

**Minutes for the January 11, 2007
Public Safety Communications Board Meeting
11:39A.M.**

Note: Two members of the PSCB were absent: City Manager Anita Favors-Thompson and Sheriff Larry Campbell. Both were represented by their alternates: Assistant City Manager Rick Fernandez and Major Scott Bakotic.

1. Approval of the December 7, 2006 minutes:
Chief Quillin moved, seconded by the Assistant City Manager, to approve the December 7, 2006 minutes. The motion passed unanimously.
2. Approval of the December 19, 2006 Potential Land Sites Tour minutes:
Chief Dick moved, seconded by Chief McNeil, to approve the December 19, 2006 minutes of the potential land sites tour. The motion passed unanimously.
3. Acceptance of the Status Report regarding the current 800 MHz System operational issues:
The PSCB received and accepted the status report.
4. Status Report from Winbourne and Costas:
Ira Grossman, Consultant with Winbourne and Costas, presented a brief report to the PSCB.
5. Review of the Radio Communications Request for Proposal (RFP):
Don DeLoach, Chief Information Systems Officer, presented the PSCB with the following recommendations by the Technical Subcommittee in regards to the radio communications RFP:
 - o Issue an RFP for an APCO Project 25 Phase I 800 Mhz System
 - o Direct the following sole source options also be conducted:
 - i. A formal letter will be sent to MA/COM with criterion established for coverage and subscriber units and a request for a proposal to become a part of the State Law Enforcement Radio System (SLERS).
 - ii. A formal letter will be issued to Motorola to provide a proposal to install an analog upgrade to the current existing system.
 - iii. A formal letter will be issued to Motorola to provide a proposal for a digital upgrade to the current system. This upgrade would only upgrade Public Safety subscribers.

Mr. DeLoach stated that it was the intent of the Technical Subcommittee to publish the RFP and distribute the letters on January 29, 2007. The responses of the RFP will be due 120 days later. The Technical Subcommittee intends to review the responses with the consultant, Nick Tusa, and then present a final recommendation to the PSCB.

The Assistant City Manger moved, seconded by Major Bakotic, to issue an RFP for an APCO Project 25 Phase I 800 Mhz system, issue three formal letters, and directed the Technical Subcommittee to approve and document all necessary edits. The PSCB requested that the edits to the RFP be brought back for review only. The motion passed unanimously.

**Minutes for the January 11, 2007
Public Safety Communications Board Meeting
Page 2**

6. Follow-up regarding the tour of the potential site locations for the Public Safety Communications Center:

The County Administrator stated that he would still like for the EMS building to be included in the co-location discussions, if a site was selected in reasonable time. Chief Quillin stated that, with the assistance of Winbourne and Costas, all available public and private lands should be considered when determining the best location for the Public Safety Communications Center.

Chief Quillin moved, seconded by Chief Dick, to issue an RFP in order to allow for the consideration of private lands for the Public Safety Communications Center while simultaneously working with Winbourne and Costas to determine the appropriate square footage and other needs of the building. Discussion of the motion followed.

The Assistant City Manager stated that the PSCB should eliminate all publicly owned property before issuing an RFP for the consideration of the privately owned land. The County Administrator stated that the PSCB should continue to look for the best possible site for the center, whether it was on public or private land. Mark Beaudoin, City of Tallahassee, stated that it would take approximately six months to define a set of parameters, issue an RFP, review the responses, and finally select a site. Tom Brantley, Leon County Facilities Director, confirmed and suggested that the PSCB use GIS software to aid in the identification of sites. Chris Floyd, Interim Director of the Capital City Chapter of the American Red Cross, requested to be included in the RFP criteria discussions. The Assistant City Manager restated that the PSCB first needs to evaluate the two viable sites owned by the City and County before issuing an RFP.

Chief Quillin withdrew his motion.

Chief Dick moved, seconded by the Assistant City Manager, to direct staff to develop the site selection criteria for the location of the Public Safety Communications Center. Alan Rosenzweig and representatives from the City and County will work the Technical Subcommittee and the American Red Cross in order to develop the site selection criteria. The committee will use GIS software in order to identify other possible site locations. The motion passed unanimously.

7. Discussion regarding the Emergency Operations Center (EOC):

Chief McNeil stated that it is his understanding that the focus of the PSCB is on public safety communication and not emergency management. Chief McNeil stated that the PSCB should ask the County and City Commissions for direction in regards to the EOC building.

Chief Dick agreed that the specific direction was not emergency management, however due to the nature of past discussions to include the American Red Cross and Traffic Management in same location as the Public Safety Communications Center, it seems logical to include an EOC.

**Minutes for the January 11, 2007
Public Safety Communications Board Meeting
Page 3**

7. Continued: Discussion regarding the Emergency Operations Center:

The County Administrator stated that the issue before the PSCB was whether or not to plan for an EOC to be located in the same vicinity at some future time. The question is should we acquire enough land that could accommodate an EOC if such a decision is made in the future.

Major Bakotic stated for purposes of efficiency several counties across the state are moving towards creating a facility that include dispatch, traffic management, and in EOC in one building.

The Assistant City Manger stated that while the developing the site selection criteria, it is necessary to include enough land in order to expand for the inclusion of an EOC.

The PSCB agreed and Chief McNeil concurred to size the potential site location for the possible inclusion of an EOC.

8. Discussion regarding the status of the selection process for the Public Safety Communications Director:

The County Administrator voiced concern over pre-maturely hiring the Director of the Public Safety Communications. The County Administrator related the hiring of this Director to the hiring of the Blueprint 2000 Director. For example, Blueprint 2000's infrastructure was completed before the Director was hired.

Ira Grossman, consultant from Winbourne and Costas, stated that hiring a Director before the consolidation was approved might be premature. Mr. Grossman stated that an infrastructure should be in place before hiring a Director and recommended waiting to move forward with the hiring process.

The PSCB agreed to revisit the selection process for the Public Safety Communications Director until after the consultant's final report.

9. New Business:

None

10. Next meeting date:

Date: February 8, 2007

Time: 11:30am to 1:30pm

Location: 2nd Floor Community Room

Renaissance Center

435 North Macomb Street

Minutes for the January 11, 2007
Public Safety Communications Board Meeting
Page 4

11. Possible Agenda Topics for the Next Meeting:

- i. Acceptance of the Status Report regarding the current 800 MHz System operational issues
- ii. Status Report from Winbourne and Costas
- iii. Review of the edits for the Radio Communications Request For Proposal
- iv. Review of the site selection criteria for the location of the Public Safety Communications Center

Meeting adjourned at 12:36 p.m.