

**MISSISSIPPI WIRELESS COMMUNICATION COMMISSION
April 7, 2016 Meeting Minutes**

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

Commission Members Present:	
MS Association of Fire Chiefs	Lariviere, Tom (Chairman)
MS Department of Public Safety	Magee, Ken
MS Office of Homeland Security	Stacy, Delaine
MS Association of Supervisors	Gray, Steve
MS Department of Environmental Quality	Harrell, Richard
MS Department of Transportation	Huff, Willie
MS Department of Information Technology Services	Johnson, David
MS Sheriff’s Association	McAfee, Audrey
MS Highway Safety Patrol	Smith, Timothy
MS Department of Wildlife, Fisheries, and Parks	Thornhill, Curtis
MS Association of Police Chiefs	Waggener, Perry
Also Attending:	
DHS Office of Emergency Communications	Montanari, Pam
Governor’s Office	Ledbetter, Jay

Chairman Tom Lariviere called the meeting to order at 1:32 PM and welcomed everyone. He also recognized the presence of Pam Montanari, DHS Office of Emergency Communications, and Jay Ledbetter, Office of the Governor. The Chairman then provided time for the review of the minutes from the previous meeting on March 3, 2016, after which he entertained a motion to approve the minutes from the March 3, 2016 meeting, as they were transmitted. Mr. Willie Huff made a motion to approve the minutes as transmitted, the motion was seconded by Mr. Steve Gray, and the motion passed with none opposed. Chairman Tom Lariviere then provided time for the review of the minutes from the March 31, 2016 Special Called meeting via teleconference, as noted for the purpose of approving an exception to the Master Cellular Agreement on behalf of DHS. Mr. Perry Waggener made a motion to approve the minutes as transmitted, the motion was seconded by Mr. Willie Huff. The motion for approval passed with none opposed.

Ms. Vicki Helfrich gave the MSWIN Project Update for February 2016. She provided information on MOUs executed, radios loaned out, and special events the WCC staff participated in during the month. Special Event Talk groups were issued for multi-jurisdictional interoperability to MEMA for multiple severe weather events as well as flooding events and also for the Donald Trump and Ted Cruz campaign stops in Mississippi. Staff has continued coordination with Louisiana, Alabama, and Arkansas to develop an interoperability communications plan for interstate events. Staff also began the MSWIN Microwave system upgrade, completing Phase 1 at the master sites. The microwave upgrades are to be administered in phases with no significant impact or issues expected and a completion date for the entire system within the month. Ms. Helfrich noted grounds preventative maintenance continues and will be completed before June 1, 2016, when hurricane season begins. The HVAC monitoring project will be finalized this week. Ms. Helfrich also provided information on the number of current users on MSWIN, the number of users projected for the 2nd Quarter, the Top Twenty (20) MSWIN users, and MSWIN Top Ten (10) Talk groups by Airtime.

Mr. Bill Buffington gave an update on build-out status reporting the two Camp Shelby area sites are still on hold pending FCC final approval. Environmental Assessments are now Section 508 compliant and have been made public. Next steps include FCC approval on the public notices and then the posting of notices in the local newspapers and at local libraries which should occur in the next thirty days. Clearance/FONSI letters should be received in the next six weeks to begin construction on sites. Mr. Buffington also noted construction on the Hancock County site is almost complete with a “go live” date of April 16, 2016. Coverage issues in south west Mississippi should be resolved when construction is complete.

Ms. Helfrich gave an update on the contract status. She reported that the GS Holdings contract renewal is currently in process. After receiving quotes for generator maintenance, Taylor Power will provide one round of preventive maintenance on generators with a completion date of June 1, 2016. Ms. Helfrich noted a request has been submitted

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for the extension of the MICG Grant until June 30, 2017. She also provided an update on the storm damage received during Dec. 23 through Dec. 28, 2015, to sites #30308 and Batesville Main, both located in Panola County, MS. Batesville Main was previously transferred to the WCC from DPS. The storm damage included communication tower transmission lines, a radome, an equipment shed, awning, chain link fence on both the compound and perimeter, and downed trees and debris. The WCC is working with FEMA seeking repair reimbursements totaling around \$88,000. The majority is expected to be reimbursed. Repairs on both sites should begin shortly. Ms. Helfrich gave an update on the legislative front. The WCC's appropriation bill (Senate Bill #2914) originally included \$9.5 M general funds and \$500,000 special funds with 10 PINs. The House modified the bill to \$9.8 M general funds, \$500,000 special funds and 7 PINs. Staff has been in contact with Appropriation Committee Chairman Frierson and Chairman Clark, as well as our legislative advisors to ensure they understand our budgetary needs. The current FY17 budget request is \$11.1 M. This includes \$10.8 M general funds and \$250,000 in special funds. Staff is working to retain the 3 PINs removed from the House version of the appropriation bill. The WCC cannot continue to operate the Statewide System with only 7 PINs. 3 of the deleted PINs are technical staff. Currently, 3 WCC Technicians support over 24,000 MSWIN users. In addition, Commodities have increased due to the WCC losing beneficial access to the MDOT Radio Shop over the past year. MDOT Radio Shop has provided many services for the WCC including tower light repairs, diagnostics for site alarms, generators, HVAC systems, and other small equipment repairs. As a result of losing MDOT's assistance, the WCC has absorbed these costs resulting in an increase in Contractual Services and Commodities. The WCC will continue to work with the Legislature, but realize funding will most likely be even lower than current recommendations.

Chairman Lariviere called for the report of the Procurement Review Committee. Chairman Waggener reported one procurement request by Lowndes County to upgrade a console was reviewed by the committee. Staff and the Local Procurement Committee questioned the county's interoperability plan. Lowndes County presented an updated plan to add the necessary regional channels to their console with a letter pledging to do so. The plan was acceptable to the committee. The procurement committee did amend the original request from \$163,966.25 to \$168,951.25, allowing the addition of a MSWIN compatible radio to the console. The Procurement Committee approved the request.

Governance/Interoperability Committee Chairman Willie Huff reported that the Train the Trainer program for end users will begin April 13, 2016. Mr. Huff stated the committee has class rosters for a small number of trainers; however, the roster is expected to grow. At the last WCC meeting, MEMA Director Smithson offered face to face training at their facility, as well as did the Fire Academy. Continued work is being done on a self-explanatory one hour presentation for the Train the Trainer Program to have available for access, when needed. The governance/interoperability committee will meet in the next weeks to address several issues including FDMA radios still in operation on the system. FDMA radios are using capacity and as the number of MSWIN users grows the WCC needs to make sure every bit of capacity is available for TDMA radios on the MSWIN System. The MSWIN System is currently TDMA compatible and policy requires users to have a plan to migrate FDMA programmed radios to this standard. Mr. Ken Magee asked if there is a specific date, set by the committee, to gain compliance for migration from FDMA to TDMA. Mr. Huff noted that he is unsure of the timing noted in the rules but that he believes it is 18 months after notification. Mr. Huff noted in the startup of the MSWIN System radios first purchased by some agencies are not upgradeable and they may have to purchase TDMA compatible devices. The committee will discuss this further at the meeting. The committee has also received an unofficial request to allow use of Advanced Digital Privacy (ADP) encryption. Advanced Encryption Standard (AES) encryption has been previously adopted for use in MSWIN radios. ADP encryption is inherent in some radios and the encryption is proprietary to the vendor. The committee will review this and come back to the Commission for guidance.

Chairman Lariviere called for the report from the Cellular RFP Committee. Ms. Helfrich reported the cellular committee met Wednesday and finalized the consensus evaluation comparisons. She noted that one request for additional information was sent to a vendor. The committee will meet in two weeks to finalize selection, which will require full approval by the Wireless Communication Commission and the ITS Board. Final decision is expected to be presented at the upcoming June monthly meeting.

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Chairman Lariviere called for the report from the Broadband Committee. Mr. Ken Magee stated that the Broadband Committee has made multiple calls with NTIA in order to discuss three concepts the State has presented for the approval of the Mobile Tele-Assist System (MTAS). First, the Mobile Tele-Assist System (MTAS) was approved in the original grant which enables paramedics and emergency response vehicles to stream live data video back to MedCom for enhanced medical care. Second, a MS Public Safety Communications Broadband Medical Complex, which is a brick and mortar facility services for MedCom and statewide public safety agents to use in order to improve communications. And third, a mission critical data communication piece for utilizing data components of the MSWIN System to provide hosted AVL Solutions, hosted dispatch solution and expand the microwave backbone to public safety entities in the State. NTIA did provide feedback to the Broadband Committee on April 1, 2016, stating agreement to allow the State to proceed with the grant modification in the three proposed categories; however, they indicated the need for additional information in regards to the complex. Mr. Magee noted that Med-Com followed up with NTIA to provide the requested information. MedCom and the Broadband Committee will begin working on a grant modification and hope to have it ready to present to the full Commission at the upcoming May monthly meeting.

Mr. David Johnson gave the update on expenditures for the month of March 2015. Mr. Johnson noted \$626,000 in general funds expenditures for the month, leaving a remaining balance of \$3.6 M. Mr. Johnson noted there was no activity in the expenditures of grant funds and a small deposit in the amount of \$392 for program income. Chairman Lariviere asked if there were further questions on the expenditures. Mr. Willie Huff asked if program income could be spent using the same guidelines as grant monies. Mr. Johnson confirmed it can be spent in the same manner. Mr. Huff asked if this program income money is the special fund money the legislature is expecting us to spend per the budget request. Ms. Helfrich noted that the WCC intended to generate revenues (special funds) to spend on operating expenses; but, because the grant is still open, this money is classified as program income and can only be used for the same purposes as the grant. Mr. Johnson stated that once the grant is closed, program income would then be moved into the special fund and from that point further, be made available to spend in operations. Chairman Lariviere called for a motion to approve the monthly expenditures. Mr. Willie Huff made a motion to approve monthly expenditures, the motion was seconded by Mr. Perry Waggener, and the motion passed with none opposed.

Chairman Lariviere called for other business. Mr. Willie Huff noted in the last month, MDOT was able to transfer/convey microwave equipment to the WCC to allow counties, including Hancock and DeSoto Counties, to integrate into the MSWIN System. Resolutions were provided by both counties for these purposes. Mr. Huff stated MDOT has not had the manpower either to continue supporting the MSWIN system as in the past. Ms. Helfrich thanked and acknowledged appreciation for all of the ongoing support MDOT has provided; and noted that without the help of MDOT, the WCC would not have been able to acquire the microwave equipment needed to integrate Hancock and DeSoto Counties into the MSWIN System.

The next meeting will be on Thursday, May 5, 2016, 1:30 PM in Room 145 of the Woolfolk Building DFA at 501 North West Street, Jackson, MS.

The Chairman asked for a motion to adjourn. Mr. Steve Gray made a motion to adjourn and the motion passed with none opposed. The meeting adjourned at approximately 2:03 PM.