

MISSISSIPPI WIRELESS COMMUNICATION COMMISSION
November 6, 2014 Meeting Minutes
Place: 6th Floor MDOT Conference Room
401 North West Street
Jackson, MS

Commission Members Present:	
MS Association of Fire Chiefs	Lariviere, Chairman Tom
MS Department of Public Safety	Magee, Mr. Ken
MS Department of Homeland Security	Barnes, Mr. Rusty
MS Emergency Management Agency	Brown, Mr. Bill
MS National Guard	Causey, Lt. Col. Ray
MS Department of Transportation	Huff, Mr. Willie
MS Department of Information Technology	Johnson, Mr. David
MS Department of Corrections	McAfee, Ms. Audrey
MS Highway Patrol	Smith, Mr. Tim
MS Department of Wildlife, Fisheries & Parks	Thornhill, Mr. Curtis
MS Department of Health	Vaughn, Mr. Wayne
MS Association of Police Chiefs	Waggener, Chief Perry
Advisory Board Members Present:	
MS Senate	Ward, Sen. Giles
Also in Attendance:	

Chairman Tom Lariviere called the meeting to order welcoming Senator Ward. Ms. Vicki Helfrich introduced Ms. Pam Montanari, Coordinator for the Mississippi region of the Department of Homeland Security’s Office of Emergency Communications.

Chairman Tom took a motion to approve the minutes from the October 2nd, 2014, meeting. The motion was made by Mr. Willie Huff. Lt. Col. Ray Causey seconded the motion and the motion passed with none opposed.

Ms. Helfrich gave the MSWIN Status Update discussing MOUs executed during the month of October; staff participation in events with the Department of Health; MSWIN system health issues (dynamic system resilience integration and acceptance testing); and the continuation of the second round of preventative maintenance in phases I and II. Ms. Helfrich reported that the number of users for October was 18,970 with a projection of 20,467 by the end of the fourth quarter, MSWIN network activity was 2,858,730 push to talks and 724 busies and she reported the top 20 users during the month. Ms. Helfrich also reported that staff attended meetings with two counties during October - Hancock County’s 911 board, which voted to move forward with a proposal to join MSWIN, and

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Warren County / City of Vicksburg, who is also working on a proposal to join MSWIN. The Staff is working with both of these entities on proposed system designs.

Mr. Bill Buffington reported on build out status stating that airspace clearance was obtained at Hancock County, but site compliance is still pending. He also reported due diligence has been assembled to file a package with FEMA for MICG grant funds to construct the site. He reported airspace clearance (320 feet) on all three sites at Camp Shelby was obtained and there is a construction permit. He discussed the Interior Department's request for the WCC to conduct an impact study at the Red Hill site and discussed a meeting held during October with Madison County and the City of Canton regarding enhancing their coverage and possibly building a site in Canton. He ended his report by mentioning that staff hopes to have four or five packages ready by end of year to submit to FEMA to enable the WCC to use MICG grant funds to pay for the equipment/construction of these towers.

Ms. Helfrich reported contract status is the same and she is still awaiting instructions from NTIA regarding MSWIN LTE and BTOP grant. She reported the WCC is beginning the process of renewing the SBA Towers' 24 tower lease contracts.

Mr. Huff asked for a definition of Dynamic System Resiliency (DSR) and Mr. Buffington explained it deals with master sites (a set of servers that operate each zone). There are three regions in the state that have separate master controllers and the WCC has one master site on wheels. He defined system resiliency as the master sites backing up one another. He said DSR shares the database, looks at permissions, controls radio configuration, handles switching, subscriber location, and controls radio traffic. He added that a plus to locals joining MSWIN is that they can save money by using our master sites and with DSR they have the added bonus of additional system redundancy. As of today, MSWIN's southern region will back up the northern region and we will be using the MSOW to back up the central region for a period of time. The WCC has been in discussions with DeSoto County joining MSWIN for several years and the possibility of them providing a fourth master site to the MSWIN system which will provide a back up for the central region of the state.

Chairman Waggener reported that the Procurement Committee did not have a meeting but had three items that needed to come before the full Commission. The City of Southaven requested a waiver of the 30 day rule and requested authority to purchase additional portable radios to operate on MSWIN. He then made a motion to grant the waiver, which was seconded by Lt. Col. Ray Causey and the motion carried. He then made a motion to approve the purchase totaling \$74,951.25, which was seconded by Mr. Wayne Vaughn and the motion carried. He also reported the Department of Public Safety requested a waiver of the 30 day rule and requested authority to purchase additional radios to operate on MSWIN. In order to qualify for discounts, they must execute a contract by month end. He made a motion to grant a waiver, which was seconded by Mr. Tim Smith and motion carried. He then made a motion to approve the purchase totaling \$374,320.00, which was seconded by Mr. Wayne Vaughn and the motion carried.

Chairman Waggener asked representatives from DeSoto County to describe their request to the Commission. James Powell, Chris Shelton and Greg Phillips were present from Desoto County and told the Commission they are requesting authority to implement an upgrade of their system in order to join MSWIN. They requested authority to purchase P25 system compliant equipment as well as to provide DSR capabilities for the MSWIN system. Chairman Lariviere asked how many agencies would be on the system and Desoto said five PSAPs with fire, police, county EMAs and possibly volunteer

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fire as well as soon as funding is available to purchase subscriber units. Desoto said Mr. Buffington's and Ms. Helfrich's assistance during the process of joining MSWIN was a great asset to them. Chairman Lariviere thanked Desoto for the compliment. Mr. Huff asked if their radios would be able to roam onto the system and Desoto said, yes, it will be seamless roaming.

Chairman Waggener made a motion to approve Desoto's request for a waiver of the 30 day rule for their procurement request, which was seconded by Mr. Ken Magee and the motion carried. He then explained the request would be in two parts because it was approved separately by Desoto's board. He made a motion to approve the first part of the request, which totaled \$8,965,240.00 for the system upgrades, which was seconded by Lt. Col. Ray Causey and the motion carried. He then made a motion to approve the second portion for APEX radio replacements and P25 flashes (1700 items consisting of programming and hardware), which totaled \$3,000,000.00. Ms. Vicki Helfrich said Desoto needed time to approve their minutes and recommended the motion be tabled until the next meeting. Chairman Lariviere tabled the motion until the December meeting and Chairman Waggener withdrew his motion.

Chairman Waggener then discussed Title 35, Par. 101, Chapter 1, Rule 1.5 of the Mississippi Wireless Communication purchasing guidelines asking the Commission to review the 30 day rule policy to include a provision for flexibility to approve requests from entities already associated with MSWIN. Mr. Huff said a rule change would need to go before the Governance Committee for review and then sent to APA for comments. He also added there is a guideline, rule or regulation that says if an entity spends \$100,000.00 or lifetime cost in one budget or fiscal year, it must come back for approval and the WCC needs to give the staff leeway on some of the rules asking the Commissioners to review all of the guidelines, rules or regulations (especially the bylaws) that may need to be changed in order to go to APA once for all of them.

Mr. Willie Huff then made the Governance/Interoperable Committee report saying the VOIP recommendations may be ready by December. He also said the Training Committee will be reviewing the staff's PowerPoint slides for the train-the-trainers program soon.

Mr. David Johnson reported that ITS met with the WCC Chairman and staff about the issues they've had concerning reporting, invoice payment, and challenges ITS has had with MAGIC. ITS has hired an outside contractor to get caught up on the work during October. He then made the report of expenditures for the first four months of FY15. Operating funds balance at the beginning of FY15 was \$10.8 million (which included both the general fund and the FY14 deficit that moved forward), cumulative expenditures were \$3 million, and the remaining balance at the end of October was \$7.8 million. He reported grant fund cumulative expenditures for to date were \$1.3 million and remaining balance was \$35.8 million. He reported the BTOP grant was in closeout. He reported some remaining balances in older funds the WCC does not have authority to spend, but said he is attempting to get those funds made available. He completed his report by saying ITS is working hard to get together the details of how much money will be available to meet the WCC's expenditures throughout the fiscal year and will have the answer at December's meeting. Mr. Huff inquired about the why money was spent out of the BTOP grant in October and Mr. Johnson said it was the final acceptance payment to Motorola for additional microwave equipment. Ms. Helfrich added it was approved by NTIA. Mr. Huff also asked why the utilities were \$59k in July, \$45k in August, \$24k in September, and \$125k in October. Mr. Johnson said there would be some inconsistencies in all categories, in particular utilities because there were some newly identified system problems and some of the utility bills that weren't paid in September were paid in October,

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but added ITS took quick action in remedying the problem. Mr. Huff asked if the WCC tower electricity had been turned off and Ms. Helfrich acknowledged that there were two sites disconnected. She explained the vendor was contacted and power was immediately restored. She also explained the process for payments of invoices in that the Commission submits invoices for payments to ITS, ITS makes the payments, and then DFA pays the vendor. There is no way for the staff to know if payments have been made without receiving that information from ITS. Chairman Lariviere added that he was glad to be inviting to the table to discuss the issues with ITS and he appreciated the efforts made by ITS and Mr. Johnson to remedy the situation. He then entertained a motion to accept the report and approve the expenditures and Chairman Waggener made a motion to accept the report and approve the expenditures, which was seconded by Mr. Bill Brown, and the motion carried.

Ms. Helfrich reported the MSWIN fee structure for radio services for public safety NGOs was ready for review. She proposed a two tier fee structure: one for non-profit NGOs and one for for-profit NGOs with \$30/device for non-profit and \$35/device for profit and additional charges for: base systems (\$50/month) and consoles or consolettes (\$100/month). She asked the Commission to approve the rate structure adding that all entities' equipment must be preapproved by the WCC for use on the MSWIN system; MOUs must be approved and executed before services will be provided; the entity must provide details of how they're going to use the system to ensure they are operating within the WCC's guidelines. She explained that the rates would be paid quarterly. Mr. Ken Magee asked who was handling the billing and she said the staff would handle it for now. She stated that if radios are lost or stolen, fees stay in place for the quarter, the radio can be disabled, but the account will remain active, and there's no charge to terminate the account. She added if an entity initializes a radio during the quarter, the WCC will prorate it at the next quarter, but any type of private entity is required to pay the fee prior to being provided services. Mr. Vaughn asked for clarification of the difference between a mobile and a base station and Mr. Buffington said the language would be added. Ms. Helfrich added the WCC cannot charge rates to make a profit - it is a cost-sharing, non-profit revenue mechanism and there are FCC guidelines that must be followed. Chairman Lariviere entertained a motion to approve the fee structure as presented. Mr. Vaughn made the motion and it was seconded by Mr. Huff. The motion carried.

The next monthly meeting will be held on December 4th, 2014, 1:30 PM in the MDOT 6th Floor Conference Room.

Chairman Lariviere took a motion to adjourn. Mr. Wayne Vaughn made the motion to adjourn and it was carried with none opposed.

The meeting adjourned at approximately 2:30 PM.