

MISSISSIPPI WIRELESS COMMUNICATION COMMISSION

June 1, 2017 Meeting Minutes

Place: Woolfolk Building – DFA, Room 145, 501 North West Street Jackson, MS

Commission Members Present:	
MS Department of Public Safety	Magee, Ken (Chairman)
MS Department of Wildlife Fisheries and Parks	Bolden, Michael
MS Municipal League	Brown, Johnathan
MS National Guard	Causey, LTC Ray
MS Association of Supervisors	Gray, Steve
MS Department of Transportation	Huff, Willie
MS Department of Information Technology Services	Johnson, David
MS Association of Fire Chiefs	Lariviere, Tom
MS Highway Safety Patrol	Loper, Don
MS Department of Corrections	McAfee, Audrey
MS Office of Homeland Security	McKee, Mark
Advisory Members Present:	
House Public Utilities Committee	Beckett, Representative Jim
Senate Appropriations Committee	Burton, Senator Terry

Chairman Ken Magee called the meeting to order at 1:33 PM and welcomed everyone. Chairman Magee recognized Representative Jim Beckett and Senator Terry Burton, as well as Mr. John MacLean, Federal Emergency Management Agency Spokesman. Chairman Magee then called for the review of the May 4, 2017 meeting minutes. Chairman Magee entertained a motion to approve the May 4, 2017 minutes, as they were transmitted. Mr. Mark McKee made a motion to approve the minutes, seconded by Mr. Michael Bolden, and the motion carried with none opposed.

Ms. Vicki Helfrich gave the MSWIN Project Update for May 2017. She provided information on MOUs executed, radios loaned out, and activities the WCC staff participated in during the month. Ms. Helfrich also provided information on the number of current MSWIN users, the number of users projected for the 2nd Quarter, the top ten (10) state agencies by system use, and MSWIN top ten (10) local/other agencies by system use.

Mr. Bill Buffington gave an update on the MSWIN build-out status. Mr. Buffington reported that Staff is waiting on structural shipments to be delivered for the two Camp Shelby sites. In the past week, utility walks have been made for electricity to be pulled in to each of these sites. The Parchman site location has been selected and Phase 1 of the EHP (Environmental Assessment) due diligence is complete for meeting tribal concurrence. Staff is planning to view the DDR (Detailed Design Review) for the Parchman site in the next couple of weeks. The plans for a site at Mississippi State University (MSU) are moving along. MSU intends to have a conceptual plan finalized by June 30, 2017.

Mr. Buffington reported that Staff is also working with the University of Mississippi on a site location and we plan to utilize a water tank near their campus in an effort to reduce costs, as well as comply with the grant EHP requirement. This site will aid surrounding areas where coverage is needed since there is not a MSWIN tower site in the general area. Mr. Buffington stated that Staff has been working on an emergency plan design along with building contractors for their new STEM building on campus. University of MS Campus Security is the only Oktibbeha County entity not currently using MSWIN. Mr. McKee extended the MS Office of Homeland Security assistance, if needed.

Ms. Helfrich then gave an updated contract status report. Ms. Helfrich reported the WCC/ITS has finalized the professional service agreements with Butler Snow for legal services and one contract worker, for one (1) additional year. Staff is also in the process of renewing the quality assurance & quality control (QA/QC) contract for BGA (Buford, Goff & Associates). ITS approved the renewal of the QA/QC contract with BGA on May 18, 2017. Commission approval will be requested later during this meeting. Chairman Magee asked for any questions.

Ms. Helfrich then reported that she, along with Mr. Buffington, met with AT&T in further discussion on FirstNet plans in the past week. Ms. Helfrich and Mr. Buffington have both received invitations to travel next week to the FirstNet State Single Point of Contact (SPOC) Meeting in Dallas, TX June 7-9. Ms. Helfrich then offered an update on FirstNet to anyone in need of more information.

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Chairman Magee called for the report of the Procurement Review Committee. Chairman-elect Ms. Audrey McAfee, in the absence of Chairman Perry Waggener, reported one (1) procurement request brought before the Committee, from the Wireless Communication Commission (WCC), in the amount of \$168,134.17 dollars for the purchase of equipment to expand MSWIN in areas of the state where there is inadequate coverage. Chairman-Elect McAfee then recognized Ms. Helfrich and her availability to answer any questions. Chairman-Elect McAfee noted that the Local Procurement Review Committee unanimously approved the request from the WCC in the amount of \$168,134.17 dollars with no further action from the full Commission.

Chairman Magee called for the Governance/Interoperability Committee. Chief Huff reported that the MSWIN system played an important role in utilizing the interoperable channels to communicate with other agencies and counties whom were able to respond in a seamless manner during the recent unfortunate events in Lincoln County as well as the funeral processions. He asked that we keep the families and community involved in thoughts and prayers after such tragic and devastating incidents.

Chairman Magee called for approval of expenditures. Mr. David Johnson reported the FY17 financial update through May 2017. The current month's operating expenses totaled \$1,437,336.88. Of that, general fund expenses were \$797,537.38 dollars and capital fund expenses for maintenance were \$639,799.50. The FY17 ending balance is \$1,946,905.35. Of that, the general fund ending balance is \$1.16 million dollars and the Capital Expense fund ending balance is \$786,863.50. For the current months grant activity, \$20,014.36 was received for MICG program income and \$400,685.60 was expended for an equipment milestone payment including a detailed design review plan for the new sites being built. Chairman Magee asked if there were questions. Chief Huff asked why a budget reduction was listed and later credited to the grant funds. Mr. Johnson responded when the grant paused, it was re-budgeted from Phase I to Phase II, the original grant was reduced, but reallocated to cover administrative costs. Ms. Helfrich noted that a portion of this amount was applied to State audits and another audit is expected. Chairman Magee called for a motion to approve the monthly expenditures. Mr. Bolden made a motion to approve the monthly expenditures, the motion was seconded by Lt. Col. Ray Causey, and the motion carried with none opposed.

Moving to Other Business, Ms. Helfrich brought the Approval of Renewal of the Professional Services Agreement with Buford Goff and Associates, Inc. to the attention of the Commission. BGA provides Quality Assurance and Quality Control for the MSWIN project which includes the current BTOP data expansion at multiple sites as well as the activities associated with the remainder of the MICG grant project. Staff recommends to the Commission the renewal of the current contract with Buford Goff and Associates, Inc. through June 30, 2019, in an amount not to exceed \$361,300 for QA /QC consulting services. Staff received renewal approval from the ITS Board on May 18, 2017. Mr. McKee made a motion to approve the BGA contract renewal through June 30, 2019, for \$361,300, the motion was seconded by Mr. Steve Gray, and the motion carried with none opposed.

The next item under Other Business, Approval of Renewal of the MSWIN Facilities Maintenance Agreement with Motorola, was reviewed by Ms. Helfrich. The current agreement, under MSWIN #3429 contract, expires on June 30, 2017. Motorola has agreed to provide facilities maintenance services for an additional year at \$593,823.53. Services provided under the contract were reviewed. Ms. Helfrich recommended to the Commission the renewal of the current agreement with Motorola to provide facilities maintenance through June 30, 2018, for \$593,823.53. Lt. Col. Ray Causey made a motion to approve the Motorola facilities maintenance agreement renewal through June 30, 2018, for \$593,823.53, the motion was seconded by Chief Huff, and the motion carried with none opposed.

With no other business to discuss, the Chairman open the floor for discussion regarding the date of the July meeting. Chief Huff asked if there would be any scheduling conflicts due to the July 4th State Holiday. Ms. Helfrich expressed concern regarding staff having adequate time to prepare for the meeting. The Chairman announced that the next meeting will be on Thursday, July 13, 2017, 1:30 PM, meeting place TBD upon conference room availability. The Chairman entertained a motion to adjourn. Mr. Johnathan Brown made a motion to adjourn, seconded by Mr. Donald Loper, and the motion carried with none opposed. The meeting adjourned at approximately 2:14 PM.