

**MISSISSIPPI WIRELESS COMMUNICATION COMMISSION
September 1, 2016 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 Emergency Management Agency	Smithson, Lee (Vice-Chairman)
MS Municipal League	Brown, Johnathan
MS National Guard	Causey, Lt. Col. 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 Office of Homeland Security	Ledbetter, J W (Jay)
MS Department of Corrections	McAfee, Audrey
MS Department of Environmental Quality	Sanders, Chris
MS Highway Safety Patrol	Smith, Timothy
MS Department of Wildlife, Fisheries & Parks	Thornhill, Curtis
MS Department of Health	Vaughn, Wayne
MS Police Chiefs	Waggener, Perry
Advisory Board Members Present:	
House Public Utilities Committee - Chairman	Beckett, Representative Jim

Chairman Ken Magee called the meeting to order at 1:30 PM and welcomed everyone. He also recognized the presence of Senator Terry Burton and Representatives Michael Evans and Jim Beckett. Chairman Magee then provided time for the review of the minutes from the previous meeting on August 4, 2016, after which he entertained a motion to approve the minutes, as they were transmitted. Mr. Perry Waggener made a motion to approve the minutes, seconded by Mr. Lee Smithson, and motion carried with none opposed.

Ms. Vicki Helfrich gave the MSWIN Project Update for August 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 for the marches in Lee County; Adams County Tri-Centennial Celebration Events; Bolivar County Active Shooter Exercise; Congressional Black Caucus Meeting in Tunica County; and for the Trump Campaign visit in Jackson. Staff developed the ICS 205 for marches in Lee County; also developed the ICS 205, in conjunction with USSS (United States Secret Service) with various state and local entities, for the Trump Campaign stop in Jackson; tested interop communication with counterparts in Louisiana and Baldwin County, Alabama; and continued working with officials in Tennessee to facilitate interoperability between the two statewide systems. Ms. Helfrich also provided information on the number of current MSWIN users, the number of users projected for the 3rd Quarter, the Top Twenty (20) MSWIN users, and MSWIN Top Ten (10) Talk Groups by airtime.

Mr. Bill Buffington gave an update on the MSWIN build-out status. Mr. Buffington reported that the acceptance testing is finished on the Hancock County site in Port Bienville and is operational, providing coverage for the West and South parts of the County with approximately 40 user affiliations. WCC is still working with the Camp Shelby sites for upcoming plans on construction. Final site walks and pricing are under way for the two sites. For Hinds County, staff is still awaiting the MOU to be finalized, as well as, the agreed transfer of tower sites to finish the technical portion for Hinds County to join the MSWIN Network.

Ms. Helfrich gave an update on the contract status. Ms. Helfrich reported no changes to the current contracts.

Ms. Helfrich noted a letter received from the US Secret Service expressing their gratitude for the use of the MSWIN System and the assistance from Mr. Dent Guynes during the recent Trump Campaign visit.

Ms. Helfrich then provided an update on the FY16 financials. The remainder of special funds expected

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to be retained (approximately \$60,000) was swept by the Legislature per SB No. 2362 from the Integrated Public Safety Communications Fund, leaving no funds to be carried over for FY17. The sources of this Fund were FEMA/MEMA and insurance reimbursements for storm damages. Staff intends to write a letter to the legislature asking for the remaining funds to be moved back to the special fund as these were reimbursements and not revenue. In addition, since the WCC no longer holds special fund authority, the FY18 budget request has reverted back to the original amount previously approved by the Commission totaling \$11.2 million dollars and the FY17 budget has been reduced to a final \$9,073,007 in general fund authority. The deficit request for FY17 totals \$1.35 million dollars. The deficit includes \$1.14 million dollars for system maintenance and the remainder to fund the three (3) vacant technical positions. A deficit request letter has been prepared for the Appropriation Chairs, copied to key government officials including the Governor and Lt. Governor, regarding the WCC's financial needs for FY17.

Chairman Magee called for the report of the Local Procurement Review Committee. Mr. Perry Waggener reported one procurement request was brought before the committee from Winston County in the amount of \$344,463.64 for the purchase of dispatch consoles and radios to be distributed between the Fire Department, Sheriff's Office and the City to fully utilize the P25 compliant MSWIN Network for better coverage than their existing system. The LPR committee reviewed the request and concurred with Staff to recommend approval of the procurement to the full committee. Mr. Buddy King, Winston County EMA Director, made additional comments on the project with consensus throughout the County to join MSWIN. Representatives from Winston County EMA were also present. Chairman Magee entertained a motion from the Committee. Mr. Waggener made a motion to approve the procurement request from Winston County in the amount of \$344,463.34. The motion was seconded by Mr. Vaughn and the motion carried with none opposed.

Chairman Magee called for the report of the Governance/Interoperability Committee. Mr. Huff welcomed Winston County in joining MSWIN and expressed his appreciation for their positive feedback regarding experiences in the past when utilizing the network. Mr. Huff had nothing further to report.

Chairman Magee then gave the report from the Broadband Committee. Chairman Magee reported that the committee has submitted a draft proposal to the NTIA (National Telecommunications and Information Administration) for comment. A conference call is scheduled with representatives from NTIA at 3pm today to hear their feedback in moving forward for preparation of the final grant modification to be filed with the grant administrator, NOAA (National Oceanic and Atmospheric Administration). Ms. Helfrich stated as soon as feedback is received and questions answered, a formal grant modification will be filed, hopefully as early as next week.

Chairman Magee called for approval of expenditures. Mr. David Johnson provided two reports, FY16 and FY17. For FY16, Mr. Johnson reported the August expenditures totaled \$525,000, fully expending all of general funds and zeroing out the balance for the end of the budget year. Mr. Johnson reported that the Integrated Public Safety Communications Fund had a remaining balance of \$59,283; however, Mr. Johnson stated the remaining funds are subject to Senate Bill No. 2362 per LBO and DFA, and will no longer be available for use by the WCC. The total expenditures from operating funds for FY16 were \$10,148,000. There was no grant fund activity for the lapse period. Chairman Magee asked if there were any questions in reviewing the FY16 expenditures as reported. With no further questions, Mr. Johnson moved to FY17 and reported \$589,000 was expended in the month of August leaving a balance of \$7.9 million. Mr. Johnson noted \$4,441.43 was received in program income grant funds for the month of August. Chairman Magee entertained a motion to approve the monthly expenditures as reported by Mr. Johnson. Lt. Col. Causey made a motion to approve the expenditures, seconded by Ms. Audrey McAfee, and motion carried with none opposed.

Chairman Magee asked for the next item on the agenda under Other Business. Ms. Helfrich presented the proposal for the WCC's contract on MSWIN site maintenance. The WCC has been handling site maintenance for grounds, generators, and HVAC for the past four (4) years, in-house by obtaining quotes, negotiating, and awarding separate contracts for each. On a daily basis one technician is assigned to dispatch/respond to site alarms and repairs. Also, one out of the three (3) technical positions rotate through an on-call duty assignment d 24/7. Invoice and contract processing takes significant amount of Staff time as well. With the recent budget cuts affecting the ability to hire

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additional positions, staff has been in negotiations with Motorola to exercise the site maintenance option in the current Motorola 3429 contract to minimize and stabilize costs while reducing staff time handling site maintenance services and repairs. The original contract price for the site maintenance option would have been close to \$1.6 million for one year. After examining the WCC's cost, Motorola has agreed to \$595,183 dollars for the 1st year with the option to extend the contract for four (4) years with a 2.5% increase totaling to \$612,850. As a comparison, the WCC has been spending around \$60,000 monthly on maintenance, which includes the additional cost of road repairs and storm damage repairs. At the Motorola proposed pricing, the WCC budget will still allow for these types of non-contracted incidentals. Motorola has agreed to give the WCC a credit for \$30,000 for FY17, as the WCC has spent this amount to cover repairs for the month of July 2016. Ms. Helfrich asked if there were any questions. Chairman Magee asked if the price would include tower light replacements. Ms. Helfrich stated that the Motorola agreement would cover up to twelve (12) tower lights (three beacon) annually. The plan is to refurbish tower lights and parts when possible, to minimize the expense of new parts. Ms. Helfrich noted that this provides the ability to possibly add a couple of tower sites to the contract. Mr. Waggener asked if the price would include Motorola providing equipment replacements. Ms. Helfrich confirmed that for the majority of equipment fails, the Motorola contract would cover and the WCC has budgeted for incidentals not covered under the contract. Chairman Magee asked if there were any further questions. Ms. Audrey McAfee asked if the contract with site maintenance option was exercised for only one year, would pricing be guaranteed at the same negotiated amount including the noted increase. Ms. Helfrich responded, yes. Chairman Magee then entertained a motion to approve the proposal given by Ms. Helfrich. Mr. Tim Smith made a motion to approve exercising the option in the current 3429 Motorola Contract for site and system maintenance for the 1st year cost at \$595,183, seconded by Mr. Tom Lariviere, and motion carried with none opposed.

Ms. Helfrich asked for clarification if the approval of exercising the option of site maintenance in the current 3429 Motorola Contract is for the additional four (4) years, or does the approval apply to only the first year. Chairman Magee responded that the approval is for the first year and will need be presented before the Commission on a year to year basis.

Chairman Magee asked for further business. Lt. Col. Causey stated that he is participating in the planning of a multi-agency three (3) day exercise that will take place at the end of January 2017 in Hattiesburg and MS Gulf Coast. The MS National Guard is sponsoring this event with participants from MEMA (MS Emergency Management Agency), MSDH (MS Department of Health), MSHS (MS Office of Homeland Security), and MDPS (MS Department of Public Safety), which will feature a search and rescue.

With no further business, the Chairman announced that the next meeting will be on Thursday, October 6, 1:30 PM in Room 145 of the Woolfolk Building at 501 North West Street, Jackson, MS.

The Chairman asked for a motion to adjourn. Mr. Vaughn made a motion to adjourn. The motion was seconded by Lt. Col. Causey, and the motion carried with none opposed. The meeting adjourned at approximately 2:03 PM.