

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 May 26th meeting)

Agenda
Public Safety Communications Board Meeting
May 26, 2009

Meeting Time and Location: 10:00 a.m. 2nd Floor Community Room, Renaissance Building

1. Approval of the April 20, 2009 PSCB Meeting minutes (Attachment #1)
2. Current 800MHz System Operational Issues (Attachment #2)
Ron Wostel, 800 MHz Project Manager, City of Tallahassee
 - A. Status Report on the Current 800MHz Radio System
 - B. FSU Requests Change to User Payment Schedule
 - C. TCC New Term Agreement
 - D. Leon County Schools Safety & Security Requests Use
3. Status Report Regarding the New Radio Communication System
Ron Wostel, 800 MHz Project Manager, City of Tallahassee
4. Status Report Regarding the Public Safety Complex
Charlie Halboth and Geoff McManus, Project Managers, URS
5. New Business
6. Next meeting date:
Possible Dates: July 2, 2009 – July 7, 2009
Time: T.B.A.
Location: T.B.A
7. Possible agenda topics for the next meeting:
 1. Status Reports:
 - a. 800 Mhz System
 - b. New Radio Communication System
 - c. Public Safety Complex
 2. Review of the Selection Committee's Ranking of the Construction Manager RFPs

**Minutes for the April 20, 2009
Public Safety Communications Board Meeting
12:02 P.M.**

Note: Sheriff Larry Campbell was absent. The Sheriff's alternate, Major Scott Bakotic, attended the meeting in his place.

1. Approval of the October 10, 2008 minutes:
Chief Dick moved, seconded by the City Manager, to approve the October 10, 2008 minutes. The motion passed unanimously.
2. Introduction of the New Radio Systems Manager
Don DeDeloach, Chief Information Services Officer, introduced Ron Wostel as the new 800 Mhz Systems Manager.
3. Current 800MHz System Operational Issues:
 - 3i. Acceptance of the Status Report Regarding the Current 800Mhz System Operational Issues:
Ron Wostel, 800 MHz Communications System Manager, presented the April 2009 Status Report.

Chief Dick inquired about the Public Safety Interoperability Grant (PSIC) program participation. Major Bakotic informed the PSCB that the PSCI grant is ready for approval by DEM however it is on hold until the MOU tying in the match requirements is executed. The City Manager felt it necessary to bring the MOU before the City Commission for approval which is scheduled for May 13th meeting.

Chief Dick moved, seconded by the City Manager, to approve the April 2009 Status Report. The motion passed unanimously.
 - 3ii. TCC New Term Agreement:
The PSCB agreed to bring this item back for discussion during the next meeting.
 - 3iii. Transferring the City Water Department (SCADA) from Old Myers Park Tower to the New Myers Park Tower:
During the meeting PSCB agreed that this item back for discussion during the next meeting. However, after further discussion the PSCB approved transferring the SCADA from the Old Myers Park Tower to the New Myers Park Tower.
 - 3iv. National Weather Service Relocation:
During the meeting PSCB agreed that this item back for discussion during the next meeting. However, after further discussion the PSCB approved the relocation of the National Weather Service radio equipment.
 - 3vi. Leon County Schools Safety & Security Requests Use:
The PSCB agreed to bring this item back for discussion during the next meeting.
 - 3vii. FSU Requests Change to User Payment Schedule:
The PSCB agreed to bring this item back for discussion during the next meeting.
4. Status Report Regarding the Purchase of the New Radio Communication System
Jim Redington, Project Manager for Motorola, gave a presentation on the current status of the new radio communications project. The PSCB accepted the status report regarding the purchase of the new radio communications system.

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Public Safety Communications Board Meeting
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5. Status Report Regarding the Public Safety Complex:

Charlie Halboth, URS Project Manager, gave a presentation on the current status of the Public Safety Complex. The PSCB accepted the status report regarding the purchase of the new radio communications system.

6. Approval of the Recommendation for the Architectural and Engineering Services for the Public Safety Complex:

Alan Rosenzweig, Chairman Selection Committee, presented the Selection Committee's recommendation for the Architectural and Engineering Services of the Public Safety Complex. Mr. Rosenzweig stated that the Selection Committee is recommending the selection of the joint venture partnership of Clemons Rutherford & Associates and Morris Allen and Associates.

The County Administrator inquired about the MWBE requirements. Mr. Rosenzweig stated the CRA/Morris Allen team has meant all of the requirements set forth in the request for proposals.

The City Manager moved, seconded by the Chief Quillen, to approve recommending to the Leon County Commission and the City of Tallahassee Commission to proceed with entering into a contract for the Architectural and Engineering Services of the Public Safety Complex with Clemons Rutherford & Associates and Morris Allen and Associates. The motion passed unanimously.

7. Presentation Regarding Connect-CTY:

Lee Kicker, Regional Sales Director for Connect-CTY, gave a presentation on communication software that alerts the community about day to day occurrences, and unexpected events, such as an emergency through means of a phone, voicemail, and/or email. Mr. Kicker stated that this service costs \$1.91 per address per year. He stated that Leon County/Tallahassee currently has approximately 130,000 households and that would amount to \$250,000 for the County and City to use the software system. Each household would get to register three phone numbers and two email addresses.

The County Administrator asked for clarification regarding the usage of the system. The County Administrator asked if the County/City/Parks and Recreation/Tallahassee Police & Fire Department/Leon County Emergency Medical Services/Leon County Sheriff's Office could all have unlimited use of the system for \$250,000. Mr. Kicker confirmed that was a correct statement.

8. New Business:

Chief Dick informed the PSCB that her alternate Deputy Chief Steve Anderson has retired and her new alternate will be Deputy Chief John Gatlin.

9. Next meeting date:

Date: May 26, 2009

Time: 10:00 A.M.

Location: 2nd Floor Community Room, Renaissance Building

MEMORANDUM

DATE: May 26, 2009
TO: Public Safety Communications Board
FROM: Ron Wostel, 800 MHz Project Manager, City of Tallahassee
SUBJECT: Status Report for the 800 MHz System for May 26, 2009

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. National Weather Service has started a tower analysis for the Panther Creek Tower Site, for the purpose of relocating from the Old Myers Park Tower Site..
3. New lawn service contract implemented. (Marks Lawn Care)
4. New Microwave system installed and tested.
5. New Bi-directional amplifiers installed at Air Port, Ft Braden School, Chiles High School, and Chaires Elementary School.
6. City Water Supervisory Control And Data Acquisition (SCADA) has started moving from the old Myers Park Tower Site to the new Myers Park Tower Site.

Voice:

1. EMS and TFD have joined the rest of the Public Safety Departments (except the Volunteer Fire Department) in the use of encryption on their new 800 MHz P25 Radios.

Data:

N/A

Installation/ Removal:

1. Radio installations completed for Air Port, solid waste, City Public Works, TPD, TFD, and City Electric.

Sites:

1. Continue site maintenance and support.
2. Fixed A/C Unit #1 at Crooked Road. Replaced sensors on A/C lines at Crooked Road, Unit #2.

Security:

N/A

Rebanding Project:

1. City Commission authorized the City Manager (13 may, 2009) to sign all Rebanding documents and to receive \$2.94 mil from Sprint/Nextel. The FRA is currently in coordination with Sprint/Nextel, the Transition Administrator, Legal Counsel, COT, and should be fully executed with the next 10 days.

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. System is installed and operational in a test/optimization mode, all site construction is completed. Three channels of 22 are in operation allowing for optimization and testing of radio programming. We are limited to these channels until Sprint Nextel (Rebanding Project) releases the rebanding channels and we can license and activate.
3. Ongoing tasks are system install finalization, optimization and acceptance testing. We would like to have more than three (3) channels to conduct coverage testing, but we can proceed if we have to. We need to complete coverage testing before Fall and the loss of foliage. First training to take place June 16th, 17th, and 18th, for the Microwave System
4. All mobile and portable radios on the contract have been received and are currently being inventoried, programmed, installed and distributed to the agencies. FSU, FAMU and TCC have also purchased their equipment. This equipment has arrived and is in the process of being installed.
5. Cutover is targeted for September 6, 2009.

Risks to Digital P 25 Schedule:

1. Sprint Nextel Re-banding contract execution. Key to continue system implementation. **Presently critical path.**
2. Frequencies released by Sprint Nextel. 18 of the 22 channels currently licensed by the city are being replaced by new channels from Sprint Nextel. Sprint Nextel has 60 days to clear the channels once the City gives notice and we have 30 days to return ours. This tight schedule requires us to make sure we have everything ready for cutover.
3. Potential interference on the newly released Sprint Nextel channels and a very tight window to take corrective action. Sprint should clear these channels in a wide enough buffer as to not interfere.
4. FCC Licensing process.
5. Radio units and features to be supplied through Sprint Nextel are critical to system cutover.

Procurement:

1. We have received a quote from Sprint Nextel to purchase approximately 1470 radios for approximately \$440,000.00. We will be submitting an agenda item to the City Commission for approval to accept. To date this has been the best offer we have received.

Funding:

1. From the prior PSCB meeting, FSU PD requests new contract terms of payment for the new 5 year contract. They request the original contract payment schedule of one payment be divided into five separate payments totaling the same amount. Amended contract reviewed and approved by City Legal and reviewed and signed by FSU signatory. This item will be presented to the City Commission for approval. See Action Item 1
2. From the prior PSCB meeting, we are working with TCC on subsequent terms agreement for use on the 800 MHz Radio System. See Action Item 2
3. From the prior PSCB meeting, Leon County Schools, Department of Safety and Security has requested use of the 800 MHz Public Safety Radio System, as a secondary users. See Action Item 3.
4. For the P25 Digital Upgrade Project, the remaining outstanding balances owed to Motorola, for the City and County, respectively are: \$2,133,775.83 and \$1,797,400.77

Regional Domestic Security Task Force:

1. North Florida Domestic Security Task Force Regional Members (Region 2) have been awarded a grant, the Public Safety Interoperable Communications (PSIC) grant. The City Commission has approved the in-kind match for our share of the grant, which is \$1.85 mil. The in-kind match will consist of the P25 Digital Project's Site System Controller, which is the computer processor and software, valued at approximately \$1.0 mil.

Red Cross:

N/A

Options:

1. Approve the May 2009 Status Report for the 800 MHz System.
2. Do not approve the May 2009 Status Report for the 800 MHz System.
3. Board Direction.

Recommendation:

1. Option #1

MEMORANDUM

DATE: May 26, 2009
TO: Public Safety Communications Board
FROM: Ron Wostel, 800 MHz Project Manager, City of Tallahassee
SUBJECT: FSU Requests Change to User Payment Schedule

Statement of Issue:

FSU's second contract term (1st term was for 10 years, this 2nd term is for 5 years) for use as a primary user on the 800 MHz Radio System needs to have payment terms changed at the request of Chief Perry.

Payment terms were originally for a one time payment of \$66,838. The Chief requests that the fee be paid over the next five years at the rate of \$13,367 per year, for five years, the same amount as the one time fee of \$66,838. This is the "Capacity Fee" and is separate from the monthly fee for subscriber costs (\$25 per radio/month), which FSU continues to pay from month to month. City attorney has made the necessary changes to the contract and the contract has been reviewed by City Legal and FSU Legal and signed by FSU, Board of Trustees.

According to the agreed upon (not yet fully executed) terms in the contract, the first payment will be paid upon execution of the contract and then before Nov 18th for the next four years.

This agreement is pending approval by the City Commission.

Impact:

Aside from a small amount of administrative work during the five year period, impact should be negligible.

Fiscal Impact:

This item has no fiscal impact; FSU will continue to pay \$66,838. However, instead of a one time payment, FSU will now pay \$13,367 over a period of five years.

Options:

1. Board approval for the new payment terms.
2. Request FSU or City to propose different payment terms
3. Request FSU adhere to original contract payment terms

Recommendation:

1. Option #1

MEMORANDUM

DATE: April 20, 2009
TO: Public Safety Communications Board
FROM: Ron Wostel, 800 MHz Project Manager, City of Tallahassee
SUBJECT: TCC New Term Agreement

Statement of Issue:

TCC's contract with the City, to use the 800 MHz System, expired in 2003. The Radio Shop would like to re-establish the contract to bring it up to date. TCC pays for the number of subscriber radios on a monthly basis and this has not stopped since the original contract was agreed to in 2000. They have been paying \$700.00 month to month. All the primary users pay \$25.00 per radio per month. We should continue to charge this amount to TCC. The new agreement is currently being reviewed by TCC Legal.

Impact:

This will establish a current 800 MHz users agreement.

Fiscal Impact:

None

Options:

1. Board approval for TCC to continue on the 800 MHz system at the current rates.
2. Request TCC or City to propose different payment rates and/or contract terms.

Recommendation:

Option #1

MEMORANDUM

DATE: April 20, 2009
TO: Public Safety Communications Board
FROM: Ron Wostel, 800 MHz Project Manager, City of Tallahassee
SUBJECT: Leon County Schools Safety & Security Requests Use

Statement of Issue:

Leon County Schools, Department of Safety and Security, requests use of the 800MHz Public Safety Radio system, as a secondary user. LCS is completing a District Monitoring Center project, which will move into 24-hour operation and will significantly improve communications with first responders and the community as it relates to schools. The LCS Department of Safety and Security is a law enforcement agency with four sworn personnel. Regular radio communications within the District are primarily UHF, however, with recent purchases of new equipment, the monitoring center will be able to have 800MHz capability for communications under emergency circumstances and for information sharing among key stakeholders.

This District Monitoring Center will be utilized as a secondary EOC for Leon County Emergency Management. It will be equipped with two UHF mobiles and two 800 MHz mobiles, with all radios being configured as base stations. Additionally, they will have approximately fifteen 800 MHz handheld portables. These portables will primarily be used for communication with the Leon County Sheriff's Office, Tallahassee Police Department, and the Tallahassee Fire Department.

Impact:

Radio identification numbers will come from Leon County Sheriff's Office.

Fiscal Impact:

None

Options:

1. Board approval for designation as Secondary User status for Leon County Schools, Department of Safety and Security.
2. Not allow Leon County Schools, Department of Safety and Security use of 800 MHz Public Safety Radio System.

Recommendation:

Option #1