seconded by Lauri Wempen. The motion passed on a voice vote.*

WyoLink Operations Work Group-Mark Harshman

The Operations Work Group met earlier in the week via teleconference to consider a number of applications to join WyoLink. Out of that meeting came the recommendation to approve the applications from Crook County Sheriff's Office, Fremont County School District #1, South Central Wyoming EMS, Meeteetse Fire Dept., Scotts Bluff Communications Center, the State of Nebraska and the Wyoming Livestock Board. The only application tabled for the second time was from the U.W. Transit and Parking. Their representative was given information to obtain sponsorship from the U.W. Police Dept., Albany County Emergency Management or a law enforcement organization within Albany County.

Administration and Funding Work Group

No Report.

Spectrum Work Group

No Report.

SALECS-Steve DeCecco

A meeting was held on February 13, 2012, to discuss SALECS user agencies and inclusion of talk groups. Sixty-one agencies have applied for SALECS use. There were quite a few who applied for SALECS who were not going to be using it. Bob Symons compiled a list of agencies to determine which agencies would be included in the SALECS talk groups. Mr. Symons developed several interoperability documents which had been distributed to the commission members prior to the meeting. The documents could be referred to by others with questions on user groups. Mr. Symons will contact dispatch centers to see what talk groups they are using.

Interoperability Executive Committee-Bob Symons

The interoperability committee met last week. They reviewed the Wyoming Interoperability program and made some suggested changes to simplify and clarify some of the items in the program and approved it for inclusion in today's meeting and action by the PSCC.

Staff Reports-Bob Symons

Mr. Symons reported he had been working with the Wyoming Law Enforcement Academy (WLEA) on the training program. The grant funding for the program was provided to the Fire Marshal's Office and the WLEA. The funding will conclude this summer and the Commission would like to find ways to extend it, possibly by video training in the counties with a train-the trainer program, which should reduce the costs. The interoperability program and agency radios must be included in that program.

Mr. Symons has been working with the Coast Guard and IRS Criminal Investigations who have nominated three frequency pairs for use at Pinkham and Hell-Hole in Idaho. The Coast Guard has previously nominated frequencies which were checked. They are down to one pair to complete the frequency plan and need five pairs at each of those sites.

In January Mr. Symons was invited to be a speaker at the Wisconsin Interoperable Symposium. Wisconsin is building a statewide system smaller than WyoLink. They are looking at four channels per site instead of five. They wanted to learn from Wyoming so they don't make the same mistakes.

The next topic for discussion was Senate File 33, Consolidation of the Office of the Chief Information Office and A&I Technology Division. What affects the PSCC is the document that moved Bob Symons from ITD to the Wyoming Office of Homeland Security (WOHS). This moved Mr. Symons' position and the budget with it to WOHS which is part of the governor's office. The budget reflects the change and Mr. Symons is currently working for WOHS at 5500 Bishop Blvd. The alignment under WOHS seems like a better fit than ITD. Mr. Symons will be helping WOHS with grants which pertain to communications, which he was doing before, but now he is getting some support from WOHS. Mr. Symons introduced Deb Burton, from WOHS, who will be taking minutes and assisting him with the PSCC.

Mr. Symons has been working with the Casper and Goshen schools to get their talk groups done. Casper is looking for help with their activity busses so when their busses go outside of Casper they have communications back to their home stations and Goshen is looking at the same thing.

The terms for Commissioners Harshman, DeCecco, Glick, Hill, Siler and the federal representative are all up this year. Mr. Symons will send all of them the documentation which needs to go to the Governor's Office. One application has been received at the Governor's Office for the federal position from Mr. Bill Walter, who was in attendance at the meeting via telephone.

Mr. Symons asked that applications be submitted to the Governor's Office so appointments can be made at the June meeting.

Chairman Westerfield stated Warren Anderson was the executive director the Department of Enterprise Technology and wanted to know who the current executive director is. It was discovered

in researching the statute there was never an executive director stated in the statute. There was an executive director under the old SALECS Commission, but it did not carry over to the PSCC.

There was a question about appointment of commissioners. Mr. Joiner had been the chairman of the Spectrum Work Group and with no current chairman assigned to the workgroup it was suggested any issues related to that group be brought to Chairman Westerfield for action. The Chairman concurred with the suggestion.

WyoLink Support Managers Report-Marty McCoy

There are now 59 WyoLink sites in operation and 55 of those had construction funded by WyoLink. Seven additional sites are under construction and completion of those sites is expected by the summer of 2012 which will bring the total count of operational sites up to 66. Preliminary design work for PowWow has been going on for some time. It is anticipated this site will not be operational before 2013 because site work continues and it needs to be put out for bid. The costs for construction of this site will be steep, in excess of three million. It is in a designated roadless area with no commercial power which presents several challenges. Proposals for alternative sites will continue to be looked at.

Work with the Forest Service continues concerning a site in Grand Teton National Park in the Togwotee Pass area. Consideration has been given to co-locating with Union Wireless at Signal Mountain. The evaluation and proposal will be reviewed before taking the joint proposal to the Parks Service and to the Forest Service.

Construction is underway on Duncan Lake and Hell Hole Ridge. Duncan Lake should be done this spring. The delay was caused by construction of the microwave reflector and weather restrictions. Hell Hole and Pinkum need federal frequencies to allow the remainder of the equipment to be ordered and put into place. Mr. Symons and Marty are working with the IRS and Coast Guard regarding this issue.

Portable coverage enhancement sites in Douglas, Gillette, Rawlins, Sheridan and Wheatland have passed the design phase and preconstruction meetings are scheduled starting tomorrow. It is anticipated these sites will be moving forward as spring and summer continue. There are about 80 state and federal agencies using WyoLink throughout the state. 12,500 radios have been programmed to use the system. Typically, between 2,200 and 2,500 radios per day are using WyoLink. 408 code plugs were created this year and 230 are currently scheduled. Coverage testing is being done throughout the state. WYDOT is working to provide GIS data in a usable format which will be posted on the WyoLink website upon completion. There are on-call technicians, should anyone have problems with the system. Users are encouraged to call 777-4885 if they experience any problems. Anyone who would like to receive the WyoLink agenda and minutes should contact Mr. McCoy to be added to the distribution list.

In 2011 WyoLink handled over 13,500,000 calls. In 2012, through the end of February the system handled over 3,580,000 calls. Busy calls for 2011 were 0.008% and 0.005% for 2012, to date. Reliability of the system in 2011 was 99.89%. In 2012, to date, reliability is 99.98%.

The Chairman called for any questions. Jerry Kennedy asked if cell phone users would be piggy-backed at PowWow. Mr. McCoy stated that was the original intent, but as of this time, none of the three providers who were originally interested have expressed serious interest.

Old Business:

PSCC Budget and Department of Enterprise Technology Senate-File 33

The PSCC budget was passed by the legislature as approved by the governor for \$210,454 for the biennium which covers travel costs, salary/benefits. There is a \$13,000 contract budget which could be used for training or something else. That total budget was previously mentioned as being moved under the Governor's Office. From December's meeting, those figures have not changed.

Mr. Symons asked if there were any questions. The Chairman stated there was a footnote in the budget tasking agencies to present a 4% cut for FY 2014. That is to be presented to the legislative over-site committee in late spring or early summer. Kim Lee stated Director Cameron would look at the 4% reduction and report to legislature and be in contact with the PSCC when the report is finalized. The footnote also included a 4% cut for the 2015/16 biennium. This does not mean actual cuts will happen, but proposed plans are required in case cuts are made. Mr. Symons stated of the \$13,000 in the current budget, about \$600 has been spent. Mr. Symons recommended if cuts need to be made, this would be the area to address. The chairman agreed.

Senate file 33 stated the PSCC would be working with Homeland Security and Enterprise Technology Division through the transition process. There was also a section in the statute dealing with a statewide communications plan which involves a lot more than WyoLink. It involves the state phone system, video network, cell phones, broadband, and a whole plethora of communications which the PSCC will be involved with as things move forward.

WYDOT-WyoLink Proposed Budget

The WyoLink budget was approved by the legislature as approved by the governor for \$4,232,274. The Chairman asked if there were any questions concerning the budgets presented. There were none.

PSCC Strategic Plan

As the construction phase of WyoLink is wrapping up the tasks for the PSCC will change. A draft strategic plan was provided to commission members. Mr. Symons stated he had discussed the plan with Kim Lee and they agreed the dollar amounts for future budget actions should be removed from the plan since those amounts may change. The Chairman asked if the plan was ready for Commission action with the understanding the dollar amounts will be removed or should they wait until the next meeting for presentation of the revised plan. Mr. Symons stated he would prefer the Commission consider approval of the plan at this meeting.

The question was asked if the completion of the Strategic Plan was an internal or external mandate. Mr. Symons stated it is an expectation of the Governor's Office and he met with Tony Young who was pleased with the format. It was decided the plan would be revised to show one dollar amount for the biennium budget and the plan was meant to cover a given time period, not a single year.

There was a question as to what is the role of the PSCC in broadband communications in the state. Mr. Symons said the state hired a contract employee working out of ETS to act as a broadband coordinator. The governor has not made any decisions regarding the involvement of the PSCC in broadband.

Commissioner DeCecco proposed, given the changes and questions concerning the timeframe for the plan, as well as, additional questions he has, the approval of the Strategic Plan be delayed until the next quarterly meeting of the PSCC. **The motion was made to delay approval of the strategic plan until the next meeting by Steve DeCecco. It was seconded by Bob Wyatt and the motion passed on a voice vote.**

Chairman Westerfield asked Mr. Symons to get the strategic plan out to all the PSCC members and working groups by the end of March so everyone has a chance to review and make comments by the end of April which would give Mr. Symons time to consolidate and make changes in May prior to the June meeting.

New Business

Approval of Membership Applications

Chairman Westerfield's only concern regarding the applications was the state of Nebraska seemed like a broad area and asked if it could be narrowed down. Mr. Symons clarified Nebraska has a statewide system also and they are looking to allow their state agencies which includes their Highway Patrol to have both systems in their radios so there is interoperability across the border until a time when an interface system can be developed. This type of an arrangement is currently working with the state of Colorado. They will need to get approval from the Highway Patrol or SALECS depending upon which talk groups they want access to. Mr. Symons commented this is a way to start developing interstate operability. Mr. Symons said the same is true for Scotts Bluff County Communications Center.

Applications were submitted from Crook County Sheriff's Office, Fremont County School District #1, South Central Wyoming EMS, Meeteetse Fire Dept., Scotts Bluff Communications Center, the state of Nebraska and the Wyoming Livestock Board. The question was asked if the authorization allowed Nebraska to be on MATS and CATS. Mr. Symons said their system administrator brought up the issue and he may be the one to determine who has access. The question of accessibility will need to be addressed further. Chairman Westerfield stated he would make sure all questions are answered before signing any agreements.

Larry Sheridan from WYDOT Communications wanted to caution everyone with out-of-state agencies coming on our system; Wyoming licensing does not cover out-of-state base stations. ***Bob Wyatt moved the Committee accept the recommendation to approve the WyoLink applications. Mark Harshman seconded the motion. The motion was passed on a voice vote.***

Wyoming Interoperability Plan

Mr. Symons stated he had been working on the plan for the past five months and it had been reviewed by the Interoperability Executive Committee. The plan is designed so the local, state and federal users know how to contact and have interoperable communications with each other. The ICS

217A form was provided for reference. It is a shopping list for people developing ICS 205 Communications Plans. Medical helicopters are also included. V-MED 28 is the primary. Mutual aid is available to them. The plan was approved by the Interoperability Executive Committee. Mr. Symons asked for questions regarding the plan.

Stephen Strate, from BLM stated he is taking over for Mark Joiner and asked about the V-Fire channels. Mr. Symons stated V-Fire is listed in the plan. Mr. Symons said once the plan is passed, it will be put on the WyoLink and PSCC websites, sent to the PSCC email list, dispatch centers, fire service, the police chiefs and sheriffs association.

Lauri Wempen asked Mr. Symons if he could add space on the reference charts for comments. Mr. Symons stated the charts were for reference and could be changed to fit the response.

The Chair entertained a motion to approve the plan. The plan was moved by Bob Wyatt and seconded by Jerry Kennedy. Motion was passed on a voice vote.

Portable Coverage Enhancements

Mr. McCoy briefed the Commission the preliminary site designs are complete for portable coverage enhancement sites at Douglas, Gillette, Sheridan, Rawlins and Wheatland and pre-construction kick-off meetings with the localities are scheduled for the next few weeks. Marty McCoy, Motorola and the project manager will be there going over the plans, requirements, costs and how they will proceed for the construction of the sites.

Zack Thorington from the City of Powell expresses concern over the portable coverage for the City of Powell. The city would like to use the current facility which has everything needed to be a viable site for WyoLink. They don't want to build another site when they already have one that is substantial. Currently they cannot use portables. They are still on conventional and have had to make a patch. Roy Eckerdt from Powell PD expressed frustration because they have invested a lot in WyoLink and have not seen any results. Creation of a low-level site in Powell would also address issues for Powell Fire Dept. and the eastern part of the county.

Chairman Westerfield stated the intent of WyoLink was to enhance mobile radio coverage throughout the state of Wyoming. In the process of designing and building the system, the Commission has discovered portable radio issues and has been addressing them as they have been encountered. There is one remaining funded low-level site and there are four requests for that site. Although the issue was not resolved at the meeting, the possibility remains for additional funding. The Commission will have to decide who gets the remaining site and how to pursue funding for additional needs.

Equipment is available to build one remaining site. Without equipment, additional sites cannot be built. If WyoLink does not get updated past version 7.2, no additional equipment can be purchased that is compatible with the existing version of WyoLink, therefore, no additional sites can be built. If WyoLink receives funding and updates to a version past 7.2 then additional equipment is available for purchase. As far as looking at sites, there are possibilities for the four entities including the city of Powell. The four sites will be evaluated and the site chosen will need to be able to provide coverage before any action is taken to proceed.

Commissioner DeCecco recommended the Commission adopt an objective plan to evaluate and address site applications. Funding sources need to be investigated and pursued through grants, legislature or other opportunities.

WYDOT made a presentation to the legislature for the need to update software. The legislature understands the need for funding. It is not a question of if money will be appropriated, the question is when will the money be appropriated. WYDOT will be back with a supplemental budget request next year. If it is not approved then it will be back for consideration at the 2015/16 Budget Session. The Commission will do the best it can with the money they have available.

The question was asked what sites applications are currently being considered. Mr. Symons stated Sundance, Powell, Rock Springs, Green River and Buffalo. Pinedale has expressed some interest, as well.

Work Group Assignments

The Chairman commented new commissioners should be appointed by the next meeting. It was determined to be best to wait until then to make any assignments. This item was tabled to the next meeting. Mr. Symons stated the reason it was on the agenda was to get everyone thinking about work assignments. He will follow-up with emails to get some topics before the next meeting. Commissioners were encouraged to contact Mr. Symons if they wish to serve as officers for the Commission.

General Discussion

Jerry Kennedy has been working with Bob Symons to resolve an interface problem in Platte and Albany Counties with their radio zone plan. It looks as if the issues have been resolved and everything will be OK.

Larry Sheridan with WYDOT Communications wanted to reiterate with the Commission this is the last meeting before WYDOT gets started with narrowband mutual aid this summer and the schedule for that was disseminated last year. It is on the PSCC website. Mr. Sheridan asked for questions regarding the schedule which will start the second week of June. Chairman Westerfield reminded everyone the end of wideband is nine months away. Everyone must use narrowband beginning January 2013 or they will be violating FCC regulations. Mr. Symons reminded everyone if an extension is needed, it needs to be submitted quickly. The FCC is taking a hard-line on approvals.

Next Meeting

The next meeting will be around the second week of June. It will be a video conference meeting and Mr. Symons will contact the video conference people to see when it is available.

Chairman Westerfield adjourned the meeting at 11:45 a.m.

Respectfully submitted,

Robert Symons
Statewide Interoperable Coordinator
PSCC Administrative Support

Action Items

1. Nebraska – Wyoming Interoperability Plan
2. Dispatch Centers – Talkgroup Monitoring
3. PSCC Commissioner appointments
4. PSCC Strategic Plan
5. Portable Coverage Enhancement Sites
6. Work Group Assignments