

# **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 July 24<sup>th</sup> meeting)**

**Agenda**  
**Public Safety Communications Board Meeting**  
**July 24, 2007**

*Meeting Time and Location: 11:30 a.m. Renaissance Center, 435 North Macomb Street,  
2<sup>nd</sup> Floor Community Room*

1. Approval of the May 17, 2007 PSCB Meeting minutes
2. 800 Mhz Issues:
  - a. Acceptance of the Status Report regarding the current 800Mhz System Operational Issues (item)
  - b. Acceptance of Rebanding Status Report regarding the current 800Mhz Operational Issues (item)
  - c. Inclusion of Red Cross on 800 MHz Public Safety Radio System (item)
  - d. Status on the 800 Mhz Radio Communications RFP (no item)
3. Discussion Regarding the Future Direction of the Public Safety Communications Project (no item)
4. Discussion Regarding the Position of the Public Safety Communications Director (no item)
5. Status of the Program Manager RFP for the Construction of the Public Safety Communications Building (item)
6. New Business
7. Next meeting date:  
Date: T.B.A.  
Time: T.B.A.  
Location: T.B.A.
8. Possible agenda topics for the next meeting

**Minutes for the May 17, 2007**  
**Public Safety Communications Board Meeting**  
**11:33 A.M.**

1. Approval of the March 8, 2007 minutes:

The Sheriff moved, seconded by the Chief Proctor, to approve the March 8, 2007 minutes. The motion passed unanimously.

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

Don DeLoach, Chief Information Systems Officer, stated that a successful 800 system Failsoft exercise was completed on May 16, 2007.

Chief Dick moved, seconded by Chief Quillin, to approve the May 2007 status report for the 800 MHz system and approve the 800 System Operation SOP #13 for dispatch patching. The motion passed unanimously.

3. Presentation of final report regarding the Joint Dispatch Consolidation Plan (Winbourne and Costas, Inc.):

Ira Grossman, Project Manager for Winbourne and Costas, and Jeff Winbourne, Executive Director, presented the PSCB with the final report on the Joint Dispatch Consolidation Plan.

The City Manager inquired about the proposed operating budget developed by Winbourne and Costas. Jeff Winbourne explained briefly that benchmark data from other dispatch centers was used to develop a budget. However, the budget proposed by Winbourne and Costas only includes an operating budget for the joint dispatch recommended square footage. Alan Rosenzweig, Assistant County Administrator, stated the County used Winbourne's basic budget numbers and then included the cost of utilities, common space, and support services to develop a more accurate budget.

Sheriff Campbell asked Mr. Grossman if the national trend of centers similar to the proposed Joint Dispatch Center included Emergency Operations Centers. Mr. Grossman stated that there does seem to be a trend of including EOC into public safety communications buildings.

The PSCB then discussed the proposed organization structure, specifically the Executive Management Oversight Committee – comprised of the Sheriff, County Administrator, and the City Manager. The Sheriff read a statement in response to an email sent to the PSCB by the President of the Police Benevolent Association. The Sheriff stated that he agreed that the Executive Management Oversight Committee was not necessary.

The City Manager recommended removing the Executive Management Oversight Committee from the report. The Sheriff concurred.

Sheriff Campbell moved, seconded by the City Manager, to accept Winbourne and Costas' final report on joint dispatch consolidation, with the exception of removing Executive Management Oversight Committee from the report. The motion passed unanimously.

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4. Site Selection Committee Report: Results of Site Evaluation Process:

Ivan Johnson, Senior Architect for Johnson and Peterson Architects, presented the results of the site evaluation process. As directed by the PSCB, Mr. Johnson evaluated both the Easterwood Site and the Welanuee Site. The Easterwood property was ranked higher than the Welanuee site – the location is also the first choice of the American Red Cross. Mr. Johnson stated that the Welanuee site would cost an additional \$1 million for utilities and had marginal road access that would be blocked during a major storm.

The City Manager expressed concern over the bike paths on the Easterwood site. Mr. Johnson stated that it would a minimal cost to relocate the bike path within Tom Brown Park. The County Administrator agreed that the bike paths should be moved if the joint dispatch building was built on the Easterwood site. The County Administrator stated that the bike paths should be made at least up to the current trails.

Chief Dick inquired about the number of acres remaining for the Red Cross after the 20 acres of Joint Dispatch was set aside. Mr. Rosenzweig summarized the morning meeting with American Red Cross. Mr. Rosenzweig stated staff from both the County and City sat down with the Red Cross to discuss the location of their building. In addition, a discussion occurred in regards to moving forward with the comprehensive plan amendments and rezoning for the site.

Sheriff Campbell asked if the Easterwood site could accommodate both the joint dispatch building and the Red Cross. Mr. Johnson stated that it will accommodate both facilities.

The City Manager clarified that the Public Safety Communication Center would be located on the Easterwood site if there was a decision to more forward with building a Public Safety Communications Center. The County Administrator said yes.

Sheriff Campbell moved, seconded by Chief Quillin, to approve the Easterwood location for the development of the Public Safety Communications Center and request that the appropriate County/City staff initiate a comprehensive plan amendment and rezoning for the Easterwood site to accommodate the Public Safety Communications Center. The motion passed unanimously.

5. Discussion of proposal regarding co-location with the American Red Cross:

The County Administrator stated that if the PSCB recommends moving forward with the co-location, the County will move forward with negotiating a 99 year lease agreement.

Chief Proctor moved, seconded by the City Manager, to endorse the concept of allowing the American Red Cross to proceed with the development of the Community Operations Center at the Easterwood/Weems location. The motion passed unanimously.

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6. Review of draft proposal for project management services for new joint dispatch facility:

The County Administrator summarized that process of the draft request for proposal for project management services. The City Manager stated that during the past year, the City has brought several project issues before the commission that required funding. However, the City does not have an operating budget for joint dispatch.

The County Administrator stated that the by issuing the RFP for project management services now the PSCB is paralleling this project with developing a funding source for the joint dispatch project. The County Administrator stated that on March 8, 2007 the PSCB recommended to the County and City Commissions to create a MSTU for the joint dispatch project. The County Administrator also stated that in the event that a MSTU was not approved and there not a dedicated funding source the RFP can be retracted.

The City Manger asked if there was a cost to issue the RFP. The County Administrator that the cost to the county is minimal (the RFP will be issued by Leon County). The County Administrator stated that the RFP will be brought before the Board of County Commissioners on May 22, 2007. The County Administrator reassured the City Manager that if there is not a dedicated funding source for the joint dispatch the RFP for project management services could be retracted.

Chief Quillin moved, seconded by the City Manager, to approve the Request for Proposal for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch center and recommend that the RFP be issued by Leon County. The motion passed unanimously.

7. Update on Communications Director Recruitment:

Lillian Bennett, Human Resources Director for Leon County, presented the status report on the Public Safety Communications Director Recruitment. Mrs. Bennett outlined a series of questions that needed to be answered by the PSCB before the HR departments could proceed. These questions are as follows:

1) Selection Committee and Interview Process

- a. Designation of a PSCB representative to serve as the liaison with City, County, and LCSO Human Resources staff regarding the Interview Process.
- b. Appointment of Selection Committee Members
- c. Recommendation of applicants to be interviewed.
- d. Budget for travel expenses of applicants residing outside of Leon County
- e. Dates and location for Interviews to be held.
- f. Recommendation to PSCB

2) Organizational Issues

Which agency's (City, County or LCSO) Classification and Pay system and personnel policies and procedures (i.e. Hiring, Compensation, Discipline, Leave, Holidays, Grievance Procedure, etc.), will govern this position and the other positions?

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7. Continued Update on Communications Director Recruitment:

- a. Human Resources (HR) staff in the designated agency will provide HR support services, such as recruitment, classification and pay, personnel action processing, disciplinary action consultation, benefits administration, and policy interpretation, in support of the employees of the PSCB.
- b. Regardless of the agency designated to provide HR support, will the Director position have the option to choose the City's, County's, or LCSO's benefits package, as is currently provided for Joint City/County Planning Department employees?
- c. Office location for the position
- d. Establish Position Budget

The County Administrator stated that the first question that should be answered is whose recruitment process to use: the County, City, or the Sheriff. The Sheriff recommended using the County's HR department. The City Manager stated that it was her understanding that the new entity would have its own HR department. The City Manager asked if this was just for the interim. The County Administrator agreed that it should just be for the interim and that the County would be happy to administrator the recruitment process. The City Manager stated that she understood that the County, City and Sheriff's HR departments have worked very well together and hopes that the departments will continue to work together throughout this process. The City Manager then stated that she would not object to having the County administer the recruitment process.

Chief Dick stated that she believed the HR departments not only need to know whose recruitment process to use but also whose HR policies and procedures to use. The City Manager again clarified that it would just be for the interim period that the County would handle these procedures.

Mrs. Bennett asked if the full Board would like to see all the applications for the Director position. The City Manager said yes. The County Administrator stated that typically the Board would be presented with the top five to six candidates. The City Manager asked to see the full list plus the recommendations by the County, City, and Sheriff's HR departments. The City Manager asked if the departments were ready to present a list of recommended applicants. Mrs. Bennett affirmed that the HR departments were prepared to present a list of recommended applicants.

Chief Dick moved, seconded by the City Manager, to accept status report on recruitment of the Director of Public Safety Communications and to use the Leon County Human Resources policies, procedures, and benefits for the position. The motion passed unanimously.

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8. New Business:

9. Next meeting date:

Date: June 21, 2007

Time: 9:00 a.m. to 5:00 p.m.

Location: To Be Determined

10. Possible Agenda Topics for the Next Meeting:

- i. Status Report regarding the current 800Mhz System Operational Issues
- ii. Status Report regarding co-location with the American Red Cross
- iii. Interviews for the Public Safety Communications Director position

Meeting adjourned at 12:51 p.m.

# MEMORANDUM

**DATE:** July 24, 2007

**TO:** Public Safety Communications Board:  
Parwez Alam, Chair  
Anita R. Favors Thompson, Vice Chair  
Sheriff Larry Campbell  
Chief Dennis Jones  
Chief Cynthia Dick  
Chief Tom Quillin

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

**SUBJECT:** Monthly Status Report for the 800 MHz System

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**System:**

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

**Infrastructure:**

1. We experienced an air conditioner failure at the Spray field.
2. We are exploring cost effective methods of improved support for air conditioners at the various sites

**Voice:**

1. Programmed Fail soft channels for all TCC portable radios
2. Conducted radio coverage and voice quality testing in the I-10 and Mahan area as a result of user concern
3. System test was determined to be fully operational
4. User radio is being sent for Preventative Maintenance and operational check as a result of a good system test

**Data:**

1. Installing Bi-directional Antenna (BDA) for enhancement of data at TFD Station 14 on Highway 20
2. Relocation of data channel to Hopkins site has solved TFD data problems at Stations 4 & 8

**Installation/ Removal:**

1. We have now hired a full time person to conduct system equipment installation in city vehicles
- 2 This individual has been trained by City Fleet and TPD personnel in "standards" for approved wiring and acceptable equipment installation in TPD and TFD vehicles.
3. This will save the RCD budget significant funds in reducing the necessity of equipment removal and installation by outside vendors.

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4. This will also ensure a more rapid process for equipment installation to keep personnel at work and not waiting for communications support.
5. Several TPD and TFD vehicles have had equipment installed to the complete satisfaction of the users

**Interoperability:**

1. Continued Florida Interoperability Network (FIN) training to support RDSTF efforts within Region 2
2. Participating in IO meetings, planning and exercises to maximize the IO capabilities of Public Safety within Leon County.
3. Plan exercises outside of Leon County within the other 12 counties that make up Region 2- RDSTF to determine the GAP in IO capability
4. Participating with TPD, LCSO and FDLE in grant writing for enhancement equipment.

**800 MHz Replacement RFP No 0091-07-KR-RC:**

1. Qualified Vendors have provided the 4 required responsive proposals
2. Tusa Consulting, Inc. is evaluating the 4 proposals and will soon have a numeric evaluation and recommendation to submit to the Technical Sub Committee (TSC)
3. The TSC will approve or disapprove this recommendation and forward to the PSCB

**Security:**

1. I participated in Terrorism training at APCO state conference in Miami in conjunction with Homeland Security consultants on International and Domestic Terrorism.
2. The training was excellent.

**Audit**

1. Continuing the various recommended actions to meet the October 2007 commitments.

**Red Cross**

1. As part of the 800 MHz replacement project RFP, one of the Vendors has contributed P-25 Portable radios to be used for event and emergency coordination
2. I have three tasks to complete before these radios are operational
  - a. Write a DRAFT MOU for Secondary Use operation by Red Cross on the 800 System
  - b. Write DRAFT SOPs that define operation and security for use of the system
  - c. Construct radio talk groups templates
3. When these documents have been reviewed by RCD, TPD, TFD, LCSO, EMS and Red Cross they will then be presented to PSCB for approval and authorization of use on the system
4. Secondary use is at no cost to the Red Cross

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**Rebanding:**

1. 800 MHz Rebanding, required by the Federal Government, has been proceeding very slowly.
2. We are now officially in Rebanding Mediation.
3. An additional extension period ended July 12, 2007
4. The Planning Fund Agreement (PFA) is completed and ready for signature.
  - a. The City of Tallassee is the license holder for all of the 800 System frequencies
  - b. You will be provided an Agenda Item which fully discusses this matter and grants authority to sign for the approval of the PFA to continue the Rebanding process

**Options:**

1. Approve the July 2007 Status Report for the 800 MHz System.
2. Do Approve the July 2007 Status Report for the 800 MHz System.

**Recommendations:**

Option #1

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# Public Safety Communications Board

## AGENDA ITEM

<b>ACTION REQUESTED ON:</b>	July 24, 2007
<b>SUBJECT/TITLE:</b>	Approval of Planning Funding Agreement (PFA)
<b>TARGET ISSUE:</b>	N/A

### STATEMENT OF ISSUE

Rebanding is the process required by the FCC to correct years of mixing license holders/users within the assigned 800 MHz frequency band. For many years cellular carriers, public safety agencies and small businesses have been assigned adjacent channels within the 800 frequency spectrum.

With the proliferation of cellular users and cellular towers, the assigning of adjacent channels has created communications interference within the assigned 800 MHz frequencies that have overridden or even blocked critical public safety communications. Many public safety agencies have filed suits against the cellular industry. Many agencies have also petitioned the FCC for corrective actions. The severity of the interference, the numerous law suits, injuries to Public Safety personnel and overwhelming dissatisfaction and public alarm with this continuing situation attracted the attention of Congress. Congress compelled the FCC to take remedial actions.

The FCC Order requires that the cellular carriers are to be moved away from Public Safety within the 800 band. The magnitude of the problem is extremely large and affects public safety agencies nationwide. The costs will be enormous. The nation has been divided into phases called "Waves". The City of Tallahassee and Leon County are within Wave 3.

The FCC negotiated with Nextel (now Sprint/ Nextel) to pay for all Public Safety relocation, rebanding and new equipment (as necessary). For this expenditure, Nextel receives exclusive use of large blocks of the 800 and 900 spectrum and the 1.9 GHz frequencies.

The magnitude of this endeavor required the FCC to create a business enterprise to conduct and manage the rebanding activity. The Transition Authority (TA) is the legal/ engineering entity created and tasked with the authority to legally manage all rebanding events. They have created two major designations of activities for the license holders (City of Tallahassee), vendors and Nextel to make legal commitments (agreements) to perform specific tasks within a scheduled time frame.

The two major events are the Planning Fund Agreement (PFA) and Frequency Reconfiguration Agreement (FRA).

All pre-planning, determination of the actions and steps to get a written plan and a Scope of Work (SOW) for all vendor participants is the bulk of the documentation and planning that has occurred to this point.

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The PFA is now complete and ready for approval and authorization. When it is signed and forwarded to Nextel and the TA, all participants will immediately shift into the more aggressive schedule of drafting and approving all agreements of the FRA. When the FRA is signed the actual vendor activities of rebanding, reconfiguration and equipment replacement will commence on the TA approved schedule.

**RECOMMENDED ACTION**

OPTION 1 - Approval of Planning Funding Agreement (PFA)

**FISCAL IMPACT**

None. Sprint/Nextel will pay for all expenses.

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Don DeLoach, CISO  
Information Systems Services

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**SUPPLEMENTAL MATERIAL/ISSUE ANALYSIS**

**HISTORY/FACTS & ISSUES**

Rebanding is a requirement of the federal government whereby radio frequencies are reallocated from one set of users (license holders) in a particular part of the frequency spectrum and reissued to another user in a different part of the spectrum. This includes licensing of frequencies and retuning or changing to totally different frequencies.

Rebanding also means reassignment and reuse of different frequencies that may not be technically compatible with existing radio Infrastructure or Subscriber equipment. Rebanding is intended to replace that equipment which may not operate properly with reassigned frequencies so that the reconfigured system is comparable to the original system in functionality.

Rebanding is divided into two main phases. Phase 1 is now ending. The determination of the Scope of Work and the fair pricing for the extent and duration of the activities to reach a “comparable communication system” at the conclusion of rebanding is the basis of all of the planning activities in Phase 1. This consists of all of the meetings and the drafting of all documents and crafting agreements to develop, define and document a “plan” for the rebanding activities and tasks to be conducted in Phase 2.

The City of Tallahassee 800 System Manager holds all licenses for the frequencies for our communications system. No separate licenses or frequencies are held by Leon County or Leon County Sheriff’s Office. In the Phase 1 plan, all subscriber equipment for Leon County and Leon County Sheriff’s Office, as well as all other subscriber equipment used on the system is included in the official count of equipment to be rebanded. This means that no separate agreements are necessary to have other user equipment reconfigured to operate on this system. At their cost Nextel will reconfigure, retune or replace, with comparable equipment, all subscriber equipment for the various users agencies.

It is a massive challenge and expensive undertaking for Sprint/Nextel.

The Federal Communications Commission (FCC) has reached an agreement with Sprint/ Nextel to make funds available so that no Public Safety license holders are required to pay for any equipment or rebanding activities. Nextel will pay all vendors and consultants. Under the terms and conditions of the FCC and Nextel agreement, at no time will the City of Tallahassee or the other System Partners be required to pay for any rebanding activities.

At the conclusion of this last round of legal reviews we will have a Phase 1 document, the Planning Fund Agreement (PFA). City legal has reviewed the document for City of Tallahassee municipal rules, laws and regulations. These final changes were sent to our Washington rebanding attorney for review. On 6-29-07 at 4 PM we had a last conference call between consultant, rebanding legal and System Manager for incorporation of all last changes. The document has gone to Nextel for final approval. The document has been returned to City of Tallahassee for signing.

In Phase 2 the same consultants and vendors that wrote the various Scopes of Work within the Phase 1 PFA will be utilized, Phase 2 encompasses the actual activities and completion of the various tasks, which allows the processing of invoices to Nextel for payment. The to-be-written Frequency Reconfiguration Agreement

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(FRA) shall require that the System Manager review all activities and tasks and approve all work as completed according to the various documents. The System Manager would then notify Nextel that payment may be made to the various vendors and consultants. At no time are Nextel funds to be sent to the City for disbursement. The fiscal participation of the rebanding process by the System Manager is approval and authorization for release of payment by Nextel direct to the vendors.

**Recommendations:**

Approval of Option 1

**OPTIONS**

**Option 1.** Approval of Planning Funding Agreement

**Option 2.** Provide alternative direction to staff.

# Public Safety Communications Board

## AGENDA ITEM

<b>ACTION REQUESTED ON:</b>	July 24, 2007
<b>SUBJECT/TITLE:</b>	Inclusion of Red Cross on 800 MHz Public Safety Radio System
<b>TARGET ISSUE:</b>	N/A

### STATEMENT OF ISSUE

The Capital Area Chapter of the American Red Cross requests access and usage of the 800 MHz radio system as a secondary user.

Motorola donated 30 portable radios to the Red Cross in a good faith gesture, as a result of the City's 800 MHz replacement project request for proposal.

As a secondary user, the Red Cross will only use the radio system during emergency or disastrous events affecting the Leon County geographical area. Historically, secondary users DO NOT pay for use of the system.

An MOU and five standard operating procedures (SOP) will be developed to administer direction for use of the radio system.

### IMPACT

Statistically, resource measurements from previous secondary users would indicate an impact of less than .01% of system resources would be encumbered during an event requiring the Red Cross to use the system.

### RECOMMENDED ACTION

OPTION 1 - Approval of the Capital Area Chapter of the American Red Cross be allowed on the 800 MHz Radio System as a secondary user.

Option 2 – Do not allow the Capital Area Chapter of the American Red Cross to use the system.

### FISCAL IMPACT

None

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Don DeLoach, CISO  
Information Systems Services

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# MEMORANDUM

**DATE:** July 24, 2007  
**TO:** Public Safety Communications Board  
**FROM:** Site Selection Committee  
**SUBJECT:** Status of the Program Manager Request for Proposals for the Construction of the Public Safety Communications Building

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**Background:**

During the May 17, 2007, the PSCB directed the Site Selection Committee to issue the Request for Proposal (RFP) for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Public Safety Communications Building.

**Analysis:**

The proposals for Program Manager for the Joint Dispatch Center were submitted on June 28, 2007. One proposal was submitted for the Program Manager RFP.

Staff recommends that a staff evaluation committee comprised of County and City staff be appointed to review this proposal. Pursuant to the attached memo, staff is recommending the following candidates for the selection committee:

- Major Scott Bakotic, Leon County Sheriff's Office
- Mark Beaudion, City of Tallahassee Public Works
- Tom Brantley, Leon County Facilities Management
- Raoul Lavin, City of Tallahassee Administration
- Gabe Menendez, City of Tallahassee Public Works
- Alan Rosenzweig, Leon County Administration
- John Ward, Leon County Facilities Management

The evaluation committee will then present their recommendation to the PSCB, regarding the qualifications of the proposal and/or recommend that the PSCB re-issue the RFP for the Program Manager for the construction of the Public Safety Communications Building.

**Options:**

1. Approve the evaluation committee comprised of County and City staff and direct staff to evaluate the proposal for the Program Manager for the construction of the Public Safety Communications Building.
2. Do not approve the evaluation committee comprised of County and City staff and direct staff to evaluate the proposal for the Program Manager for the construction of the Public Safety Communications Building.
3. Board Direction.

**Recommendation:**

Option #1

**Attachments:**

1. Memo from John Ward regarding the RFP Selection Committee

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