

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

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 8th 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 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.

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 7th, 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:

- City of Tallahassee: 2310 Miccosukee Road – behind Leon County Public Works Buildings (11 acres)
- City of Tallahassee: Public Works – Generally bounded by Miccosukee Road, Centerville Road, and I-10 (429 acres)
- Leon County: Easterwood/Weems – located between the Armory and Animal Shelter (17 acres)
- Leon County: 411 Paul Russell Road – Fairgrounds (50 acres)
- 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 8th 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:

- i. 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).
- ii. 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.