

## Board of County Commissioners Agenda Request 18

Date of Meeting     January 23 2007  
Date Submitted     January 17 2007

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 Board January 2007 Status Report

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**Statement of Issue**

This agenda item requests Board acceptance of the Public Safety Communications Board s January 2007 Status Report (Attachment #1)

**Background**

In April 2006 Leon County City of Tallahassee and Leon County Sheriff's Office agreed to pursue the creation of a joint dispatch operation In addition, the County, City and Sheriff authorized the creation of the Public Safety Communications 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 The Board decided to continue to pursue the consolidation of law enforcement in the future if the action to create the PSCB failed within 180 days

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

**Analysis.**

At the September 12 2006 meeting the Board accepted a status report from the PSCB As part of the discussion the Board directed that periodic status reports be prepared In addition the minutes from the PSCB meetings since September 2006 are included as Attachment #2 All PSCB status reports meeting agendas and meeting agenda packets are maintained and available on the County s web site

As part of the site selection process for locating the joint dispatch facility the PSCB has also been considering other facilities that could be co located Included in this process has been the County s Emergency Medical Services (EMS) facility At this point in time the County has selected an architect and identified the location to be at the corner of Blair Stone and Miccosukee Roads While evaluating the benefits of locating the EMS facility with the joint dispatch facility it was determined that remaining at the currently selected site provided greater efficiency to EMS

- The Blair Stone/Miccosukee location is generally equal distance between the two hospitals. After ambulances leave the hospitals they need to return to the EMS facility for purposes of restocking their vehicles. Given the proposed location the drive time has been minimized for returning a vehicle to service. There are no other locations in Leon County that could provide this significant benefit.
- The Blair Stone/Miccosukee location is adjacent to the County's Fleet operation.
- If EMS is included as part of the site selection process for the joint dispatch facility this will necessarily require that the joint dispatch site be enlarged. If at the conclusion of the siting process it is determined that the Blair Stone/Miccosukee site is a better location then the joint dispatch location would have been oversized. This would have potentially removed smaller sites for the joint dispatch facility from being considered.
- The EMS facility is further along in the development process and would be delayed significantly if included in the joint dispatch process.

**Options.**

- 1 Accept the Public Safety Communications Board January 2007 Status Report
- 2 Reaffirm the location of the Emergency Medical Services (EMS) facility at the intersection of Blair Stone/Miccosukee Roads
- 3 Do not accept the Public Safety Communications Board January 2007 Status Report
- 4 Board Direction

**Recommendation**

Options #1 and #2

Attachments

- 1 Public Safety Communications Board January 2007 Status Report
- 2 Minutes for the Public Safety Communications Board Meetings

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# MEMORANDUM

**DATE** January 16 2007

**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 January 2007 Status Report

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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

This report focuses on the progress by the PSCB since the September 12 2006 status report

## Memorandum of Agreement

On Dec 13 2006 Chairman Ed DePuy Mayor John Marks Sheriff Larry Campbell the County Administrator the City Manager Chief McNeil Chief Dick and Chief Quillin signed the Memorandum of Agreement formalizing the creation of the PSCB and moving forward with the consolidation of dispatch systems The ceremonial signing took place in the Capitol Courtyard

### 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.

On September 8 2006 the PSCB evaluated and ranked five proposals. During the October 27 2006 meeting the PSCB heard oral presentations from the top four firms. At the conclusion of the presentations the PSCB agreed to retain the original rankings from the September 8 2006 meeting. The PSCB unanimously agreed to select Winbourne and Costas, Inc to serve as the consultant to develop a consolidation plan for the creation of a joint dispatch center.

Winbourne and Costas Inc primary services include public safety emergency communications (911) command center design and integration technology planning and implementation management, and emergency management planning and support. Winbourne and Costas Inc have partnered with a local M/WBE firm Morris Allen and Associates who will assist with 911 and telecommunications.

Winbourne and Costas Inc have been working closely with all members of the PSCB and staff to ensure timely completion of the final report. A preliminary report is anticipated to be completed and presented to the PSCB by February 8<sup>th</sup> meeting.

### 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 27<sup>th</sup> 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.

On January 11 2007 the PSCB addressed the selection process for the Public Safety Communications Director. Winbourne and Costas advised the PSCB to refrain from hiring a Director until an infrastructure was in place for the Center. The PSCB agreed to revisit the selection process for the Public Safety Communications Director until after the consultant's final report.

### Emergency Operations Center

During the December 7 2006 meeting the PSCB directed that a discussion of the EOC be placed on their January 11 2006 meeting At the January 11 2006 meeting the PSCB discussed the issue of co locating an EOC with the Joint Dispatch Facility Issues raised during the discussion included whether or not this issue was part of the PSCB s charge would the EOC be a co located consolidated etc facility or would the EOC be located in the same vicinity Comments were also made that for purposes of efficiency several counties across the state are moving towards creating a facility that includes dispatch, traffic management and EOC The PSCB ultimately directed that for purposes of planning the site selection process should include enough land for inclusion of an EOC – the point being made that this was not the PSCB s ultimate decision to make

### Location of the Public Safety Communications Center

On December 7<sup>th</sup> 2006 the PSCB reviewed and discussed preliminary site locations for the Public Safety Communications Center (Center) In addition the Capital Area Chapter of the American Red Cross and the City of Tallahassee Traffic Management Center expressed their interest in co locating their new facility in the same vicinity as the Center Both recently gave presentations to the PSCB

#### *Capital City Chapter of the American Red Cross*

On December 7 2006 Chris Floyd Interim Director of the Capital Area Chapter of the American Red Cross gave a presentation to the PSCB Mr Floyd stated that it was in the best interest of the Capital Area Chapter to co locate its building on the same campus as the Center Mr Floyd indicated that the Capital Area Chapter is interested creating a campus center for emergency management The Capital Area Chapter has \$4.5 million to allocate toward the project Mr Floyd stated that if land was donated towards their project that the Red Cross would be able to contribute funds toward site infrastructure

#### *City of Tallahassee Traffic Management Center*

On December 7 2006 Gabriel Menendez Director of Public Works for the City of Tallahassee gave a presentation to the PSCB regarding the Traffic Management Center Mr Menendez stated that State of Florida intends to contract with the City to monitor traffic flow The state has started setting aside funds toward funding a portion of the facility In addition Mr Menendez stated that the PSCB has a unique opportunity to include traffic management into the Center facility

On January 11 2006 members of the PSCB and staff toured the City s Traffic Management Center The members of the PSCB and staff viewed the City s Advanced Traffic Management System which places cameras at 65 intersections across the county

#### *Location*

On December 7 2006 the PSCB reviewed and discussed seven preliminary site locations for the Center Upon discussion the PSCB decided that due to height restrictions the Tallahassee Airport should be removed from the list In addition Pat Curtis Leon County MIS Director commented on the complexities in technology issues related to the landfill site This site was also removed from the list The City Manager requested that the PSCB tour the five remaining

sites for the Center

On December 19 2006, the PSCB and staff toured the remaining five potential sites for the Center. The following sites were observed by the PSCB and staff:

- o City of Tallahassee 2310 Miccosukee Road – behind Leon County Public Works Buildings (11 acres)
- o City of Tallahassee Public Works – Generally bounded by Miccosukee Road Centerville Road and I 10 (429 acres)
- o Leon County Easterwood/Weems – located between the Armory and Animal Shelter (17 acres)
- o Leon County 411 Paul Russell Road – Fairgrounds (50 acres)
- o The following site was not visited during the PSCB tour due to small acreage of building land City of Tallahassee 2803 Jackson Bluff Road (8 acres)

On January 11 2007 the PSCB agreed to develop site selection criteria for the location of the Center. The PSCB will be reviewing the criteria at the February 8<sup>th</sup> meeting.

#### Radio Communications

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 PSCB receives a status report on the operational issues of the 800 Mhz system at every meeting. In addition the PSCB appointed a Technical Subcommittee to advise the PSCB on the technical aspects of public safety communications. The subcommittee includes representatives from the County City Sheriff and Police Departments.

In order 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). Due to the specific technical requirements of this RFP a consultant assisted in the drafting of the RFP.

On August 25 2006 the PSCB directed that Technical Subcommittee to design a RFP to upgrade our current Simulcast Analog 800 Mhz System. Due to the specific technical requirements of this RFP a consultant assisted in the drafting of the RFP. The PSCB directed the Technical Subcommittee to design an RFP that allowed open competition and would take into account all options that the PSCB should consider. After much discussion the Technical Subcommittee decided that Tusa Consulting would design an RFP that would allow open competition on an APCO Project 25 Phase I 800 Mhz System. This RFP was completed and is anticipated to be released on January 29 2007.

In order to meet the directive of the PSCB to address all other options the Technical Subcommittee proposed the following three sole source options in addition to issuing an RFP for an APCO Project 25 Phase I 800 Mhz system:

1. A formal letter will be sent to MACOM with criterion established for coverage and subscriber units and a request for a proposal to become a part of the State Law Enforcement Radio System (SLERS)
11. A formal letter will be issued to Motorola to provide a proposal to install an

- analog upgrade to the current existing system
- iii A formal letter will be issued to Motorola to provide a proposal for a digital upgrade to the current system This upgrade would only upgrade Public Safety subscribers

All of these items will be released at the same time with proposal dates due back to the Technical Subcommittee within 120 days The result of these four options will give the PSCB the best information on how to proceed Based on the proposals received and in consultation with Tusa, the Technical Sub Committee will recommend which option best meets the needs of the radio users It is the Technical Sub Committee s intent to provide the PSCB all of the information available so that a decision on how to proceed can be made with confidence

**Minutes for the September 8, 2006  
Public Safety Communications Board Meeting  
11 15 A M**

Attachment # 2  
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Note Two members of the PSCB were absent Chief Dick and Chief Quillin Both members submitted their ranking sheet in sealed envelopes which were both opened at the meeting by Ed Rodriguez City of Tallahassee Purchasing Department

2 Discussion regarding the Joint Dispatch Consultant Proposals

The RFP results were calculated and presented to the PSCB After the initial ranking the cost proposals of all five firms were opened by Ed Rodriguez City of Tallahassee Purchasing Department and read out loud to the PSCB The following table illustrates the results for the five proposals that were submitted for the joint dispatch project consultant

Firms	Total Points	Cost
Winbourne & Costas Inc	479	\$81 640
Elert & Associates	477	\$80 000
Advanced Concepts Inc	468	\$72 890
Enterprise Technology Partners LLC	456	\$148 192
Tusa Consulting Services	419	\$178 020

Sheriff moved seconded by the Chief McNeil to interview the top three firms Winbourne & Costas Inc Elert & Associates and Advanced Concepts Inc These three firms will present a 30 minute oral presentation to the PSCB during the September 21<sup>st</sup> meeting Ed Rodriguez was directed to conduct reference checks on the three firms with assistance The motion passed unanimously

1 Approval of the August 25 2006 minutes

The Chief McNeil moved seconded by the City Manager to approve the July 18 2006 minutes The motion passed unanimously

3 New Business

The City Manager asked that a budget for the PSCB be discussed The County Administrator suggested that for the present time the County and City equally share the costs incurred by the PSCB specifically the cost for the two consultants The City Manager agreed

Technical Subcommittee met with Tusa Consulting on Sept 7 2006 to discuss drafting an RFP for radio communication (800 Mhz) Don DeLoach stated that the subcommittee will have an RFP completed and ready for the PSCB s approval at the September 21<sup>st</sup> meeting

The September Status report of the PSCB will be presented to both the County and City Commission The report will be sent from the Chair of the PSCB The PSCB status report is on the County Commission s September 12<sup>th</sup> agenda and on the City Commission s September 13<sup>th</sup> agenda

**Minutes for the September 8, 2006  
Public Safety Communications Board Meeting  
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4 Next Meeting Date

The next regularly scheduled meeting is to be held on September 21<sup>st</sup> at 12 00pm in the Tallahassee Room of City Hall

On the agenda of the next regularly scheduled meeting

- Review of the R F P for Radio Communications (i e 800 Mhz)
- Oral presentations will be conducted by Winbourne & Costas Inc Elert & Associates and Advanced Concepts Inc
- Discussion regarding the location of a Public Safety Communications Center

Meeting adjourned at 11 55 p m

**Minutes for the October 27, 2006  
Public Safety Communications Board Meeting  
11 23 A M**

- 1 Approval of the September 8 2006 minutes  
The moved City Manager seconded by the Chief McNeil to approve the September 8 2006 minutes The motion passed unanimously
- 2 Status of Memorandum of Agreement  
A formal signing ceremony in November will occur to execute the Memorandum of Agreement The exact date and place will be agreed upon by the County, City and Sheriff
- 3 Oral Presentations were given following firms for the Joint Dispatch Consultant
  - i Enterprise Technology and Maximus
  - ii Winbourne and Costas Inc
  - iii Advanced Concepts Inc
  - iv Elert and Associates

The PSCB asked each consultant a series of questions regarding each firm's presentation At the conclusion of the four presentations, the PSCB agreed to keep the original rankings from the September 8 2006 meeting

The City Manager moved seconded by Chief McNeil to enter into negotiations with Winbourne and Costas Inc to serve as the overall consultant for the consolidation of the joint dispatch centers If negotiations fall through with Winbourne and Costas the PSCB will begin negotiations with the second ranked firm Elert and Associates The motion passed unanimously

The PSCB directed the Technical Subcommittee to begin negotiating the contract with Winbourne and Costas The County Administrator requested that Alan Rosenzweig be appointed to the Technical Subcommittee for the purposes of negotiating the contract

Chief Dick moved seconded by the City Manager that Alan Rosenzweig be appointed to the Technical Subcommittee for the purposes of negotiating the contract with Winbourne and Costas The motion passed unanimously

The County announced its intent to bring an agenda item to the Board of County Commissioners on November 14 2006 agenda for approval of the contract The City announced that a similar agenda item will be brought to the City Commissioners on November 15 2006

- 4 New Business  
Leven Magruder requested that to add discussion of Governor's Inauguration and FAMU connecting to the City's fiber optic system to the next PSCB meeting agenda

**Minutes for the October 27, 2006  
Public Safety Communications Board Meeting  
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- 5 Next meeting date/location – establish standing meeting date/time  
The PSCB agreed to meet every 2<sup>nd</sup> and 4<sup>th</sup> Thursday at 11 30 am – with alternating locations

Next meeting date November 9 2006 at 11 30 a m

- 6 Possible agenda topics for the next meeting to include the following
- i Review of the RFP for radio communications (i e 800 Mhz)
  - ii Discussion regarding the Governor s Inauguration
  - iii Approval of FAMU connecting to the City s fiber optic system
  - iv Preliminary discussion regarding the location of a Public Safety Communications Center
  - v Possible partnerships for funding of facility
    - 1 Red Cross
    - 2 State of Florida Traffic Management Center (TMC)

Meeting adjourned at 2 42 p m

**Minutes for the December 7, 2006  
Public Safety Communications Board Meeting  
11 34 A M**

- 1 Approval of the October 27 2006 minutes |  
The Sheriff moved seconded by the Chief Dick to approve the October 27 2006 minutes The motion passed unanimously
- 2 Update on issues regarding the existing 800 Mhz System  
Leven Magruder 800 Communications System Manager, presented the PSCB with an update regarding the existing 800 Mhz System
  - i The system continues to perform satisfactorily for Public Safety and local Government personnel
  - ii FAMU PD requests permission to use one TPD DATA system ID for the purpose of testing the COT DATA system throughout the FAMU campus This is consistent with approval granted previously to FSU PD FAMU is interested in establishing a DATA system and connectivity to the COT DATA platform in some capacity
  - iii City and LCSO resources are heavily involved in the planning and later operations during the Governor's inauguration activities We are committing personnel and resources to this commitment
  - iv 800 MHZ Rebanding required by the Federal Government is proceeding very slowly A letter was attached from the City Attorney in Washington hired for rebanding helping to explain the delay in progress

The City Manger moved seconded by Chief Quinn to grant FAMU PD permission to use TPD DATA system ID for the purpose of testing the COT DATA system throughout the FAMU campus The motion passed unanimously

- 3 Status of joint dispatch consultant contract with Winbourne and Costas  
Ira Grossman Consultant with Winbourne and Costas presented a brief report to the PSCB
- 4 Update regarding the Radio Communications Request For Proposal  
Don DeLoach Chief Information Systems Officer updated the PSCB on the current status regarding the radio communications RFP Tusa, a consultant hired to draft the RFP has completed a draft RFP and the Technical Subcommittee is in the process of reviewing the draft

The County Administrator requested the RFP be completed for review by the PSCB at their next meeting January 11, 2007 Mr DeLoach stated that the Technical Subcommittee will attempt to meet this goal

**Minutes for the December 7, 2006  
Public Safety Communications Board Meeting  
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5 Possible partners for co location

o Capital Area Chapter of the American Red Cross

Chris Floyd Interim Director of the Capital Area Chapter of the American Red Cross gave a presentation to the PSCB The Capital Area Chapter is looking break ground by next summer for a new building and is interested creating a campus center for emergency management This campus center would hopefully include the Joint Dispatch Center Mr Floyd stated that he has \$4.5 million to allocate toward the project Mr Floyd stated that if land was donated towards their project that the Red Cross would be able to contribute funds toward site infrastructure

o State of Florida Traffic Management Center (TMC)

Gabriel Menendez Director of Public Works for the City of Tallahassee gave a presentation to the PSCB regarding the Traffic Management Center Mr Menendez stated that State of Florida intends to contract with the City to monitor traffic flow The state has started setting aside funds toward funding a portion of the facility In addition Mr Menendez stated that the PSCB has a unique opportunity to include traffic management into the Joint Dispatch facility

The City Manager requested that during the PSCB s next meeting that they tour the Traffic Management Center in City Hall The PSCB will be touring the Traffic Management Center on January 11 2007 at 11 00 am

The County Administrator stated that the County in the process of hiring an architect for construction of an EMS building The current location planned is the corner of Blairstone and Miccosukee The County Administrator also stated that he liked the idea of a campus concept for emergency management and determinate on the location and timing the County and PSCB may consider adding the EMS building to the campus concept

The Sheriff stated that he agreed with the campus concept for emergency management The Sheriff stated that he believed it would be important to include all emergency management and that this would be a perfect opportunity to address including an Emergency Operations Center in the campus concept

**Minutes for the December 7, 2006  
Public Safety Communications Board Meeting  
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- 6 Preliminary discussion regarding the location of a Public Safety Communications Center  
The PSCB reviewed the recommended potential site locations for a Public Safety Communications Center. The PSCB decided that due to height restrictions the Tallahassee Airport should be removed from the list. In addition Pat Curtis Leon County MIS Director commented on the complexities in technology issues related to the landfill site.

The City Manager requested that the PSCB tour the five remaining sites for the Public Safety Communications Center. The PSCB will tour the potential land sites on December 19, 2006 at 9:00am. The PSCB will meet behind City Hall (on Duval Street) in order to begin the tour.

- 7 New Business  
None

- 8 Next meeting date  
Date January 11, 2007  
Time 11:00am\* to 1:30pm  
Location City Hall

\*Note PSCB will tour the Traffic Management Center in City Hall at 11:00am. The PSCB regularly scheduled meeting will begin at 11:30am.

- 9 Possible Agenda Topics for the Next Meeting
- i Acceptance of the Status Report regarding the current 800 MHz System operational issues
  - ii Status Report from Winbourne and Costas
  - iii Review of the Radio Communications Request For Proposal
  - iv Follow up regarding the tour of the potential site locations for the Joint Dispatch Center
  - v Discussion regarding the Emergency Operations Center
  - vi Discussion regarding the status of the selection process for the Public Safety Director

The Sheriff moved, seconded by the City Manager to adjourn the meeting. The motion passed unanimously.

Meeting adjourned at 12:30 p.m.

**Minutes for the December 19, 2006  
Public Safety Communications Board  
Potential Land Sites Tour**

The members of the Public Safety Communications Board and staff toured the potential land sites for the Public Safety Communications Center. The following sites were observed by the PSCB and staff:

- 1 City of Tallahassee Public Works – Tree Farm  
2310 Miccosukee Road – behind Leon County Public Works Buildings  
11 acres
- 2 City of Tallahassee Public Works – Real Estate  
Generally bounded by Miccosukee Road, Centerville Road, and I 10  
429 acres
- 3 Leon County Tom Brown Park – Easterwood/Weems  
The land is located between the Armory and Animal Shelter  
17 acres
- 4 Leon County Fair Grounds  
411 Paul Russell Road  
50 acres

The following site was not visited during the PSCB tour due to small acreage of building land:  
City of Tallahassee Parks and Recreation – Jackson Bluff  
2803 Jackson Bluff Road – adjacent to the ball parks  
8 acres