

Public Safety Communications Board

**Leon County
City of Tallahassee
Leon County Sheriff
Tallahassee Fire Department
Tallahassee Police Department
Leon County Emergency Medical Service**

(The following attachments are for the October 10th meeting)

Agenda
Public Safety Communications Board Meeting
October 10, 2008

Meeting Time and Location: 11:00 a.m. 2nd Floor Community Room, Renaissance Building

1. Approval of the June 26, 2008 PSCB Meeting minutes (Attachment #1)
2. Acceptance of the Status Report Regarding the Current 800Mhz System Operational Issues (Attachment #2)
3. Status Report Regarding the New Radio Communication System
4. Discussion Regarding the Migration of the CAD/RMS for the Leon County Sheriff's Office and Leon County Emergency Medical Services. (Attachment #4)
5. Approval of the Recommendation for the Program Manager of the Public Safety Communications Building (Attachment #5)
6. Discussion Regarding the Status of the Recruitment for the Public Safety Communications Director. (Attachment #6)
7. New Business
8. Next meeting date:
 - Date: November 2008
 - Time: T.B.A.
 - Location: Community Room in the Renaissance Building
9. Possible agenda topics for the next meeting:

**Minutes for the June 26, 2008
Public Safety Communications Board Meeting
10:14 A.M.**

Note: Two member of the PSCB was absent: City Manager Anita Favors-Thompson and EMS Chief Tom Quillin. The City Manager was represented by her alternate: Assistant City Manager Rick Fernandez. Chief Quillin was represented by his alternate: Deputy Chief Chad Abrams.

1. Approval of the May 9, 2008 minutes:

The Chief Dick moved, seconded by the Sheriff, to approve the May 9, 2008 minutes. The motion passed unanimously.

2. Acceptance of the Status Report Regarding the Current 800Mhz System Operational Issues:

Don DeLoach, Chief Information Officer for the City of Tallahassee, presented the June 2008 Status Report.

Chief Dick moved, seconded by Chief Jones, to approve the June 2008 Status Report. The motion passed unanimously.

3. Status Report Regarding the Purchase of the New Radio Communication System

i. TCC Letter of Intent (Attachment #3 ii)

The PSCB received and accepted TCC's letter of intent.

4. Discussion Regarding Next Steps for Joint Dispatch:

i. Status of the Program Manager RFP

Tom Brantley, Leon County Facilities Manager, gave a brief presentation on the status of the Program Manager RFP. Mr. Brantley stated that the RFP has been distributed and the responses are due on July 16th. The RFP was directly mailed to 40 of the top 100 Program Manager firms in the United States as well as widely advertised to industry magazines and distributions. These actions were taken in an effort to attract the most qualified firm. Once the proposals were submitted, the Selection Committee would review the proposals and present their recommendations to the PSCB. The PSCB would then interview the selected the proposals and make a final recommendation to the County and City Commissions.

Mr. Brantley also stated that he would like to parallel the RFPs for an architect and construction manager at risk. Mr. Brantley stated that he would like to present an agenda item to the County to approve the publication of the RFPs. The City will consider placing a similar item on their agenda for informational purposes. The PSCB agreed and requested that Mr. Brantley finalize a draft copy and distribute before a decision is made to agenda the request to publish the RFPs.

ii. Recruitment of the Director Position

The County Administrator opened the floor for discussion relating to the hiring of the Director for Public Safety Communications. Mr. DeLoach gave a brief presentation relating to the virtualization of the Leon County Sheriff Office's and Tallahassee Police Department's dispatching. This virtualization would provide a temporary fix for the dispatching systems in order to share equipment and technology prior to consolidating into a single facility.

**Minutes for the June 26, 2008
Public Safety Communications Board Meeting
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ii. Continued: Recruitment of the Director Position:

A brief discussion occurred relating to the Director's responsibilities prior to consolidation. The Sheriff mentioned that perhaps it was better to wait until those responsibilities could be determined, especially in light of the possible virtualization of the dispatching services. The County Administrator stated that in the past it has taken the County and City awhile to jointly hiring someone for these types of positions. He said the same could be true for Director of Public Safety.

Lillian Bennett, Leon County Human Resources Director, stated that last year she received several responses to the job announcement. However, when she called to schedule interviews several respondents already accepted a new position. Mrs. Bennett restated that these positions are in high demand given the current climate relating to important of emergency response.

The County Administrator acknowledged Mrs. Bennett's comments and stated that in light of this information perhaps the PSCB should publish the job announcement. Chief Dick agreed. Chief Dick stated that at least people in the industry will be talking about the new position in Tallahassee and therefore generate more interest in this project.

The Chief Dick moved, seconded by the Sheriff, to authorize the publication of the job announcement for the Director of Public Safety Communication. The motion passed unanimously.

5. New Business:

6. Next meeting date:

The PSCB agreed to hold their next meeting during the month of September. A meeting date will be determined at a later date.

Date: TBA

Time: TBA.

Location: TBA

7. Possible agenda topics for the next meeting:

- i. 800 MHz Status Report
- ii. Update on New Radio Communications Project
- iii. Project Manager RFP Presentation of Recommendations
- iv. Status Report on the RFP for Architects and Contraction Manager at Risk.
- v. Status Report on the Recruitment for the Director Position

MEMORANDUM

DATE: October 10, 2008

TO: Public Safety Communications Board

FROM: Leven Magruder, 800 MHz Communications System Manager, City of Tallahassee

SUBJECT: Monthly Status Report for the 800 MHz System

System:

The system continues to perform satisfactorily for Public Safety and local Government personnel.

1. Continued our monthly Maintenance & Support meeting with First Communications, Motorola Service, RCD and Public Safety representatives.

Infrastructure:

1. Continue system Site maintenance and refurbishment activities.
2. Prior to recent tropical storms all sites inspected, tanks topped off and generators tested.
3. After storms, sites again inspected for damage. One tower light repaired at Crooked Rd.
4. Repaired air conditioner at Spray field (2), Prime site and Blocker sites, Panther Creek, Myers Park and Crooked Rd.
5. Assisted Water department with Microwave licenses for SCADA with FCC
6. Repaired Quantar Repeater at panther Creek
7. Repaired notification intercom and paging system at TFD Station 1.
8. Upgraded paging system at all TFD stations.
9. Renewed annual generator maintenance agreement.
10. Lightening damage repairs to generators at Prime site and Myers Park completed.
11. Basement of TPD houses all batteries for TPD Dispatch consoles and Prime site Central Electronics Bank (CEB). Building air conditioner has been modified and is no longer adequate. Installing a split system air conditioner to cool both sets of batteries in this room. Work is ongoing.
12. Repaired electric service and UPS problem at Panther Creek.
13. Placed mobile generator at Blocker site as the permanent generator was repaired and brought back into service.
14. Leak in Prime site equipment shelter roof repaired.

Voice:

1. Resolved microwave interference in TPD "A" district communications.
2. Water Utilities have lost use of COT cell phones. We have conducted review and retraining of personnel for proper operation of hand held radios. Some radios required reprogramming and refurbishment.
3. Conducted system coverage tests in the Woodville area for County Animal Control management. Voice communications were intelligible with some degradation in some south areas at the Leon county boundary.
4. Replace radio control station at TFD # 8.

Data:

N/A

Installation/ Removal:

1. Special installation of city vehicles that are being replaced in fleet.
2. Installation of equipment in numerous TPD vehicles at TPD location.

Site

1. Continue site maintenance and support.
2. Replace lights on towers that have burned out.
3. Inspection and analysis of Easterwood and Myers Park site with Motorola and their tower vendor. Results have indicated that each foundation will require additional engineering modifications.

Security:

1. With the advent of the P25 system and anticipated delivery of several millions of dollars of equipment to the various sites, request that TPD and LCSO continue to increase security patrols to the various sites.
2. TPD is conducting a security assessment at the various sites and will prepare a report of recommendations to improve security.

800 MHz Replacement RFP No 0091-07-KR-RC: Digital P 25 Project

1. Conducted bi-weekly Progress reports with Motorola and City/County Implementation team concerning system installation schedule.
2. Planned installation activities and RCD personnel observed standards of adherence to Negotiated Agreement requirements.
3. Continue to provide support to various Motorola site survey and investigation activities and vendor personnel.
4. Met with Public Safety agencies to coordinate a final review of templates and talkgroups to provide optimum InterOperable communications and provided all information to Motorola engineering.
5. Removed all unnecessary equipment for existing sites for ease of installation of P25 Digital equipment.
6. Participated in Motorola factory System Staging 6-10 & 11 in Illinois. A number of persons from the participating agencies also attended: TPD-3, TFD-2, LCSO-2, EMS-1, COT Radio-4, Leon County-1, and COT Electric-1.
7. System Staging was successful. Documents were signed that approves the functional operation of the system in a test environment.
8. Tusa Consultant also attended and approved processes.
9. Installed new equipment shelter, fuel tank, generator and electrical service to Hopkins site.
10. Continue to pursue permits and environmental approvals for Myers Park and Easterwood sites.
11. Received final FAA approval for Myers Park.
12. Delivery of all D/C battery systems to existing sites, install, activate and test.
13. Delivery and initial installation of new P25 FNE to all existing sites.
14. RCD & vendor staff participated in Haz Mat training required to work at Hopkins Plant.
15. Revised Fail-soft frequency plan created with priority given to Public Safety agencies. Provided to Motorola for implementation

Continued: 800 MHz Replacement RFP No 0091-07-KR-RC: Digital P 25 Project

16. All existing sites were analyzed by Fla. P.E. for structural analysis for addition of P 25 system infrastructure. Due to revised Fla. Building codes, two sites towers, Prime & Blocker failed with the current loading and cannot accommodate any additional installation.
17. These two towers must be remediated before P25 installation may proceed.
18. State coordinated effort with City & County property control personnel for tagging assets.

Procurement

1. Moved procurement, stocking, issuance and inventory of small parts to COT warehouse.

Funding

1. Reg 2 Public Safety Inter Operable Communications (PSIC) Project received state approval for funding of emergency communications project for 13 counties.
2. RCD waiting for State of Florida spending authority and release of funds.
3. Annual Analog VOICE & DATA maintenance agreement is being renewed in October.

Regional Domestic Security Task Force

1. Participated in RDSTF funding meeting in Orlando
2. Participated in RDSTF funding meet in Jacksonville
3. Coordination with Regions 2, 3, 4 & 5 for InterOperable communications equipment under the PSIC grant.
4. Coordinated MOU between LSCO and State Department of Emergency Management for MARC communications trailer in support of SOF Fire Marshall and Forestry.
5. Participated in Reg 2 meeting with FDLE concerning yearly funding priorities and strategies.
6. Participated in request for Home Land Security grand for additional 700/800 MHz communications equipment under the H S Fire grant.
7. Repaired air conditioner and electrical upgrade in EDICS tow vehicle.
8. Participated in Reg 2 RDSTF school safety meeting.
9. A full discussion is needed about the Public Safety InterOperable Communications (PSIC) grant. I need a determination from the board as to our participation in accepting and implementing the grant project.

Interoperability:

1. Continued Florida Interoperability Network (FIN) training to support RDSTF efforts within Region 2
2. Participated in several planning meetings in support of the RDSTF exercises planned for Reg 2 and Leon County.
3. New tech assigned to IO responsibility. Additional efforts are being performed to verify system operation and training plan for RCD staff for upcoming exercises.
4. New SOPs for all RDSTF equipment being developed.

Audit 6014

1. Final report on 800 Analog System submitted to City Manager and accepted
2. There are several Audit items that require the attention of the PSCB for resolution.
3. Over the next several meetings these will be brought to the Board for your consideration.
4. All Standard Operating Procedures must be completely reviewed and revised to accommodate the new operational capabilities of the P25 technology.

Rebanding:

1. The City of Tallassee is the license holder for all of the 800 System frequencies.
2. Participate in weekly planning and coordination conference calls with Motorola, our Consultant, SAIC and our Washington attorney.
3. Now participating in series of mandatory negotiations with Transition Authority [TA] Mediator (attorney), Sprint/ Nextel [S/N] negotiator & attorney and City team.
4. Provided documentation to S/N, SAIC, Motorola and Legal for consideration of Nextel providing Combiners to the existing sites (The P25 Digital system is purchasing new combiners at the two new sites).
5. Very close to getting final approval and agreement from S/N for the procurement at S/N cost for 18 new combiners for all current six sites. [value to City 800 system of between \$400 & \$500K].
6. Participated in seminar by TA in Ocala for determining common business practices for 800 Rebanding within and between regions.
7. Formalized process for submitting all cost delivery forms Proposal Review Worksheet (PRW) to S/N.
8. Submitted request for extension of time for FRA activities through end of November '08
9. Legal, SAIC and RCD coordinate and propose strategy to submit funding request to Sprint/Nextel to obtain credit for Analog Rebanding efforts to be applied to Digital P25 system implementation.
10. To be Rebanded radios that must be turned in to S/N and must be destroyed. I will accept a "Certificate of Destruction" from Motorola that indicated the Method of Procedure and assurance that our equipment is properly disposed off.
11. It is our intent to not conduct actual Rebanding of the Analog system, but rather to get from S/N a "credit" back to City & County for the value of the upgrade. This funding is to be used to off set the P25 costs and to upgrade our infrastructure.
12. Negotiations for Proposal Review Workbook (PRW) should be concluded in conference call 10-06-08. These documents will support the FRA, along with SOW & MOP.
13. All FRA documents and agreements must be review, approved and signed by COT Management by Nov. 11, 2008.

Red Cross

N/A

Audio

N/A

Options:

1. Approve the October 2008 Status Report for the 800 MHz System.
2. Do not approve the October 2008 Status Report for the 800 MHz System.
3. Board Direction.

Recommendation:

Option #1

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MEMORANDUM

DATE: October 10, 2008
TO: Public Safety Communications Board
FROM: Technical Sub-Committee
SUBJECT: Approval of the Migration of the CAD/RMS for the Leon County Sheriff's Office and the Leon County Emergency Medial Services

Background:

The Technical Sub-Committee (TSC) has been meeting regularly regarding the technology issues associated with the joint dispatch project.

Analysis:

Currently, the TSC has been discussing the migration of the CAD/RMS (Record Management System) for the Leon County Sheriff's Office and the Leon County Emergency Medial Services. In order to complete this task, the TSC agreed on an approach that broke the project up into three phases:

Phase 1: Infrastructure preparedness

This phase involves procuring and implementing a LCSO RadioIP server and radio modems for EMS. This will allow LCSO and EMS mobile environment to communicate with TPD's Motorola CAD system. LCSO and EMS continue to operate as they do today during this phase. The estimated cost for phase one is approximately \$300,000.

Phase 2: LCSO and EMS migration to TPD's Motorola CAD system and LCSO RMS solution

This phase includes the migration of EMS and LCSO to TPD's Motorola CAD system as well as the implementation of a Motorola RMS solution for LCSO. The TSC has reviewed the initial proposal from Motorola and has asked for revisions. We anticipate the cost to EMS and LCSO to migrate to TPD's Motorola CAD system to be somewhere close to \$500,000. LCSO expects to receive the proposals on the two RMS solutions from Motorola during the RMS demonstrations October 14th. From conversations only, we expect these solutions to range from \$300,000 to \$500,000. The estimated cost for phase two is approximately \$1,000,000.

At the conclusion of Phase 2, all entities will be utilizing a common CAD/RMS which will have thereby created a "virtual" consolidated dispatch operation. This process will allow for a logical transition to the fully consolidated dispatch operation to be completed at the end of Phase 3.

Phase 3: Implementation of universal call taker/Construction of new City/County emergency dispatch center

This phase involves migrating to the universal call taker environment in the newly constructed dispatch center. The TSC anticipates that the dispatch center "Director" would be part of the decision making process of this phase.

Options:

1. Approve the three phase approach for the migration of the CAD/RMS for the Leon County Sheriff's Office and the Leon County Emergency Medial Services.
2. Do not approve the three phase approach for the migration of the CAD/RMS for the Leon County Sheriff's Office and the Leon County Emergency Medial Services.
3. Board Direction.

Recommendations:

Options #1

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MEMORANDUM

DATE: October 10, 2008

TO: Public Safety Communications Board

FROM: Site Selection Committee

SUBJECT: Approval of the Recommendation for the Program Manager of the Public Safety Communications Building

Background:

During the May 9, 2008, the PSCB directed staff to proceed with developing a scope of works for the purposes of issuing a request for proposals (RFP) for the program manager. The program manager would be responsible for the overall coordination of the programming, design, construction, start-up, and occupancy of the facility, oversight of the design and construction teams, and other program management duties. The RFP was issued on June 16, 2008. The RFP was directly mailed to 40 of the top 100 Program Manager firms in the United States as well as widely advertised to industry magazines and distributions. These actions were taken in an effort to attract the most qualified firm. The responses to the RFP were submitted on July 16, 2008.

Analysis:

The Selection Committee process proceeded as follows:

August 14, 2008: The Site Selection Committee held their first meeting regarding the RFP. The committee consists of the following members:

- Major Scott Bakotic, Leon County Sheriff's Office
- Don DeLoach, City of Tallahassee Information System Services
- Gabe Menendez, City of Tallahassee Public Works
- Alan Rosenzweig, Leon County Administration
- Tom Brantley, Leon County Facilities Management
- Carl Morgan, Leon County Facilities Management
- John Ward, Leon County Facilities Management

A total of four firms were responsive to the RFP. It was determined that the committee members would separately review the proposals and meet again in one month with preliminary scores for the proposals.

September 18, 2008: The Selection Committee reconvened to discuss the evaluation of the proposals. The vendors were ranked. Pursuant to the rankings, the cost proposals were opened and discussed. After discussion, the vendors were given a tentative ranking based on the cost proposals. The Selection Committee decided to interview three vendors: URS, Parsons, and Heery.

October 3, 2008: The Selection Committee met again to conduct the interviews of the three vendors. Upon the conclusion of the three interviews the Selection Committee discussed the presentations and ranked the firms accordingly. The firm with the most points upon the conclusion of the evaluation process was URS (attachment #1).

URS is one of the leading engineering and construction firms with experience of providing program management services in similar projects. In addition, URS has partner with Winbourne and Costas, Inc, the firm responsible for creating the overall consolidation plan for the Joint Dispatch Project. URS has a

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Approval of the Recommendation for the Program Manager of the Public Safety Communications Building

October 3, 2008

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local presence in Tallahassee with an office in Leon County for 24 years. URS has also partnered with several local and MWBE firms: Rolando J. Gutierrez, Architects, Inc., Rippee Construction, Inc., and Moore Consulting Group, Inc. URS demonstrated profound knowledge of the scope of this project and recognizes the number of stakeholders involved with the all aspects. It is the recommendation of the Selection Committee that the PSCB recommend to Leon County and the City of Tallahassee to proceed with entering in a contract for Program Manager Services with URS.

Options:

1. Recommend to Leon County and the City of Tallahassee to proceed with entering in a contract for Program Manager Services with URS.
2. Do not recommend to Leon County and the City of Tallahassee to proceed with entering in a contract for Program Manager Services with URS.
3. Board Direction.

Recommendations:

Options #1

Attachments:

1. Program Management Services Selection Rankings

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LEON COUNTY FACILITIES MANAGEMENT
 Program Management Services Selection
 Project: Public Safety Communications Center (Joint Dispatch)
 Leon County Project #: 96016-02
 Date: 10/3/2008

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Selection Criteria	POINTS	Heery	Parsons	URS
Phase 1				
Comparable Experience	15	11.7	11.0	11.0
Summary of Planned Tasks	10	9.3	9.7	8.7
Project Team	15	12.1	12.1	12.4
MWBE Participation	10	0.0	8.0	8.0
Local Preference	5	0.0	3.0	3.0
Cost	10	10.0	2.0	10.0
Subtotal	65	48.14	45.86	53.14
Interview Ranking		3	2	1
Phase 2				
Understanding of Project	10	8.7	5.7	8.3
Approach & Methods	25	21.7	15.3	21.0
Subtotal	35	30.39	21.00	29.29
Total Points	100	78.48	66.86	82.43
Ranking		2	3	1

Selection Committee Signatures:

Alan Rosenzweig  Tom Brantley 
 Carl Morgan  Gabe Menendez 
 Scott Bakotic  Don DeLoach 
 John Ward  

MEMORANDUM

Date: October 3, 2008

To: Joint Public Safety Communications Board Members

From: Lillian Bennett, Leon County, Director of Human Resources
Gloria Hall McNeil, City of Tallahassee, Director of Human Resources
Joe McCabe, Leon County Sheriff's Office, Human Resources Manager

Subject: Director- Public Safety Communications Recruitment

In accordance with the direction given by the PSCB at the June 26, 2008 meeting, City, County and LCSO Human Resources staff have begun the advertisement and recruitment process for the Director of Public Safety Communications position. The following actions have been taken to date:

- The position is currently being advertised on both the City and County websites which began the week of August 10, 2008 as "Open Until Filled", with a request that applications be submitted by September 12, 2008. The City and County have also advertised the position in their standard local advertisements.
- The job advertisement instructs applicants to submit either a City Employment Application to the City HR Department or a County Employment Application to the County HR Department.
- The position has been advertised on the websites listed below, which were recommended by the Consultant in the previous recruitment process in 2007.
 - The sites are as follows:
 - Association of Public-Safety Communications Officials International
 - National Emergency Number Association
 - Dispatch Monthly
 - 911 Magazine
 - International Association of Emergency Managers
- As of Friday, October 3, 2008, City and County Human Resources have received a total of 89 applications, 36 of which meet minimum qualifications for the position. On October 8, 2008, City, County and LCSO HR staff will meet to jointly screen all applications received. The top 5 or 6 applicants will be recommended for interview and submitted to the PSCB by October 15, 2008 for review and approval.
- City, County and LCSO staff requests PSCB approval to schedule interviews for the Director of Public Safety Communications during the week of October 27, 2008.

Attached for your review is a copy of the final job advertisement and job description. Additional updates will be provided to the PSCB as we move forward in the recruitment process for the Director of Public Safety Communications.

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August 10, 2008

Attachment # 1
Page 1 of 4

Director – Public Safety Communications

Open Until Filled, Applications Requested by September 12, 2008

Salary Range: \$72,990.27 - \$98,972.12
(Salary is negotiable based on the candidate's qualifications.)

Highly responsible leadership, administrative and professional work directing the operations and resources of the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications (PSC) Board, the incumbent is responsible for the effective and efficient management of the Joint City/County PSC Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the PSC Board and the member agencies.

Minimum Training and Experience and Necessary Special Requirements:

Bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

Must possess a valid driver's license at the time of appointment.

Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

To Apply: Submit a City of Tallahassee or a Leon County Employment Application as follows: Mail application to City of Tallahassee, Human Resources, 300 South Adams Street, Tallahassee, FL 32301; email application to application@talgov.com or FAX to (850) 891-8988. To receive an application by FAX: (850) 894-6233. TDD Number: 711. City of Tallahassee Job Listings: www.talgov.com. Mail application to Leon County Human Resources, 315 S. Calhoun Street, Ste. 502, Tallahassee, FL 32301, email application to Boatwright@leoncountyfl.gov or FAX to: (850) 606-2401. To apply on line go to Leon County Home Page at www.leoncountyfl.gov.

MEMORANDUM

Date: June 21, 2006

To: Public Safety Communications Board Members

From: Lillian Bennett, Leon County, Director of Human Resources
Gloria Hall McNeil, City of Tallahassee, Director of Human Resources
Joe McCabe, Leon County Sheriff's Office, Human Resources Manager

Subject: Job Description – Director Public Safety Communications

The attached job description (Attachment #1) for Director, Public Safety Communications has been developed as the result of the combined efforts of the Human Resources Divisions of Leon County, City of Tallahassee, and the Leon County Sheriff's Office. The job description reflects the essential duties of this position. Job descriptions from local governmental agencies throughout the country, with joint communications functions comparable in structure to that which has been adopted for Tallahassee-Leon County, were reviewed and utilized in developing the job description for this position. In addition, each member of the Public Safety Communications Board has been given an opportunity to provide input into the major duties and responsibilities of this position, and each member's comments have been incorporated accordingly.

We surveyed a number of local governments around the country and, through our research, identified six (6) municipal agencies that most closely aligned with the joint communications program model adopted by the Public Safety Communications Board. (A summary of these findings is provided in Attachment #2.) In the six jurisdictions, the reporting structure of the public safety communications function may differ in that the function may be placed under one agency (i.e., Police or Sheriff), serve as a separate joint-powers entity, and/or report to a joint authority, commission or board. Further, some have multi-jurisdictional joint powers or inter-local agreements that guide the operations and administration of the public safety communications center and its personnel.

We also collected market data from the six (6) surveyed entities to establish a salary range for this position. Based on the survey findings, the salary range is \$70,522 - \$95,632. While the starting salary of the selected applicant would be set based on the applicant's education and experience, it would be reasonable to employ an experienced candidate at a beginning salary of \$83,077, the midpoint of the pay range.

Please contact the Human Resource Director for your respective agency if you have any questions regarding the job description for the Director, Public Safety Communications.

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DIRECTOR - PUBLIC SAFETY COMMUNICATIONS

DRAFT

MAJOR FUNCTION

This is highly responsible managerial, administrative and professional work directing the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications Board, the incumbent is responsible for the effective and efficient management of the Joint City/County Public Safety Communications Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Public Safety Communications Board and the member agencies. Work is performed with considerable independence and latitude and is reviewed through conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Plans, develops, coordinates and directs staff in implementing directives of the Public Safety Communications Board. Manages the daily operations of the Joint City/County Communications Center. Directs the use of resources allocated to public safety communications for maximum return on investment. Serves as liaison between the Public Safety Communications Board and technical staff on technology issues. Develops and implements policies, procedures and protocols to accomplish the center's work plan objectives. Develops short-range and long-range goals for the work unit. Establishes and maintains the operational integrity and response capability of the public safety communications system to meet existing and anticipated requirements. Oversees the acquisition, integration, implementation, and operation of communications equipment, systems, and other resources, as needed. Prepares and monitors the unit's budget, and makes budgetary recommendations to the board, as necessary. Maintains an active liaison with local law enforcement and emergency service providers, as well as other applicable state, federal and local agencies to keep abreast of changes that may impact the center's operations. Establishes and maintains data management system(s) coordinated with law enforcement, fire, emergency medical services, participating telecommunications companies and system suppliers, as applicable. Directs the collection and reporting of data and other information, as required. Manages the development and execution of plans for system testing, employee training, and other essential operational and procedural activities. Recommends the hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Investigates complaints from citizens and/or agencies regarding public safety communications. Maintains appropriate contacts with the media and public on the use of the public safety communications systems. Performs related work as required.

Other Important Duties

Attends meetings of the Public Safety Communications Board as required. Serves on the various management teams as required. Attends meetings, conferences, etc. and completes special projects as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge of ordinances, laws, regulations, statutes, procedures and processes related to public safety communications management. Knowledge of communications systems and the various aspects of system interfacing with other wired and wireless communications. Considerable knowledge of City and County geography and street systems. Knowledge of the principles and procedures of the operations of a dispatch center. Knowledge of local emergency plans and procedures. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to follow direction provided by the governing board. Ability to effectively plan, develop, implement and administer a public safety communications program and the dedicated resources. Ability to conduct system analysis and evaluate operational and technical processes and procedures. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusion(s). Ability to plan, organize, direct and coordinate activities of technical and professional staff. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

Necessary Special Requirement

Must possess a valid Driver's license at the time of appointment. Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

Established:

October 2008							November 2008							December 2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

January 2009							February 2009							March 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April 2009							May 2009							June 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

July 2009							August 2009							September 2009						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												