



**Dave Freudenthal**  
Governor

# State of Wyoming

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**Kim Lee**  
Chairman

## Public Safety Communications Commission

**Meeting March 10, 2009**  
**Eastern Wyoming College – Tebbet Building – Room 132**  
**Torrington, WY**  
**Minutes**

Chairman Kim Lee called the Public Safety Communications Commission meeting to order at 9:05 am on March 10, 2009. Chairman Lee welcomed those in attendance.

**Roll taken and members in attendance:**

Kim Lee – Office of Homeland Security  
Lanny Applegate – Wyoming Fire Marshal  
Jerry Kennedy – County Government  
Mark Harshman – Wyoming Fire Chief’s Association – Phone Conference  
Danny Glick – Sheriff’s Association – Phone Conference  
Dave Johnson – Municipalities  
Mark Joiner – Federal Agencies  
Billy Janes – Police Chief’s Association  
Sam Powell – WYDOT  
Jimmy Siler – Wyoming Livestock Board – Phone Conference  
Lauri Wempen – EMS – Phone Conference  
Bill Westerfield – State Parks and Cultural Resources  
Robert Wyatt - Public at Large – Phone Conference  
John Hartwig – Executive Director PSCC

**Members absent:**

Steve DeCecco – Game and Fish – Excused  
Kebin Haller – DCI - Excused  
Robert Dean – Department of Health – Excused

**Others in attendance:**

Robert Symons – PSCC Administrative Support  
Martin McCoy – WyoLink Support Manager  
Phil Bond – Motorola  
William Walter – FBI  
Margaret Spearman - Motorola  
Dave Adsit – Gillette Police Department  
Dan Williams – DHS/Office of Emergency Communications – FPIC  
Robert Wilson – WYDOT Telecommunications  
Dan Perko – Wyoming Forestry – WYAPCO  
Debbi Serke - Motorola  
Barb May – Motorola

Greg Rix – Comm Source/CSI – Radio  
Scott LeFevre – Fat Pot Technologies  
Brian Jones – Compass Comm Software  
George Stotesberry – CSS & Tyco Electronics  
Lindsay Kroskob – Torrington Telegram  
Jean-Prevve Deievx – Tyco Electronics  
Deanna Vega – Tyco Electronics

## **Meeting Agenda**

Chairman Lee asked for any changes to the draft minutes. The agenda was corrected by changing the date of the minute's approval to the December 9, 2008 minutes, Two items were added to the minutes – discussion on budget and Motorola portable radio testing proposal. Chairman Lee noted the minutes were approved as amended

## **Minutes from December 9, 2008**

The draft minutes from the December 9, 2008 meeting were reviewed. **Commissioner Lanny Applegate made a motion to approve the December 9, 2008 minutes and Commissioner Jerry Kennedy seconded the motion. The motion was approved on a voice vote.**

## **Working Group Reports**

### WyoLink Operations Work Group – Commissioner Jerry Kennedy

The WyoLink Operations Work Group has met twice this past quarter – February 13<sup>th</sup> and March 9<sup>th</sup>. The March 13<sup>th</sup> meeting had discussion on the WyoLink training program for Fire Marshal's Office and the Wyoming Law Enforcement. The WyoLink Subscriber and System Support was discussed and requested the document be sent out for review to the PSCC Commissioners and a quick reference guide be developed. The Federal Spectrum Certification of Use current status and spectrum plan was discussed. Updates on the plan for coverage testing in the Elk Mountain Area and the Cheyenne Water Tank site developed were presented. Bob Symons will be working with Gillette and Platte County on the portable radio coverage testing. Robert Wilson provided an update on the possible enhancements for coverage in the Wind River Canyon area.

On March 9<sup>th</sup> the Work Group Approved the WyoLink Subscriber and System Support revision to the WyoLink Handbook and recommended passage by the PSCC. There was considerable discussion on the WyoLink Support Quick Reference Guide. The Guide was adopted by the Work Group with a change of the equipment maintenance on sites not built by WyoLink to be negotiated and recommend passage by the PSCC The recommendation includes having the PSCC be involved with the negotiations along with Marty McCoy, WyoLink Support Manager.

A report was presented on the portable radio testing that was completed in Gillette February 17, 18, and 19. Bob Symons met with Platte County on preparing for portable radio

coverage testing in Wheatland and Platte County. Motorola presented an offer to assist with the portable radio testing at no charge, this will be discussed later in this meeting.

Discussion on the WyoLink Subscriber and System Support Quick Reference. There were prior comments made that if a community would build a site that could be used for WyoLink, the maintenance would be covered by WyoLink. Changes to the WyoLink support functions may cause a budget challenge for WYDOT and WyoLink. WYDOT would be asking the PSCC to help work with the Legislature to provide the funding for the maintenance on the sites not owned by WyoLink. The T-1 Lines to the Dispatch Centers and this maintenance will be brought before the WyoLink legislature for General Fund funding. Discussion on the severity levels and the response to the failure or outage, and if those sites not owned by WyoLink would be handled in the same time periods.

**Commissioner Jerry Kennedy made a motion that the WyoLink Subscriber and System Support Quick Reference be adopted with the Equipment Maintenance on the Sites Not Built by WyoLink be negotiated with the owning agency by the PSCC Executive Committee with the assistance of the WyoLink Support Office. The motion was seconded by Commissioner Bob Wyatt.**

Discussion on the footnote added to the WyoLink budget pertaining to the development of radio sites by local agencies would affect this motion. Discussion on how a site developed by a local agency would improve the interoperability with WyoLink. There may be a problem of the State of Wyoming working on equipment not owned by the State and the negotiations would need to develop an agreement or memorandum of understanding. **Motion passed on voice vote.** *A copy of the WyoLink Operations meeting minutes for February 13, 2009 and March 9, 2009 are attached for reference.*

Administrative and Funding Work Group – Commissioner Lee

Chairman Lee reminded the Commission that the recent actions of the Legislature and the Governor pertaining to the budget may include a five to ten percent reduction in all State budgets. The PSCC will need to monitor the requests of the Governor and be prepared to follow his requirements.

Discussion on a Dispatch Center Grant Application from Pine Bluffs for \$13,000.

**Commissioner Bob Wyatt made a motion to approve the grant to Pine Bluffs for \$13,000, seconded by Commissioner Jim Siler. The motion passed on a voice vote.**

Spectrum Work Group– Commissioner Mark Joiner

Mark Joiner stated the FCC has not made any decisions on the 800 MHz or 700 MHz plan. Mark Joiner will be attending a meeting in May that may provide more information on the national plan for 700 MHz frequency use.

### SALECS Work Group – Commissioner Bill Westerfield

Bill Westerfield stated the SALECS Work Group Met on February 24, 2009 to discuss the migration of the SALECS users to WyoLink. February 1, 2010 will be the target date for the Wyoming Highway Patrol to start using WyoLink for dispatching SALECS. The SALECS work Group also completed the development of the SALECS talkgroups. The SALECS agencies are currently working to complete the purchasing and programming of their radios. A question was asked about if the conventional SALECS would be turned off with the migration to WyoLink and the answer was no, the conventional SALECS would continue to function for an unspecified amount of time. *A copy of the SALECS meeting minutes of February 24, 2009 and the February SALECS statistics are attached to the minutes for reference.*

### Interoperability Executive Committee – Commissioner Billy Janes

Billy Janes provided a report on the March 9, 2009 Interoperable Executive Committee. The committee approved the revisions to the WyoLink Handbook and the current applications for WyoLink usage. The Data on WyoLink was discussed and the Interoperable Executive Committee would be willing to take on this subject. Chairman Lee assigned the data on WyoLink to the Interoperable Executive Committee. An interoperable communication meeting will be held on March 12, 2009 in Denver with the Colorado counterparts to WyoLink. This meeting will be an introductory meeting to discuss the technical possibilities for creating interoperability between the two State systems. *A copy of the Interoperability Executive Committee meeting minutes for March 9, 2009 is attached for reference.*

### Executive Committee – Chairman Lee

Chairman Lee reported the Executive Committee met earlier on March 10<sup>th</sup> to review the agenda for this meeting.

### Staff Reports – Bob Symons

Bob Symons reported that Robert Wilson and Dave Talley of WYDOT assisted in upgrading the WyoLink training presentations for the Master Training class. The help was appreciated and the finished presentations are significantly better. A Master Trainer Class was provided to eight WYDOT employees in January. The class included three Wyoming Highway Patrol Dispatchers, two Highway Patrol Troopers, one person from the Transportation Management Center and two personnel from WYDOT District 1. Marty McCoy helped provide the two and half day training. A radio programming class was presented to the Laramie County Fire Districts. This class provided experience on reading and writing radio code plugs and programming conventional channels. A WyoLink users class was presented to State Parks on February 27<sup>th</sup>.

The Law Enforcement Communications Commission Rules repeal was advertised and sent out for public comment on January 9, 2009. Bob Symons assisted the Wyoming Office of Homeland Security on completing a grant application for the 2009 Interoperable Emergency Communications Grant Program (IECGP). This is another \$244,000 grant with 80% pass through to the local agencies and this grant may be used for radio purchases with a 20% local match..

Talkgroup planning for the Department of Agriculture, Department of Criminal investigations, State Engineer's Office, Sheridan County and Converse County was started or completed. Radios have been programmed for Fremont County, Sheridan County and Campbell County for informal coverage testing in those areas. Radios for Sweetwater County will be programmed soon.

Assisted with and observed the portable radio testing in Gillette. Attended a meeting in Platte County to start the process for testing the portable radio coverage in Wheatland and Platte County. The portable radio testing protocols outlined by the WyoLink Operations Work Group will be used for the testing in Platte County.

Bob Symons is continuing the participation in the monthly Federal Partnership for Interoperable Communications (FPIC) monthly general phone conference meetings and the Interoperability subcommittee phone conference meetings. Attended the Wyoming Association of Sheriffs and Chiefs of Police meeting in Cheyenne in February. Assisted with the development of the WYDOT and Wyoming Office of Homeland Security legislative report. Bob Symons has continued the WyoLink application and membership agreement process.

Discussion on the Gillette Radio testing. The Wyoming Office of Homeland Security (WOHS) provided the portable tower that was used for the 800 MHZ radio site. Three sites were used to develop data on the coverage provided. The 800 MHz coverage was tested against the coverage provided by the Gillette Police Department and WyoLink coverage from the Rozet Hill site. WyoLink worked better on the second day of testing, but did not provide the portable coverage that Gillette requires. The 800 MHz provided better coverage than the current conventional system. Gillette is still reviewing the data and developing maps from the data. Upon receiving that data and maps, Bob Symons will provide that information to the PSCC.

#### WyoLink Support Manager's Report – Marty McCoy

WyoLink now has 40 sites active with the addition of Copper Mountain on March 4<sup>th</sup>. Coverage from these sites has been very good. WyoLink is enlisting the assistance of WYDOT Maintenance and the Highway Patrol to perform informal coverage testing around the State and provide the WyoLink office with reports of areas lacking coverage.

Testing of a proposed new coverage enhancement tower in the Elk Mountain area was completed on March 2<sup>nd</sup>. The use of the WOHS portable tower for this testing was appreciated and Marty thanked Jim Archerd and Jim Frank, WOHS, for their assistance. WyoLink and WYDOT met with the Bridger Teton, Big Horn, and Shoshone Forests on March 2<sup>nd</sup>. The procedures involved with acquiring special use permits were discussed and excellent progress toward streamlining this process was developed.

The Cheyenne Water Tank Coverage Enhancement site is waiting for electrical service upgrade by Union Wireless. Union has ordered the necessary equipment and WyoLink has agreed to pay a portion of the upgrade. As soon as the electrical power is available the work can be completed on the installation of equipment.

During the Gillette coverage testing a possible problem was identified on Rozet Hill. WyoLink Support Office will examine and test this site in the next couple of weeks. The

WyoLink Support Office is transitioning from construction to working on bring agencies on to WyoLink by assisting with the design of talkgroup plans, creating codeplugs and solving operational issues.

During February the WyoLink System supported 142,569 calls for a total air time of 444 hours and 46 minutes, with 9 busies with an average of 4 seconds. The WyoLink Support Office is monitoring the busies to determine a cause and what can be done to reduce or eliminate future busies.

Marty will be attending the International Wireless Communications Expo (IWCE) March 17 -20, 2009. He has been invited by the Project 25 Technology Interest Group to participate in a couple of seminars and his trip will be funded by the Project 25 Technology Interest Group. *A copy of the WyoLink Support Manager's report is attached for reference.*

## **Old Business**

### Law Enforcement Communications Commission Rules

Bob Symons provided an update on the rules process. The PSCC was provided copies of Appendix A – Certification Page for Rules and the Law Enforcement Communications Commission (LECC) rules. The comment period for the rules started on January 9, 2009 with the publication of the notice in the Wyoming Tribune Eagle and Casper Star Tribune. The Notice of Intent was also sent to all SALECS users Agencies, State Agency Department Heads and through the WyoLink/PSCC e-mail list service. The 49 day comment period ended on March 5, 2009 with no comments received. Bob Symons recommended the PSCC Repeal the Law Enforcement Communications Commission rules.

**Commissioner Bob Wyatt made a motion to repeal the Law Enforcement Communications Commission Rules. The motion was seconded by Commissioner Bill Westerfield. The motion passed on a voice vote.**

### NTIA Frequency Request

Bob Symons reported the National Telecommunications and Information Administration (NTIA) Spectrum Planning Sub-Committee signed a Certification of Spectrum Support for Wyoming's State-owned P25 VHF Statewide Trunked Land Mobile Radio system. The certification includes the recommendations for Wyoming to license the use of the nominated frequencies. This certification allows for the use of the Federal frequencies and Wyoming will not own the frequencies. The Department of Homeland Security – Office of Emergency Communications (DHS-OEC) has provided a list of nominated frequencies and Motorola is currently reviewing the list and providing the spectrum engineering to qualify frequencies for use on the WyoLink sites. Chris Lewis, Department of Interior and Jim Downes, DHS-OEC, were instrumental in the dual request for this certification.

Upon the completion of the frequency engineering, Wyoming will need to submit the nominated frequencies back to the NTIA and then to the FCC for Frequency licensing.

Wyoming is required to obtain FCC licenses because the NTIA is not a licensing agency, but will recommend the licensing to the FCC.

Dan Williams, DHS-OEC contractor was introduced to the PSCC. Mr. Williams is representing the DHS-OEC and FPIC at this PSCC Meeting. *A copy of the NTIA-SPS Certification of Spectrum Support is attached for reference.*

## **New Business**

### Membership Applications

The WyoLink Membership Application Spreadsheet was presented to the PSCC that have been recommended by the Interoperable Executive Committee by Bob Symons. The spreadsheet indicates the current status of the applications and membership agreements. Chairman Lee called for a motion to approve the membership applications that were recommended by the Interoperability Executive Committee. **Commissioner Lanny Applegate made a motion to approve the WyoLink Membership Applications for the ten agencies listed on the membership application spreadsheet. The motion was seconded by Commissioner Dave Johnson. The motion passed on a voice vote.** *A copy of the WyoLink membership spreadsheet is attached for reference.*

### WyoLink Handbook Revisions

Bob Symons presented the proposed change to the WyoLink Handbook, Chapter XI – Subscriber and System Support. This handbook revision has been presented and adopted by the WyoLink Operations Work Group and the Interoperability Executive Committee. The Subscriber and System Support provides a detailed explanation of how problems will be reported to the WyoLink support Office, the severity levels of the problems, maintenance response and service restoration, escalation procedures, maintenance history reporting, safety, and wireline dispatch consoles.

**Commissioner Bob Wyatt made a motion to approve the proposed WyoLink Handbook revisions for Chapter XI – Subscriber and System Support with the addition of the maintenance responsibilities chart. The motion was seconded by Commissioner Jerry Kennedy.**

Marty McCoy was asked if the proposed procedures will help the WyoLink Support Office perform their duties and if the relationship manager's notification is helping alleviate problems. Mr. McCoy stated the relationship managers are providing a single point of contact between WyoLink and end users. Bob Symons has been working with Marty McCoy to keep the relationship manager list current and in developing an e-mail list of the relationship managers. A notification system for immediate contact to the relationship managers and dispatch centers was discussed. Bob Symons and Marty McCoy will investigate the use of an emergency notification system. Notification of the manual revision will be posted on the WyoLink and PSCC websites, through the e-mail list service, through the relationship manager e-mail list and will be included in the next PSCC newsletter.. Lanny Applegate stated the Wyoming Fire Marshal's Office would be willing to send the notification out through their e-mail list. *A copy of the proposed*

*WyoLink Handbook Chapter XI – Subscriber and System Support revisions and the System Support Quick Reference Guide are attached to the minutes for reference.*

**The motion passed on a voice vote.**

Radio Coverage Testing

Bob Symons stated the question asked during the Staff Report covered what was going to be presented during the agenda item.

**General Discussion**

Robert Wilson, WYDOT Telecom, presented an overview of the Automatic Vehicle Location (AVL) testing that WYDOT is currently performing. WYDOT has been interest in knowing the location of their vehicles without the use of having computers in the vehicles. Two pilot projects have been identified, one from Compass Comm and one from Fat Pot/Motorola. If the current testing proves to be beneficial, WYDOT will budget for additional AVL equipment in their vehicles. Both of these demonstration units will use the integrated Voice and Data (IV&D) portion of WyoLink. These systems are currently using Global Positioning Systems (GPS) units attached to the data port of the vehicle radios and are passing limited data, System loading is important in determining the viability of the AVL testing.

Mr. Wilson introduced Brian Jones – Compass Comm Software and Scott LeFevre – Fat Pot Technologies. Both vendors will be available after the meeting if any attendees would like more information on their AVL systems.

PSCC Tribal Representation

Chairman Lee informed the Commission that Vernon Hill has submitted his application to the Governor’s Office to represent the Native American Indian Tribes on the PSCC.

Portable Radio Testing

Jerry Kennedy informed the PSCC that Motorola has offered to help with the Portable Radio Coverage Testing to help expedite the testing at no charge to WyoLink or the State of Wyoming. The PSCC welcomed the offer from Motorola as long as the WyoLink Operations Work Group maintained oversight of the portable radio coverage testing.

WyoLink Training

Lanny Applegate informed the PSCC on the current status of hiring contract employees to help with the WyoLink training and are currently working with a couple of individuals on filling the positions by the end of the month. After the Master Trainer training, the instructors will be ready to provide field training to end users.

Chairman Lee informed the PSCC of the DHS Communications Unit Leader Training (COML) that will be held April 7, 8 and 9, 2009 in Douglas and is being sponsored by the Wyoming Law Enforcement Academy.

#### Next Meeting

Chairman Lee stated the June 2009 PSCC meeting will be in Riverton on June 2, 2009 at the Wyoming Fire Academy with the subcommittee meetings on June 1, 2009. Administrative Support Bob Symons will develop the meeting details and provide those details to the Commission.

Being no further business, Chairman Lee requested a motion for adjournment. **Commissioner Dave Johnson made a motion to adjourn, seconded by Commissioner Mark Joiner. The motion was approved on a voice vote and the meeting adjourned at 11:20 am.**

Respectfully submitted,

Robert Symons  
PSCC Administrative Support

#### **Action Items**

1. Adopted WyoLink Subscriber and System Support Quick Reference
2. Dispatch Center Grant Application
3. Repeal Law Enforcement Communications Commission Rules
4. WyoLink Membership Applications and Membership Agreements
5. WyoLink Handbook Revisions – Chapter XI – Subscriber and System Support

#### **Attachments**

1. WyoLink Operations Work Group Minutes – February 13 and March 9, 2009
2. SALECS Meeting Minutes – February 24, 2009
3. SALECS Statistics
4. Interoperability Executive Committee Minutes – March 9, 2009
3. WyoLink Support Managers Report
6. NTIA – SPS Certification of Spectrum Support
4. WyoLink Applications Spreadsheet
5. WyoLink Handbook Revisions – Chapter XI – Subscriber and System Support
6. WyoLink Subscriber and System Support Quick Reference Guide