

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 February 28th meeting)

Agenda
Public Safety Communications Board Meeting
February 28, 2008

Meeting Time and Location: 1:00 p.m. 2nd Floor Community Room in the Renaissance Building

1. Approval of the October 30, 2007 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 Purchase of the New Radio Communication System
 - i. Presentation by Motorola – Jim Redington, Project Manager
 - ii. FAMU Letter of Intent (Attachment #3 ii)
4. Discussion regarding:
 - i. Location for Joint Dispatch Facility (Timeline – Attachment #4 i)
 - ii. Next Steps for Joint Dispatch
5. New Business
6. Next meeting date:
Date: T.B.A.
Time: T.B.A.
Location: T.B.A.
7. Possible agenda topics for the next meeting

**Minutes for the October 30, 2007
Public Safety Communications Board Meeting
11:38 A.M.**

Note: One member of the PSCB was absent: Leon County Sheriff, Larry Campbell. The Sheriff was represented by his alternate: Major Scott Bakotic.

1. Approval of the July 24, 2007 minutes:

The City Manager moved, seconded by Chief Jones, to approve the July 24, 2007 minutes. The motion passed unanimously.

2. Acceptance of the Status Report regarding the current 800Mhz System Operational Issues:

The City Manager moved, seconded by Chief Jones, to approve the status report for the 800 MHz system. The motion passed unanimously.

3. Status Report and Discussion on the Easterwood Site:

Alan Rosenzweig, Assistant County Administrator, presented the status report on the Easterwood site to the PSCB.

The City Manager stated that she agreed with the issues related to site, however the City does not currently have the funding for the Joint Dispatch Building. The City only has funding for the Traffic Management Center, which is a State funded project.

The County Administrator requested that the "EOC" be removed from the draft site plan and only label the building as a "Joint Dispatch Center." The County Administrator stated that he would like to see the Joint Dispatch building and the Traffic Management Center be combined into one building. In addition, the County Administrator stated that he would like to see the inter-local agreement for the maintenance of the mount bike paths on the County/City agenda by the end of the calendar year.

Chief Dick moved, seconded by the City Manager, to accept the status report on the Easterwood site. The motion passed unanimously.

4. Discussion Regarding Status of the Program Manager RFP for the Construction of the Public Safety Communications Building:

Alan Rosenzweig, Assistant County Administrator, presented the status of the program manager RFP. Mr. Rosenzweig stated that the next appropriate step is to formally reject the program manager bid. Mr. Rosenzweig also recommended proceeding with procuring the services of a civil engineer in order to develop a PUD (planned unit development) for the Easterwood site. Mr. Rosenzweig stated that site committee did not think HEERY was appropriate for this project. In addition, Mr. Rosenzweig stated that he has received letters from other companies expressing interest in the project but that there were concerns regarding the County and City's commitment toward the project.

Gabe Menendez, Director of the City of Tallahassee Public Works Department, stated that the PUD would need to be approved by the City Commission.

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4. Continued: Discussion Regarding Status of the Program Manager RFP for the Construction of the Public Safety Communications Building:

Chief Quillin inquired about the Red Cross and the lease agreement. Mr. Rosenzweig stated that County was still negotiating with Red Cross and that the Red Cross would like to begin construction by the time the comprehensive plan amendment was approved.

Mr. Menendez stated that City has received a total of \$10.3 million from the State for the Traffic Management Project: \$7.3 million toward the facility and \$3 million toward equipment costs. The County Administrator asked if the \$7.3 million was enough to cover the cost of building a facility. Mr. Menendez replied that it would depend on the cost of the land.

The County Administrator inquired about the need for a civil engineer. Tom Brantely, Leon County Facilities Management Director, replied that a civil engineer is usually hired to develop site plans and maps related to construction.

The County Administrator asked how the cost of the civil engineer would be funded. Mr. Rosenzweig stated that in order to remain consistent with previous projects, the County and City should split the funding. Mr. Brantely added the cost for a civil engineer is typically \$15,000 to \$20,000. The City Manager stated that she would prefer to have a better sense of the cost before committing to the project. Mr. Rosenzweig reminded the PSCB that the Red Cross and the Traffic Management projects would be delayed, if there was no action taken during the meeting. Mr. Menendez stated that a portion of the Traffic Management funding might be available.

The City Manager moved, seconded by Chief Dick, to approve the Site Selection committee's recommendation to reject the program manager bids and direct the Site Selection committee to proceed with procuring the services of a civil engineer through the continuing supply process of either the City or County in order to develop a PUD for the proposed site, pending the availability of the Traffic Management funds. The motion passed unanimously.

5. Presentation of the Recommendations Regarding the 800 MHz Proposals Followed by Discussion Regarding the Recommendations:

Don DeLoach, Chief Information Systems Officer, introduced the Nick Tusa of Tusa Consulting. Mr. Tusa presented his evaluations and recommendations regarding the 800 MHz proposals. After Mr. Tusa completed his presentation the PSCB asked a number of questions relating to his evaluations and recommendations.

The County Administrator inquired about FSU, FAMU, and TCC and their financial responsibilities relating to the new system. Mr. DeLoach replied that entities were aware of the County/City efforts to obtain a new radio system and that written notification will be sent to them in regards to the new system. The City Manager stated that the PSCB should move forward with the obtaining the new system and then decide responsibility of each entity for the costs associated with the radio system upgrade.

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5. Continued: Presentation of the Recommendations Regarding the 800 MHz Proposals Followed by Discussion Regarding the Recommendations

Chief Quillin moved, seconded by the City Manager, to approve the following options:

- Approval to proceed with the Tusa recommendation and get City and County commission approval to negotiate and execute a contract with Motorola for an 800 MHz P25 Digital radio system.
- Direct staff to negotiate a contract before Dec 31, 2007 to take advantage of merging the 800MHz rebanding project with the Digital upgrade.
- Direct staff to notify FSU, FAMU, and TCC that their respective entities will be responsible for their costs associated with the 800MHz Digital Upgrade project.
- Direct staff to write an Interlocal Oversight Agreement similar to the 800MHz management oversight agreement that identifies responsibilities for finances and day to day operations of the new 800MHz Digital system.

The motion passed unanimously.

6. Discussion Regarding the Next Steps for Joint Dispatch:

The County Administrator facilitated discussion relating to the next steps for the joint dispatch project. Chief Dick expressed concerned regarding the funding options for the project, specifically the impact of the results of the January 29, 2008 constitutional amendments. The County Administrator stated that perhaps the PSCB should make a recommendation to the Commissions that this is a priority project regardless of funding constraints.

Major Bakotic stated that the Sheriff is strongly supportive of the joint dispatch project and wants to continue to move forward. The City Manager agreed, however she expressed financial concerns. The City Manager also wanted to define "joint dispatch." The County Administrator replied that "joint dispatch" refers to a new building, personnel issues (i.e. hiring a Director of Public Safety Communications), and program issues relating to the project.

The City Manager inquired as to the steps that can be taken prior to January 29, 2008. The County Administrator stated that the PSCB could hire an architect to begin the design process and discuss program and personnel issues.

The City Manager asked about locating the Emergency Medical Services building at the Easterwood site. The County Administrator stated that the County was moving forward with the EMS building on Blairstone Road. Several factors, such as location, travel time, etc. makes Blairstone a better location for the EMS building. Chief Quillin agreed and stated that he would prefer the EMS Building to be located on Blairstone and not at the Easterwood site with joint dispatch.

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6. Continued: Discussion Regarding the Next Steps for Joint Dispatch:

Chief Dick asked if the PSCB is ready to discuss program issues. Chief Dick also asked for all the options to be explained and stated that perhaps more direction is needed before a decision is made. Mr. Rosenzweig reminded the PSCB that the Winbourne and Costas report is a 'roadmap' for the PSCB to migrate from the current model of dispatch to a consolidated model. In addition Mr. Rosenzweig also reminded the PSCB that a Memorandum of Understanding was the only legal agreement supporting the creation of this Board. Mr. Rosenzweig suggested that the PSCB might consider moving forward with the creation of a 163 agreement (similar to Blueprint), as recommended by Winbourne and Costas.

Chief Jones stated that right now there appears to be a few options: status quo, move into an existing building, or build a new one.

The City Manager stated that staff should begin to put options together and that the City is committed to moving the project forward but the question is 'how'. Chief Dick replied that perhaps moving forward with drafting a 163 agreement makes sense if everyone agrees with the end game.

The County Administrator stated that the PSCB should weigh all their options and wait until the outcome of the January 29, 2007 constitutional amendment on property tax reform is known before proceeding with one direction or another.

7. New Business:

In order to negotiate a contract with Motorola the PSCB appointed a representative from each entity (County, City, and Sheriff):

- Leon County: Alan Rosenzweig, Assistant County Administrator
- The City of Tallahassee: To be determined by the City Manager
- The Leon County Sheriff's Office: Major Scott Bakotic.

8. Next meeting date:

Date: February 5, 2008

Time: 11:30 a.m. to 1:30 p.m.

Location: To be determined

9. Possible Agenda Topics for the Next Meeting:

- i. Status Report regarding the current 800Mhz System Operational Issues
- ii. Options relating to Joint Dispatch

Meeting adjourned at 1:31 p.m.

MEMORANDUM

DATE: February 28, 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 in 2008 our monthly Maintenance & Support meeting with First Communications, Motorola Service, RCD, and Public Safety representatives.
2. Airplane crash at Tennessee and Ocala caused electrical distribution system surge. Experienced audio notification system failures at TFD stations 3, 9, 10 and with TPD UPS for 800 System. All systems restored within 12 hours of notification/ discovery.
3. VOICE System utilization increased approximately 30 % over normal system traffic for a similar 12-hour period. No system busy indications for Users.

Infrastructure:

1. Zetron alert system at TPD dispatch malfunctioned. It was removed and shipped to California to the manufacturer for rebuild.
2. Back up Zetron was installed. This unit is at least 12 years old.
3. RCD staff to get a quote on a new Zetron for primary use and keep the older units as spares.
4. New Zetron tone pager purchased and installed. We now have two updated spares
5. Repaired and reprogrammed the Alarm notification contacts for the Prime site Emergency Power Generator.
6. Two new Dispatch consoles purchased for TPF Dispatch. Several of these units have failed recently.
7. Semi-annual Generator maintenance schedule started. Generator at Crooked Road has broken RPM regulator. According to the vendor, this is a known problem unit. Predicted that at this age of generators all such regulator units on each generator will soon experience similar failures. Making arrangement with Ring Power to specifically replace, repair or stock spare units for rapid restoration.

Voice:

1. Created a new template for the TFD MTS 5000 (Digital) radios.
2. Reprogrammed radios for COT Meter readers.
3. Reprogrammed 20 radios for Airport Operations.
4. Conducted refresher training for airport personnel on proper radio use and protocols.

Monthly Status Report for the 800 MHz System

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Data:

1. RCD staff assisted TPD with evaluation of cellular carriers for Wireless Project.
2. Public Safety Systems Integration Steering Committee recommended to go forward with one year trial of Cellular service for DATA connectivity.
3. Meet with Star Metro for project support.
4. Meet with City Utilities for possible data support for AMR project.

Audio:

1. The paging/notification system at TFD Station 1 was repaired and an audio amplifier replaced.
2. Repaired paging system at TFD # 11.

Procurement:

1. Replaced destroyed roll up door of large external storage shelter for EDICS/EDWARS IO trailer.
2. Door destroyed by Vandal/ Intruder at Muni Center.
3. Individual also stole a GPS unit out of a vehicle at RCD.
4. Individual damaged additional non RCD equipment and material at Muni Center.
5. Replaced damage shelter door for MCP trailer, not related to vandalism.

Installation/ Removal:

1. Replaced equipment in Solid Waste vehicles.
2. Installation of equipment in numerous TPD & TFD vehicles at TPD & TFD locations.
3. Equipment installation for in Airport vehicle
4. Equipment installation for Electric vehicles.

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 in the next two months.
3. Reprogrammed Mutual Aid frequencies in RDSTF equipment cash to support IO.
4. Conducted radio coverage test for MCP equipment with FDLE personnel.
5. RCD staff participated in NFDSTF "Operation School Safety" exercise.
6. Awaiting Homeland Security Department final approval of Region 2 PSIC grant request.
7. Awaiting State of Florida legislature approval and award of spending authority for Region 2 PSIC grant in July '08.

800 MHz Replacement RFP No 0091-07-KR-RC: Digital P25 Project:

1. Received signed P25 contract agreement with Motorola.
2. Held Kick off meeting with Motorola and PSCB representatives and RCD staff.
3. Contract Design Review completed Feb 14 at LCSO.
4. Public Safety and Government representatives to participate with Tusa Consulting, SAIC Consulting, RCD staff, and Motorola P25 Implementation team.
5. Meet with Wakulla SO concerning the possibility of some shared use of the P25 system.

6. Motorola Project Management, Jim Redington, will present high level overview of P25 Project schedule report at PSCB meeting.
7. Motorola A & E firm, part of the site construction team.

Security:

1. With the advent of the P25 system and anticipated delivery of several millions of dollars of equipment to the various sites, a request has been made to TPD and LCSO 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.
3. Have contacted vendors about a quote for Security cameras at the various sites.

Site:

1. Continued site maintenance and support.
2. Replaced lights on towers that had burned out.
3. Inspection of Easterwood and Myers Park site with Motorola and their tower vendor.
4. Coordination meeting scheduled with Federal Correctional Institute and RCD staff for inspection of Easterwood tower site, immediately adjacent to FCI perimeter fence.
5. Discovered defective compressor line on air conditioners at all sites.
6. Repaired one A/C units at Crooked Road and Spray field.
7. Will conduct repairs on all other units.
8. Had telephone circuits repaired for emergency telephone at Panther Creek.

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 prior to Sept 2008.
3. Theses 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 and our Consultant, SAIC.
3. Will participate in the mid winter APCO meeting in Orlando January 28 thru 30.
4. Will meet with our rebanding legal and SAIC for coordination of activities for the next quarter.
5. 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.
6. Rebanding consultant, SAIC, participated in P25 Contract Design Review to explain the interrelationship of Rebanding and 800 Digital Projects and the interdependence and necessary cooperation of vendors and schedules.

Red Cross:

Funding:

1. Reg 2 Public Safety Inter Operable Communications (PSIC) Project received state approval for funding of emergency communications project for 13 counties RCD is submitting FY 09 COT Budget document for continued maintenance support of the Analog system to ISS.
2. Met with COT Lobbyist to submit request for projects to enhance and supplement 800 Communication plans for PSCB.
3. All projects had significant "Green Initiatives", Energy conservation, and Solar Power generation components.
4. Participated in yearly state wide Domestic Security Funding Conference in Orlando. IO projects place in top ten fund requests.

Options:

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

Recommendation:

Option #1



Excellence With Caring

Florida Agricultural and Mechanical University

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VICE PRESIDENT FOR STUDENT AFFAIRS

January 23, 2008

Alam R

Mr. Parwez Alam
County Administrator/PSCB Chair
Leon County Board of County Commissioners
301 South Monroe Street
Tallahassee, Florida 32399

Dear Mr. Alam:

This communication comes in response to your January 7, 2008, letter to Police Chief Calvin Ross regarding the FAMU Department of Public Safety's intent to participate on the new Digital system that will replace the current 800 MHz radio system. It is the intent of the University to participate in this new radio technology system and continue the partnership with the Public Safety Communication Board (PSCB) of Tallahassee.

We will await the implementation timelines and look forward to being a true partner.

Sincerely,

Roland H. Gaines

Roland H. Gaines
Vice President

Timeline for the Public Safety Communications Center Location:

PSCB: On August 25, 2006 meeting, staff was directed to compile a list of potential site locations for the Public Safety Communications Center (Center).

BOCC: On September 12, 2006, staff presented a status report to the Board regarding joint dispatch. The report included a discussion that the PSCB had begun the process of compiling potential sites.

City Commission: On September 13, 2006, staff presented a status report to the Commission regarding joint dispatch. The report included a discussion that the PSCB had begun the process of compiling potential sites.

PSCB: On December 7th, 2006, the PSCB reviewed and discussed preliminary site locations for the Center. Upon discussion, the PSCB decided to remove two locations from the list due to various restrictions regarding the sites. The PSCB requested to tour the five remaining sites for the 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.

PSCB: 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 (42 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)

PSCB: On January 11, 2007, the PSCB agreed to develop site selection criteria for the location of the Center. The PSCB also discussed the possibility of building the center on private property. However, after much discussion the PSCB agreed to examine all publicly owned property before issuing a request for proposal for the consideration of privately owned land.

BOCC: On January 23, 2007, staff presented a status report with the current progress of the joint dispatch project, including the possible site locations and possible agreement with the Capital City Chapter of the American Red Cross and the City of Tallahassee Traffic Management Center for co-location of the facilities.

City Commission: On January 24, 2007, staff presented a status report with the current progress of the joint dispatch project, including the possible site locations and possible agreement with the Capital City Chapter of the American Red Cross and the City of Tallahassee Traffic Management Center for co-location of the facilities.

PSCB: On February 8, 2007, the PSCB reviewed the site selection criteria for the location of the Center. The PSCB determined to move forward with the evaluation of the two publicly owned sites that could best accommodate the Center: Easterwood/Weems site adjacent to the Animal Shelter and the Welaunee site at Miccosukee Road/Centerville Road/I-10. The PSCB also discussed pursuing an agreement with the Capital City Chapter of the American Red Cross for co-location of the facilities. Chris Floyd with American Red Cross stated that the Easterwood site is the ideal location due to the fact that the Red Cross has concerns with the Welaunee site such as: distance, accessibility of the Center during a storm, and public access to the site. The PSCB voted to proceed negotiating with the Capital Area Chapter of the American Red Cross for the co-location of their building with the Public Safety Communications Building. A letter was sent to the American Red Cross stating the PSCB intent to co-locate the facilities, subject to details.

PSCB: On March 8, 2007, the PSCB re-affirmed that the Easterwood and Welaunee sites will be evaluated for the location of the Public Safety Communications Center by Johnson Peterson Architects. The PSCB discussed the possibility of use a pre-existing facility. The PSCB had determined that to mitigate costs, a review of publicly owned land was to be exhausted prior to pursuing a private property. In addition, due to the unique nature of the facility and the requirements for a hardened facility that is able to withstand various levels of storm activity, a reuse project should not be considered.

PSCB: On May 17, 2007, the PSCB was presented with the findings of the site evaluation process. The Easterwood property was ranked higher than the Welaunee site – the location is also the first choice of the American Red Cross. The PSCB was notified that the Welaunee site would cost an additional \$1 million for utilities and had marginal road access that would be blocked during a major storm. As for the Easterwood site, the City Manager and the County Administrator expressed concern over the bike paths located within the Easterwood site. Ivan Johnson, Senior Architect for Johnson and Peterson Architects, assured the PSCB that it would be minimal cost to relocate the bike paths that are adjacent to the Animal Shelter. The PSCB agreed that the bike paths should be relocated within the same vicinity if the joint dispatch building was built on the Easterwood site. After thoroughly discussing the results of the site evaluations, the PSCB voted to approve the Easterwood location for the development of the Public Safety Communications Center and requested that the appropriate County/City staff initiate a comprehensive plan amendment and rezoning for the Easterwood site to accommodate the Public Safety Communications Center.

BOCC: On May 22, 2007, the Board held a workshop to discuss the future of the joint dispatch project. Staff presented the Board with the following recommendations regarding the location for the Center:

- To establish the Easterwood property as the location for the joint dispatch facility and direct staff to proceed with the appropriate comprehensive plan and rezoning processes.
- To authorize staff to negotiate a long term land lease with the American Red Cross for a portion of the Easterwood property and direct staff to proceed with the appropriate comprehensive plan and rezoning processes.

The Board approved these recommendations and ratified the action during the May 22, 2007 Board meeting.

City Commission: On May 23, 2007, staff presented a report to the Commission regarding the future of the joint dispatch consolidation project.

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County and City Commissions: On August 30, 2007, the County and City Commissions held a joint public hearing regarding the comprehensive plan amendments. During the hearing, neither Commission took action on the amendment; however each commission agreed to continue to negotiate with the bicyclists on a plan that would include the Joint Dispatch, Traffic Management Center, the American Red Cross buildings and the bike paths all within the Easterwood property.

BOCC: On September 18, 2007, the County Commission held a workshop to discuss the comprehensive plan amendments. During this workshop, the Commission directed staff to use 10.7 acres for the purposes of constructing the Joint Dispatch, Traffic Management Center, and the American Red Cross buildings and reserving 5 acres for future expansion. The Commission directed staff to draft an inter-local agreement with the City of Tallahassee for the maintenance of the mountain bike paths on the remaining 26 acres.

City Commission: On September 19, 2007, the City Commission also held a workshop to discuss the comprehensive plan amendments. Upon reviewing the Easterwood comprehensive plan amendment, the Commission directed staff to 10.7 acres for the purposes of constructing the Joint Dispatch, Traffic Management Center, and the American Red Cross buildings and reserving 5 acres for future expansion. The City Commission's direction to staff is consistent with the direction requested by the County during their respective workshop.

County and City Commission: On October 9, 2007, County and City Commission held a joint workshop on the comprehensive plan amendments. The County and City Commission indicated their support for the comprehensive plan amendment with the following conditions:

- 10.7 acres for the purposes of constructing the Joint Dispatch, Traffic Management Center, and the American Red Cross buildings.
- 5 acres for future expansion.
- draft an inter-local agreement between Leon County and the City of Tallahassee for the maintenance of the mountain bike paths on the remaining 26 acres.

PSCB: On October 30, 2007, the PSCB accepted a status report by staff. This status report included a conceptual design which illustrates the Red Cross, Joint Dispatch, and the Traffic Management Center on the location designated for these buildings. These drawings are in no way intended to be considered final. The illustrations was based on facility footprints determined with the best available information at the time.