

Board of County Commissioners Agenda Request 33

Date of Meeting September 12 2006
Date Submitted September 6 2006

To Honorable Chairman and Members of the Board
From Parwez Alam County Administrator
 Alan Rosenzweig Assistant County Administrator
Subject Acceptance of the Public Safety Communications September 2006 Status Report and Approval
 of the Memorandum of Agreement

Statement of Issue

This agenda item requests Board acceptance of the Public Safety Communications Board's September 2006 Status Report (Attachment #1) and the approval of the proposed Memorandum of Agreement with the City of Tallahassee and the Leon County Sheriff in regard to the creation of a joint dispatch center for the purposes of dispatching all law enforcement fire and emergency medical services (Attachment #2)

Background

In April 2006 the County City and Sheriff agreed to pursue the creation of a joint dispatch operation In addition the County City and Sheriff authorized the creation of the Public Safety Communication Board (PSCB) On May 9 2006 the Board directed the PSCB to start the process of consolidating the dispatching of law enforcement and emergency personnel A motion was made to allow the Board to continue to pursue the consolidation of law enforcement in the future if the action to create the PSCB failed within 180 days To date the PSCB has met a total of five times

The PSCB is the oversight Board responsible for the implementation and operation of a consolidated dispatch center The PSCB consists of the County Administrator Chair the City Manager, Vice Chair the Sheriff Tallahassee Chief of Police Tallahassee Chief of Fire Chief and the Leon County Chief of Emergency Medical Services or their designee

Analysis

On August 25 2006 the PSCB recommended that a status report highlighting the progress made by the PSCB be brought to the County and City Commissions This report focuses on the progress by the PSCB since their first meeting in June the PSCB has subsequently met three times All meetings are publicly noticed by the Leon County Public Information Office The minutes of the PSCB meetings can be found on the Leon County website (Attachment #3)

During the PSCB s August 25th meeting the Memorandum of Agreement was unanimously approved and it was recommended that the Agreement be brought to the County and City Commissions for approval The approval of this Agreement is necessary in order to formalize the Public Safety Communication Board and proceed with the consolidation of dispatch centers The following summarizes the content of the Memorandum of Agreement

- The County City and Sheriff agree to establish the PSCB to oversee the implementation and operation of a consolidated dispatch center
- The PSCB will replace the existing Management Oversight Committee established per the July 23 1999 Agreement regarding the 800 Mhz system
- A Director of Public Safety Communications will be responsible for the joint communications center and will be responsible for the daily operations and supervision of all employees of the

30

Public Safety Communications Center

- The County City, and Sheriff will mutually agree upon a location for the Public Safety Communications Center
- It is the intention of the County City and Sheriff to execute a Florida Statute Chapter 163 Interlocal Agency Agreement upon the completion of the initial development work of the PSCB

As a result of assuming the responsibilities of the Management Oversight Committee for the 800 Mhz system, the PSCB has had considerable discussion regarding the future of the radio communication system. The PSCB will consider the issuance of a Request for Proposals (RFP) at their next regularly meeting. The RFP is necessary to allow all communication options to be considered for an upgrade or replacement of the existing system. It is anticipated that the cost for upgrading or replacing the system could cost in excess of \$20 million.

The PSCB has requested County and City staff to begin the process of compiling potential sites for a Public Safety Communications Center. The location for the new facility will be mutually agreed upon by the County City and the Sheriff. It is anticipated that a new facility will need to be constructed and costs could exceed \$15 million. In aggregate, the cost for the radio communication system and constructing a new building could exceed \$35 million.

Options

- 1 Accept the Public Safety Communications Board September 2006 Status Report
- 2 Approve the Memorandum of Agreement with the City of Tallahassee and the Sheriff formally creating the Public Safety Communications Board and authorize the Chairman to execute the agreement
- 3 Do not accept the Public Safety Communications Board September 2006 Status Report
- 4 Do not approve the Memorandum of Agreement with the City of Tallahassee and the Sheriff formally creating the Public Safety Communications Board and authorize the Chairman to execute the agreement
- 5 Board Direction

Recommendation
Options #1 and #2

Attachments

- 1 Public Safety Communications Board September 2006 Status Report
- 2 Memorandum of Agreement with the City of Tallahassee and Leon County Sheriff
- 3 Minutes for the Public Safety Communications Board Meetings

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MEMORANDUM

DATE September 8 2006

TO The Honorable Chairman and Members of the County Commission
The Honorable Mayor and Members of the City Commission

FROM Parwez Alam County Administrator Chair of the Public Safety
Communications Board

SUBJECT Public Safety Communications Board September 2006 Status Report

In April of 2006 the County City and Sheriff agreed to the creation of a joint dispatch operation for public safety agencies The Joint Public Safety Dispatch System includes the Leon County Sheriff Leon County Emergency Medical Services Tallahassee Police Department and the Tallahassee Fire Department

The Leon County Board of County Commissioners City of Tallahassee Commission and the Leon County Sheriff authorized the creation of the Public Safety Communication Board (PSCB) as the oversight body for public safety communications The PSCB also replaces the Management Oversight Committee (MOC) established July 23 1999 agreement regarding the 800 Mhz system The members serving on this Board are the Leon County Administrator Chair the Tallahassee City Manager Vice Chair the Leon County Sheriff the Chief of Tallahassee Police Department the Chief of the Tallahassee Fire Department and the Chief of the Leon County Emergency Medical Services

It is the goal of the PSCB to improve services to the public by more efficient handling of both emergency and non emergency calls and more effective deployment of resources Consolidating the dispatching of all law enforcement and emergency personnel is in the best interest of the health and safety of all Leon County and City of Tallahassee residents

Since its inception the PSCB has been meeting on a regular and consistent basis The PSCB has agreed to annually select a Chairman and Vice Chair Additionally the PSCB has agreed to meet on a regular basis All meetings are publicly noticed by the Leon County Public Information Office In addition the agendas and minutes for the PSCB meetings can be found on the Leon County website

On August 25 2006 the PSCB recommended that a status report highlighting the progress made by the PSCB be brought to the County and City Commissions This report focuses on the progress by the PSCB since their first meeting in June the PSCB has subsequently met three times

Memorandum of Agreement

In order to formalize the creation of the PSCB and move forward with the consolidation of dispatch systems it has been recommended that the County and City Boards and the Sheriff enter into a Memorandum of Agreement. County, City and Sheriff's administrative and legal staff drafted a Memorandum of Agreement and which was unanimously approved by the PSCB during the August 25 2006 meeting.

The PSCB recommended that the Memorandum of Agreement be brought before the County and City Boards as well as the Sheriff in order to execute the agreement of consolidating dispatch centers and formalize the Public Safety Communication Board.

Developing an Implementation Plan

During the first meeting of the PSCB it was determined that in order to develop a consolidation plan for joint dispatch a consultant would need to be hired. The PSCB agreed that several issues relating to integration of various technology and other factors were too intricate for the PSCB to handle alone. Therefore the PSCB has taken the necessary step to hire a third party consultant.

County, City and Sheriff administrative staff worked together to draft a Request for Proposals (RFP) which addressed five scopes of work outlined by the PSCB during the June 8 2006 meeting. These scopes of work include the following: developing an implementation plan that may include personnel integration, technology integration, creation of a time line for integration, and the determination of financial needs. The RFP was issued in July under the City purchasing guidelines.

On August 25 2006 the PSCB received the responses to the request for proposals. The Board is currently in the process of reviewing and evaluating each one of these proposals. It is anticipated that within the next 30 days the PSCB will be issuing a recommendation to the County and City Commissions in order to hire the consultant who will assist the PSCB in developing an implementation plan for the public safety communication.

The Director of Public Safety Communications

In addition to hiring a consultant the PSCB has also begun to move forward with developing a job description for the Director of Public Safety Communications. On June 8 2006 the PSCB requested the County, City and Sheriff's Human Resources departments to create a job description for this position.

On June 27th the Human Resource departments of the County, City and Sheriff presented the PSCB with a job description for the Director of Public Safety Communications. As outlined within the job description and the Memorandum of Agreement the Director will be responsible for the joint communications center and will meet all requirements of and will perform all duties and obligations required of public safety communications director under applicable law. In addition PSCB will be responsible for the hiring of such a director and will ensure that at all times the Director is responsible for daily operation and supervision of all employees of the Public Safety Communication Center. The PSCB also determined that the Director can be terminated by the PSCB as a whole or by any one of the following independently: County Administrator, City Manager or the Sheriff.

The PSCB unanimously approved the job description. However, the PSCB agreed to wait until after a consultant has been selected and working with the PSCB before discussing the selection process for hiring a Director of Public Safety Communications.

Location of the Public Safety Communications Center

At the August 25th meeting, the PSCB recommended that County and City staff begin the process of compiling potential sites for a joint communication center in the event that the consultant's recommended actions indicated that so doing is the most effective way to operate in the future and that the appropriate officials of the County, City, and Sheriff's office agree with that approach.

It is anticipated that preliminary findings will be brought back to the PSCB during their next regularly scheduled meeting.

800 Mhz

On June 8, 2006, it was agreed upon by the PSCB that it would assume the responsibilities of the Management Oversight Committee for the 800 Mhz system. The Board was subsequently updated on the current condition of the 800 Mhz system (the radio communication system for the County, City, and Sheriff). On June 27, 2006, the Board appointed a Technical Subcommittee to advise the Board on the technical aspects of public safety communications. The subcommittee includes representatives from the County, City, Sheriff, and Police Departments. At the July 18, 2006, the PSCB received a presentation from Tusa Consulting regarding the current system and possible alternative solutions.

At the August 25, 2006, meeting, the PSCB had considerable discussion regarding the future of the communications system. To allow all options to be considered for the replacement or upgrade to the existing system, the PSCB has directed the Technical Sub Committee to finalize a Request for Proposal (RFP). The PSCB will consider the issuance of the proposal at their next regularly meeting. Due to the specific technical requirements of this RFP, a consultant may be utilized to assist in the drafting of the document.

Mutual Aid

At the June 8, 2006, meeting, the Sheriff and Police Chief discussed issues regarding the existing mutual aid agreement regarding law enforcement. Several pertinent points were made and modifications were presented to the PSCB for review. Due to the fact that the agreements are documents executed between the Sheriff and the City (TPD), a formal vote of approval was not necessary, however, the Sheriff and Police Chief concurred on the proposed changes.

MEMORANDUM OF AGREEMENT

THIS AGREEMENT, made and entered into this ___ day of _____ 2006, by and between LEON COUNTY a political subdivision of the State of Florida (hereinafter referred to as County) the CITY OF TALLAHASSEE a Florida municipal corporation (hereinafter referred to as City) and the LEON COUNTY SHERIFF a separately elected county officer of the State of Florida (hereinafter referred to as Sheriff")

WHEREAS, the County City, and Sheriff wish to enter into an agreement that will ensure the creation of a joint dispatch center for the purposes of dispatching all law enforcement fire and emergency medical services and

WHEREAS, currently the City dispatches Tallahassee Police Officers and the Tallahassee Fire Department the Sheriff's office currently dispatches Leon County Sheriff Deputies and Leon County Emergency Medical Services and

WHEREAS, consolidating the dispatching of all law enforcement and emergency personnel is in the best interest of the health and safety of all Leon County and City of Tallahassee residents and

WHEREAS, a consultant jointly hired by the City and County recommended that the dispatch functions for Fire and Emergency Medical Services be consolidated and

WHEREAS, at the April 25 2006 Board of County Commissioners meeting the Sheriff stated that the consolidated dispatch should include all emergency functions inclusive of law enforcement and

WHEREAS, on April 25 2006 the County agreed to the creation of a joint dispatch operation and

WHEREAS on April 26 2006 the City agreed to the creation of a joint dispatch operation and

WHEREAS, the Public Safety Communications Board (hereinafter referred to as PSCB) acknowledges that this Memorandum of Agreement may need to be revised to take into consideration future consultant recommendations

NOW, THEREFORE, in consideration of the following mutual promises covenants and representation set forth herein the sufficiency of which is being acknowledged the County City and the Sheriff hereby agree as follows

I Term The Term of this Agreement shall commence on the date on which it has been executed by all parties and shall end January 1 2011 unless replaced by a formal Florida Statutes Chapter 163 Interlocal Agency Agreement

II Public Safety Communications Board (PSCB)

- A The County City and Sheriff agree to establish the PSCB to oversee the implementation and operation of a consolidated dispatch center
- B The PSCB will consist of the County Administrator the City Manager the Sheriff Chief of Police Fire Chief and EMS Chief or their designee
- C In addition to any other responsibilities the PSCB will replace the existing Management Oversight Committee (MOC) established per the July 23 1999 Agreement regarding the 800 Mhz system
- D The PSCB will annually select a Chairman and Vice Chairman
- E The PSCB will meet on a regular basis but no less than four times a year

III Director of Public Safety Communications

- A The County City and Sheriff agree that throughout the term of this agreement (including extensions thereof) a Director of Public Safety Communications will be responsible for the joint communications center and will meet all requirements of and will perform all duties and obligations required of a *public safety communications director under applicable law*
- B The PSCB will be responsible for the hiring of such a director and will ensure that at all times the Director is responsible for daily operations and supervision of all employees of the Public Safety Communications Center
- C The Director can be terminated by the PSCB as a whole or by any one of the following independently County Administrator or City Manager or the Sheriff

IV Location The County City and Sheriff agree that the location for the Public Safety Communication Center will be mutually agreed upon by all parties

V Implementation Plan

- A The PSCB will be responsible for the development of an implementation plan
- B The PSCB may utilize a consultant in developing the implementation plan
- C The implementation plan may include but not be limited to personnel integration technology integration creation of a time line for integration and the determination of financial needs

VI Subsequent Agreements It is the intention of the City County and Sheriff to, upon completion of this initial development work execute a Florida Statute Chapter 163 Interlocal Agency Agreement with a term of not less than ten years

IN WITNESS WHEREOF the Parties hereto through their duly authorized representative have executed this Public Safety Communications Consolidation Agreement as of the date first written above

LEON COUNTY FLORIDA

CITY OF TALLHASSEE
FLORIDA

LEON COUNTY SHERIFF
FLORIDA

By _____

By _____

By _____

BILL PROCTOR Chairman of
the Board of County
Commissioners

JOHN R MARKS III Mayor
of the City of Tallahassee

LARRY CAMBPELL Leon
County Sheriff

ATTESTED TO

ATTESTED TO

By _____

By _____

ROBERT B INZER Clerk
Leon County Florida

GARY HERNDON City
Treasurer Clerk

APPROVED AS TO FORM

APPROVED AS TO FORM

APPROVED AS TO FORM

By _____

By _____

By _____

HERBET W A THIELE Esq
COUNTY ATTORNEY

JAMES R ENGLISH Esq
CITY ATTORNEY

ALAN GRINER Esq
SHERIFF ATTORNEY

**Minutes for the June 8, 2006
Public Safety Communications Board Meeting**

- 1 Action to date by the Sheriff City and County Commissions
The Sheriff County and the City Commissions agreed to combine all communications in regards to public safety and created the Public Safety Communication Board
- 2 Nomination of Chair and Vice Chair for the PSCB
Parwez Alam Chair
Anita Favors Thompson Vice Chair
- 3 PSCB replacing the existing 800 MHz Management Oversight Committee (MOC)
PSCB replaces the MOC
It was recommended that Don DeLoach brief the Board on the current issues in front of the MOC
- 4 Broad Policy and Direction
 - a Current and future statues of all existing dispatch employees
Board agreed on the assessment that no one should lose their job as a result of the consolidation Existing dispatch employees will remain employees of their respective agencies
 - b Authority of all dispatchers to dispatch any units legally available to provide services (i.e. Police Sheriff Fire EMS)
Discussion occurred regarding the authority for all dispatchers to dispatch units Specifically discussion between the Sheriff and Police Chief involved the existing mutual aid agreement and the City Police Officer s role in responding to calls in the unincorporated area

Anita Favors suggested looking at the Mutual Aid agreement at the PSCB meeting in order to determine if any modifications to the Mutual Aid agreement will be required with the implementation of the joint dispatch

Risk management issues were also raised as a possible avenue that needs to be reviewed

Parwez Alam addressed the issue of the immediate future of the two dispatch centers The Board agreed that each center would continue to operate in its current fashion until an agreement is reached regarding the implementation plan
- 5 Next steps
 - a Issuance of a Request for Qualifications (RFQ) for purposes of hiring a consultant to develop consolidation plan emphasis on immediate steps that can be taken prior to actual physical consolidation occurring
Publish an RFQ, the RFQ would be published in the appropriate industry journals
RFQ scope is to include the following
 - Personnel integration
 - Technology integration
 - Location for the dispatch center
 - Financial (setting the budget)
 - Time Line

**Minutes for the June 8, 2006
Public Safety Communications Board Meeting
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5 Continued

Out of these responses the PSCB will choose a limited number to provide a response to a more detailed Request for Proposal (RFP)

Representatives for the Sheriff Scott Bakotic County Alan Rosenzweig and City yet to be determined will be responsible for drafting the RFQ

- a Development of Tri party inter local agreement Sheriff City and County
An agreement is to be drafted between the Sheriff City and County and brought before the County and City commissions A draft of this agreement will be presented at the next PSCB meeting
- b Begin drafting a job description for a Director of Public Safety Communications proceed with parallel process of RFQ and hiring
A job description for the Director of Public Safety Communications is to be drafted between the County and City Human Resources Department with input from all members of the PSCB It was suggested that each Board member be interviewed by the County/City HR in order to get a description of what each entity is looking for in the Director

ICMA and the Association of Public Safety Communication Officers were suggested search sites for possible job descriptions and research

- c Funding and compilation of existing Budgets
Compile all current expenditures for dispatch from Police Sheriff Fire and EMS

6 Next meeting date

June 27 2006 at 11 00am in City Hall – every meeting there after will be held on the second and fourth Thursday each month

On the agenda for the June 27th meeting

- MOC presentation in regards to critical technology and the current status of the MOC (invite Mr Don DeLoach)
- Discussion of the Mutual Aid Agreement
- Review the Draft Tri party Interlocal Agreement
- Review the Draft R F Q
- HR information for the Direction of Public Safety Communications

Meeting adjourned at 12 15pm

**Minutes for the June 27, 2006
Public Safety Communications Board Meeting**

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City Manager Anita Favors – Thompson asked to amend the agenda and move Item #7 the MOC presentation by Don DeLoach to the beginning of the agenda. In addition, the City Manager requested that Item #6 the discussion of the Mutual Aid Agreement be postponed until the next meeting. The Board unanimously approved.

- 1 MOC presentation regarding the critical technology and current status of the MOC (by Mr. Don DeLoach)

Mr. DeLoach stated during his presentation that there are four items that the PSCB will need to address in the future: Motorola digital upgrade proposal, Tusa Report rebanding, and emergency testing of the system. He recommended that the Tusa consultant make a presentation to the PSCB.

Discussion occurred amongst the Board in regards to the presentation including rebanding, renewal of maintenance agreements, 6809 controllers, and acquiring spare controllers.

The County Administrator recommended that the PSCB appoint a Technical Advisory Committee to help address some of the more technical issues of public safety communications. The City Manager agreed but expressed her concern over the appointment of too many subcommittees and that the number of subcommittees be kept to a minimum. The County Administrator concurred.

The City Manager moved to appoint Don DeLoach, Pat Curtis, and Gene Griffin to the Technical Advisory Committee, seconded by Chief McNeil with an amendment to add Jeanine Gauding to the committee. The motion and the amendment passed unanimously.

- 2 Approval of the June 8, 2006 minutes

Sheriff Campbell moved, seconded by Chief Quillin, to approve the June 8, 2006 minutes. The motion passed unanimously.

- 3 Appointment of Alternates to serve on the PSCB in the event that a member may not be able to attend – will be voting members

The following alternates were appointed to serve on the PSCB:

County Administrator Parwez Alam, Assistant County Administrator Alan Rosenzweig,

City Manager Anita Favors – Thompson, Assistant City Manager Rick Fernandez,

Sheriff Larry Campbell, Major Scott Bakotic,

Chief Tom Quillin, Deputy Chief Chad Abrams,

Chief Cindy Dick, Deputy Chief Steve Anderson,

Chief McNeil, Deputy Chief John Proctor.

Sheriff Campbell moved, seconded by the City Manager, to approve the appointment of alternates. The motion passed unanimously.

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4 Review the Tri party Interlocal Agreement

City Attorney Jim English spoke of liability issues that could possibly affect the PSCB. He recommended that the PSCB draft an agreement based on Florida Statutes Chapter 163. Under this agreement the PSCB will become a separate entity.

An additional *Whereas* clause is to be added to the Interlocal Agreement that addresses the fact that the PSCB will be hiring a consultant to make recommendations regarding the implementation of the joint dispatch and the PSCB recognizes that the interlocal agreement will need to be revised to take into consideration the consultants recommendations.

Section I Terms will need to be amended to include a reference that a newly elected Sheriff will have six months after taking office to terminate the agreement.

City Attorney Jim English, County Attorney Herb Thiele and Major Alan Grner are to formalize the 163 agreement and make the necessary changes. In addition the agreement is to be brought before the County Commission, the City Commission and the Sheriff for approval at the next Board meeting. The PSCB will be issued copies of the 163 agreement.

The City Manager moved, seconded by Chief Dick and Sheriff Campbell to allow City Attorney Jim English, County Attorney Herb Thiele and Major Alan Grner to formalize the 163 agreement and make the necessary changes. The motion passed unanimously.

5 Review the Draft RFP

Under the required submittals the following adjustments were made to the point system:

- Experience and Expertise – 40 points
- References and Past Performance – 25 points
- Approach and Method – 20 points
- M/WBE – 10 points
- Local Requirement – 5 points

In addition an amendment to Section III was added:

C. The selected consultant will need to meet with each member of the PSCB in order to refine the scope of services in order to provide a well detailed written recommended solution for the consolidated dispatch center.

Chief Dick moved, seconded by Chief McNeil to approve the changes to the RFP and allow the City to issue the RFP as soon as possible. The motion passed unanimously.

**Minutes for the June 27, 2006
Public Safety Communications Board Meeting
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Attachment # 1
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- 6 Review of the HR information regarding the Director of Public Safety Communications
PSCB agreed to wait to until after the selected consultant has been working for a month before discussing the selection process for hiring a Director of Public Safety Communications with the consultant

- 7 Discussion of the Mutual Aid Agreement
MOVED TO THE JULY 17 2006 MEETING

- 8 New Business
Chief McNeil addressed his concerns in regards to E 9 1 1 and 911 and how the two systems would be included in the consultant s study as it relates to the joint dispatch consolidations Based on discussion the PSCB agreed to amend the scope of services in the RFP to include an additional clause (see #5)

- 9 Next Meeting Date
July 17 2006 at 11 30am in Fire Station #1

On the agenda for the July 17th meeting

- Discussion of the Mutual Aid Agreement
- Presentation by the TUSA consulting company in regards to the consultants report and recommendations
- Review of the 163 Agreement
- Update of the progress of the RFP

Meeting adjourned at 1 20pm

**Minutes for the July 18, 2006
Public Safety Communications Board Meeting**

1 Approval of the June 27 2006 minutes

Chief McNeil moved seconded by the City Manager to approve the June 27 2006 minutes The motion passed unanimously

2 Presentation by Tusa consulting company in regards to the consultants report and recommendations

The presentation was made by Nick Tusa

After the presentation Sheriff Campbell shared with the Board a press release from the Governor's office on July 14 2006 The press release discussed the implementation of the State Law Enforcement Radio System (SLERS) by the state of Florida

Sheriff Campbell moved seconded by Chief McNeil to have the Technical subcommittee develop a limited set of requirements in order to have Motorola and M/A Com update previously submitted proposals The requirements will take into consideration the issues identified by Tusa Consulting Chief McNeil requested that the requirements are APCO P25 compliant The County Administrator requested and the Sheriff agreed that the set of requirements developed by the Technical subcommittee do not exclude any one vendor's proposal from consideration due to self imposed requirements The motion passed unanimously This limited scope of work will be brought to the next PSCB meeting

The County Administrator also expressed concerned over the proposed location of a new radio tower at Myers Park It was suggested that perhaps other another site location would be more beneficial

Chief McNeil moved seconded by the City Manager that the Technical Subcommittee include alternatives for the tower site at Myers Park as part of the updated proposals by Motorola and M/A Com The motion passed unanimously

3 Review of the Interlocal Agreement

The City Manager moved seconded by Chief Dick that the final approval of the Interlocal Agreement be placed on the next meeting's agenda The motion passed unanimously

4 Update of the progress of the RFP

Don DeLoach reported that the RFP was issued on July 8 2006 and closes on August 8 2006 Currently 45 vendors have downloaded the RFP application The vendor list and discussion on how to move forward with the selection process will be conducted at the next PSCB meeting

5 Discussion of the Mutual Aid Agreement

Chief McNeil expressed his satisfaction with the changes that were made to the Mutual Aid agreement by the Sheriff's office Due to the fact that Mutual Aid agreements are part of the Sheriff's responsibility a vote for approval by the PSCB was not necessary

**Minutes for the July 18, 2006
Public Safety Communications Board Meeting
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5 Continued

The Sheriff provided case law that clarifies his ability pursuant to the mutual aid act to grant law enforcement authority to police officers in the unincorporated areas of Leon County. In addition, the Sheriff shared a survey showing that the majority of Florida Sheriffs patrol and answer calls for service within the incorporated areas of their respective counties.

6 Next Meeting Date

August 15, 2006 at 11:30am Leon County Sheriff's Office 2nd Floor Citizens Training Academy

On the agenda for the August 15th meeting

- Final approval of the Interlocal Agreement
- Report by the Technical Subcommittee regarding the limited scope of work for the re-submittal of the Motorola and M/A Com proposals
- RFP results and discussion on how to move forward with the selection process

Meeting adjourned at 1:10pm

**Minutes for the August 25, 2006
Public Safety Communications Board Meeting
11 00 A M**

- 1 Approval of the July 18 2006 minutes
The City Manager moved seconded by Chief Dick to approve the July 18 2006 minutes The motion passed unanimously
- 2 Review of the RFP results and discussion on how to move forward with the selection process
The City Manager moved seconded by the Sheriff to have the Board serve as the selection committee for the RFPs The motion passed unanimously

The RFPs were presented to the Board by Ed Rodriguez City of Tallahassee Purchasing Department Ed Rodriguez instructed the Board to work individually and not to have any contact with the vendors while evaluating the RFPs It was also stated that in the event that a Board member has question regarding the technical aspects of the RFP he/she may consult with the Technical Subcommittee Ed Rodriguez provided the RFPs to Gary Johnson in the MWBE Department for evaluation regarding this criterion

The City Manager requested that the Board conduct a special meeting within two weeks in order to discuss the RFPs City purchasing will need to notice this meeting in order to remain compliant with City Purchasing rules The meeting and location is yet to be scheduled

- 3 Approval of the Memorandum of Agreement
Chief Quillin moved seconded by the City Manager to approve the Memorandum of Agreement The motion passed unanimously

The County Administrator stated that the County intends to bring the Memorandum of Agreement to the County Commissioners at the next Board meeting The City Manager agreed and added that agenda item should also include a status report from the County Administrator the City Manager and the Sheriff on the progress of the PSCB Both the Memorandum of Agreement and the PSCB status report will brought to the County and City Commissions on September 12th and 13th meeting

- 4 Report by the Technical Subcommittee
Presented by Don DeLoach The Technical Subcommittee formulated a listed of limited technical requirements regarding the re submittal of Motorola and M/A Com proposals as directed by the PSCB during the July 18th meeting However on August 23 2006, the Technical Subcommittee was presented with an alternative proposal by Motorola to update the current 800 Mhz system Based on this proposal and discussion the Technical Subcommittee has presented the Board with three options and the pros and cons of each one
 - i Accept the Motorola Analog Upgrade Proposal
 - ii Continue the Competitive Bid Process
 - iii Accept the Motorola Digital Upgrade Proposal

Both the City Manager and Chief McNeil expressed concern with moving forward with an analog upgrade in regards to spending more money without getting any more technology

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4 Continued – Report by the Technical Subcommittee

The Sheriff voiced concerns with Motorola and the timeliness of the analog update proposal Don DeLoach stated the MOC reviewed the Motorola analog upgrade proposal 2 ½ years ago and decided that an upgrade was not affordable at that point in time

The Sheriff suggested that the Board continue with a competitive bid process in order to determine the best option for public safety and the tax payers In addition a competitive bid process will allow the Board to review various costs life expectancies and the maintenance costs for different radio communication systems

The County Administrator and City Manager inquired about the feasibility of returning back to option 1 or option 3 in the event that all proposals are rejected Don DeLoach indicated that the Board could reject the proposals and return to the remaining options

Chief McNeil stated that he is not a proponent of one vendor over another vendor but that the current system is Motorola and they have an advantage primarily due to fact that they are the current vendor The Chief indicated that he feels that in a few months the Board will be facing the same situation and opting to go with the Motorola Digital upgrade

The City Manager inquired about the possibility of an option that will allow for a competitive bid for an APCO P 25 compliant system and at the same time will allow for an upgrade of the current system Don DeLoach indicated that it was not possible and the only immediate solution to fix the Orange Avenue and downtown problems was to move forward with an upgrade

The County Administrator asked if option 2 would allow SLERS to submit a proposal Don DeLoach indicted that option 2 would not allow SLERS to submit a proposal due to the fact that it is not currently APCO P 25 compliant

As a result of the above discussed the Sheriff moved seconded by the City Manager to adopt option 2 and conduct an RFP for radio communications that will allow all vendors who are APCO P 25 compliant or plan to be APCO P 25 compliant in the future to bid The draft RFP will be discussed at the next regularly scheduled PSCB meeting The motion passed unanimously

The Sheriff moved seconded by Chief Dick to allow Tusa Consulting to assist in the compiling the requirements for the RFP as well as allow the County Administrator and the City Manager to approve the cost of hiring Tusa The motion passed unanimously

**Minutes for the August 25, 2006
Public Safety Communications Board Meeting
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5 New Business

Chief McNeil expressed concern regarding the E911 and its inclusion in the Memorandum of Agreement as well as how to include in PSCB discussions. The County Administrator stated the E911 will be discussed once the consultant has been selected for the overall consolidation of the Public Safety Communications.

In addition, discussion relating to the hiring of a Public Safety Communications Director will be addressed once the consultant for the overall consolidation of the Public Safety Communications has been selected.

6 Next Meeting Date

The next meeting is to be scheduled in two weeks and will be a special meeting of the PSCB. The Board will meet to evaluate the RFPs relating to the selection of a consultant for the overall consolidation of Public Safety Communications.

The next regularly scheduled meeting is to be scheduled.

On the agenda of the next regularly scheduled meeting:

- Review of the RFP for Radio Communications (i.e. 800 Mhz)
- Update on the selection process for hiring a consultant regarding the overall consolidation of the Public Safety Communications
- Discussion regarding the location of a Public Safety Communications Center

Meeting adjourned at 12:20 p.m.