

**MISSISSIPPI WIRELESS COMMUNICATION COMMISSION**  
**January 8, 2015 Meeting Minutes**  
Place: Woolfolk Building - DFA, Room 145  
501 North West Street  
Jackson, MS

<b>Commission Members Present:</b>	
MS Department of Public Safety	Magee, Vice Chairman Ken
MS Department of Homeland Security	Barnes, Mr. Rusty
MS National Guard	Causey, Lt. Col. Ray
MS Association of Supervisors	Gray, Mr. Steve
MS Department of Transportation	Huff, Mr. Willie
MS Department of Information Technology	Johnson, Mr. David
MS Emergency Management Agency	Latham, Mr. Robert (Callender, Mr. Chad)
MS Department of Corrections	McAfee, Ms. Audrey
MS Department of Wildlife, Fisheries & Parks	Thornhill, Mr. Curtis
MS Association of Police Chiefs	Waggener, Chief Perry
MS Municipal League	Hinton, Mr. Chris
<b>Advisory Board Members Present:</b>	
<b>Also in Attendance:</b>	

Vice Chairman Ken Magee called the meeting to order and entertained a motion to approve the minutes from the December 4, 2014, meeting, as they were transmitted. Mr. Rusty Barnes made a motion to approve the minutes and it was seconded by Mr. Willie Huff. The motion carried with none opposed.

Ms. Vicki Helfrich gave the MSWIN Project Update for December mentioning MOUs with the Town of Walnut, Mississippi and Desoto County, Mississippi. She reported the WCC loaned out cache radios to Columbia PD, attended NCSWIC/SAFECOM meetings in Oklahoma, and issued special event talk groups and prepped cache radios for severe weather/tornados on December 23, 2014. She also mentioned the Communications Unit Leader (COML) class that will be held the last week of January 2015 at the Rankin County EOC. She reported on system health mentioning the 2<sup>nd</sup> round of the bi-annual preventive maintenance for HVAC are still in process and the generator PMs have also begun. She discussed the WCC is also handling generator, grounds, access road and tower light repairs as they are necessary. She reported the number of users for December was 19,519 and the projected number of users was 20,200 with 2,878,856 push-to-talks and 893 buses.

Mr. Bill Buffington reported on build out status reporting there was no significant change from the last meeting.

Regarding the Contract Status Update, Ms. Helfrich reported an amendment to the Towers of Mississippi due diligence contract is being finalized to allow the WCC to handle the due diligence paperwork necessary for the additional tower sites that we are locating across the state. The amendment should be finalized this month. She reported the SBA Towers leases are up for renewal

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and the renewals are set to begin on January 16, 2015, with a 10% increase on each. She reported everything has been reviewed, approved, and we are awaiting signatures from SBA. She reported no changes on the BTOP grant. She said no information has been received from NTIA regarding the state's request to retain the microwave equipment and dispose of the LTE equipment. The BTOP grant ended December 31, 2014, and the Governor's Office has filed for an extension (extensions must be filed every three months until the close-out process can be completed.)

Vice Chairman Magee asked if she anticipated the WCC having any problem meeting the January 16, 2015, deadline for the SBA tower lease renewals. Ms. Helfrich said the spending authority is there, but the leases renewals are not finalized. ITS is in the process of obtaining the signatures needed to finalize the leases.

Mr. Willie Huff asked if the WCC is eligible for another extension on the MICG grant that expires June 30, 2015, if the WCC would be asking for another extension, and if the WCC knows how much money is left that must be spent by the expiration date. Ms. Helfrich said the WCC will be asking for at least another year extension to finalize the grant because locating the sites and performing the due diligence has taken longer than expected. Regarding how much money is left for Change Order #10, she deferred to Mr. David Johnson. Mr. David Johnson said there is \$11.2 million on hand with \$3-4 million of that being unobligated (after we pay the balance of Change Order #10).

Ms. Helfrich reported the Budget Update stating the budget request for FY16 is \$12.6 million. She said since the last meeting the WCC has received the Legislative Budget Office's and the Governor's Office budget recommendations. She said the LBO's recommendation is \$10.6 million, \$10.1 million in general funds and \$500,000.00 in special funds, and the Governor's budget recommendation is \$10 million. She emphasized it is the first time the WCC has actually received a legislative budget recommendation above zero and it while this does leave the WCC approximately \$2 million short of their request, this is a much better start than in previous years. She also stated that the WCC greatly appreciates the Governor and members of the Legislature for their budget recommendation and support.

MS. Helfrich also reported for FY15 the WCC received an \$8 million fund appropriation and had a \$2 million carryover, which should be adequate for basic operating expenses as identified today through the end of the year. She said, however, the entire system comes out of warranty as of March 1, 2015, and, despite the fact that historical data is lacking in this regard, the WCC is attempting to develop an accurate estimate of the maintenance and repairs needed for the system in FY15 and the cost associated with these expenditures. She mentioned the WCC provided a FY15 deficit request placeholder to LBO for a \$1.9 million and we are attempting to decrease that amount, if possible.

Chairman Perry Waggener of the Procurement Committee had nothing to report.

Chairman Willie Huff of the Governance & Interoperability Committee handed out copies of the WCC's Purchasing Guidelines and Procedures for Wireless Products and Services asking the Commission members to review and suggest any changes to be made to the document and return it to him within 7-10 days.

Regarding the Report and Approval of Expenditures, Mr. David Johnson reported there has been a change in the reporting format in MAGIC and said the report ITS has been using as the standard report has some things they can't explain (negative numbers on the detail report). He is presenting the report as it came from MAGIC and if and when he finds any errors he will restate. He reported

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milestone payments from MICG totaling \$1.7 million and contractual services totaling \$10,920.00 to pay for the auditor. He reported \$603k in operating expenditures for the month of December, which leaves a balance of \$4 million in the General Fund Appropriation (22603) and the FY14 Deficit Carryforward (6460A) balance of \$2 million. He reported for the first time on Integrated Public Safety Communications (3360B), which is the WCC's generated revenue fund, with a beginning balance of \$202,787.80 consisting of the carryforward of insurance proceeds received in a prior year, which the WCC has authority to spend if needed in this particular year. He also said as the WCC generates revenue month-to-month, it will be reflected in this new fund. New revenue for the month of December totaling \$1,460.00 was reflected on the report. He reported the ending balance available in operating cash to end FY15 is \$6.3 million and he believes that is enough to last until the end of the year for normal operations, but anything over and above that may take a deficit. Mr. Rusty Barnes made the motion to approve the report and it was seconded by Lt. Col. Ray Causey. The motion carried with none opposed.

Vice Chairman Magee called for any other business. There was none.

The next monthly meeting will be held on February 5<sup>th</sup>, 2015, 1:30 PM, location TBA, but tentatively will be scheduled in the MDOT 6<sup>th</sup> Floor Conference Room.

Vice Chairman Magee took a motion to adjourn. Mr. Waggener made the motion to adjourn and it carried with none opposed.

The meeting adjourned at approximately 2:30 PM.