

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
11:45A.M.**

Note: One member of the PSCB was absent: Chief Cynthia Dick, Tallahassee Fire Department. The Chief was represented by her alternate: Deputy Chief Steve Anderson.

1. Approval of the January 11, 2007 minutes:
The City Manager moved, seconded by Chief Quillin, to approve the January 11, 2007 minutes. The motion passed unanimously.
2. Acceptance of the Status Report regarding the current 800Mhz System Operational Issues:
Chief Quillin moved, seconded by Interim Chief Proctor, to approve the February 2007 status report for the 800 MHz system and approve the use of City Hall security and maintenance on 800 MHz surplus radios. The motion passed unanimously.
3. Status Report from Winbourne and Costas:
Ira Grossman, Consultant with Winbourne and Costas, presented a brief report to the PSCB. Mr. Grossman stated that Winbourne and Costas submitted the first deliverable on time. Mr. Grossman is anticipating completing the second deliverable, an analysis of the current PSAPs, on February 23, 2007.
4. Radio Communications Request for Proposal:
 - i. Technical Subcommittee Report:
Don DeLoach, Chief Information Systems Officer, presented to the PSCB changes recommended to the Radio Communications request for proposal (RFP) from the Technical Subcommittee. Mr. DeLoach stated the Technical Subcommittee was informed that other vendors, not just Motorola, would be able to participate in the providing a digital upgrade to only Public Safety radio subscribers for a split analog and digital system. The Technical Subcommittee prepared the following four options for the PSCB to consider:
 1. Issue an RFP for an APCO Project 25 Phase I 800 MHz System.
 2. Direct a formal letter will be sent to MA/COM with criterion established for capacity, coverage and subscriber units and a request for a proposal to become a part of the State Law Enforcement Radio System (SLERS).
 3. Direct a formal letter will be issued to Motorola to provide a proposal to install an analog upgrade to the current existing system.
 4. Direct the TSC working with the consultant develop specifications for a split digital/analog system upgrade (including a tower at the Myers Park site) and issue a separate RFP.

Mr. DeLoach then introduced the consultant for the radio communications RFP, Nick Tusa, to discuss this option.

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
Page 2**

4. Continued Radio Communications Request for Proposal:

Mr. Tusa stated many radio communication vendors are not typically participating in the development of analog systems. Mr. Tusa stated that vendors are focusing more on digital systems. In addition, Mr. Tusa stated that a split system, digital for Public Safety and analog for Non-public Safety, is a short term approach that will cost more money in maintenance in the future, especially in regards to maintaining the analog system. In three to five years, the PSCB will be facing their current situation, if the PSCB chooses to use a split radio system. A split system RFP would require a different specifications and would delay the RFP process by at least six weeks.

The City Manager asked Mr. Tusa's opinion on issuing two separate RFPs, one for the P-25 digital system and the second for split system, and his opinion in regards to the SLERS letter. Mr. Tusa stated he did not see an issue with publishing the RFP for the P-25 system nor did he voice concern with issuing a letter to M/A Com for the SLERS system. Mr. Tusa then reiterated his concerns for the split digital and analog system.

The Sheriff moved, seconded by Chief Quillin, to eliminate option #4 and proceed with the following three options:

1. Issue an RFP for an APCO Project 25 Phase I 800 MHz System.
2. Direct a formal letter will be sent to MA/COM with criterion established for capacity, coverage and subscriber units and a request for a proposal to become a part of the State Law Enforcement Radio System (SLERS).
3. Direct a formal letter will be issued to Motorola to provide a proposal to install an analog upgrade to the current existing system.

Discussion of the motion followed.

The City Manager asked if the letter to M/A Com required that SLERS system be P25 compliant. The Sheriff stated that it was his understanding the radios being purchased for the SLERS system were P25 compliant.

The City Manager inquired that if upon approval of options #1, #2, and #3, would the second RFP be issued. Mr. Tusa stated that the second RFP would only be issued if the PSCB decided to include option #4, the split digital and analog system. Mr. Tusa then stated that he recommends that the PSCB approve options #1, #2, and #3.

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
Page 3**

4. Continued Radio Communications Request for Proposal:

The City Manager voiced her concern that the PSCB should only issue the P25 compliant digital system or option #1. The County Administrator stated that he would like to release the P25 RFP, SLERS letter, and the analog upgrade in order to see the cost difference and the advantages/disadvantages between the three systems. The Sheriff voiced his concerns with the interoperability of the P25 digital system with other radio communication systems. Mr. Tusa stated that Marion County, Nassau County, Orlando, Mississippi, and Louisiana are all building out P25 digital systems.

The City Manager asked Mr. DeLoach about the recommendations of the Technical Subcommittee. Mr. DeLoach stated the Technical Subcommittee tried to accommodate all the entities involved. The Sheriff and the City Manager agreed that the PSCB is not looking for a quick fix to radio communication issues.

The City Manager asked the Technical Subcommittee if options #1, #2, and #3 would cover all the concerns. Mr. DeLoach stated that it was his opinion that just the P25 digital RFP should be released. Mr. Griffin, IT Manager for Leon County Sheriff's Office, stated that options #1, #2, and #3 would address his concerns. Greg Frost, Tallahassee Police Department, reiterated Mr. DeLoach's opinion of releasing only the P25 digital RFP. Mr. Frost stated that SLERS is viewed as not being the best option; however there is nothing wrong with looking at the system, so long as it was not hold up the process.

The City Manager expressed concern over option #3, the analog upgrade. Mr. Tusa stated that it was a short term solution that addresses the coverage and reliability problems of the current system.

The County Administrator stated that by releasing the SLERS letter and the analog upgrade, the PSCB will be able to compare the APCO P25 system as it pertains to cost and the advantages/disadvantages of using a digital system.

Interim Chief Proctor stated that while the Tallahassee Police Department would like to see a split digital and analog system option, a quick fix is not the solution to the problem and that option #3 would address the coverage and reliability problems of the current system.

The motion was restated: The Sheriff moved, seconded by Chief Quillin, to eliminate option #4, direct the TSC working with the consultant develop specifications for a split digital/analog system upgrade (including a tower at the Myers Park site) and issue a separate RFP, and proceed with the following three options:

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
Page 4**

4. Continued Radio Communications Request for Proposal:

1. Issue an RFP for an APCO Project 25 Phase I 800 MHz System.
2. Direct a formal letter will be sent to MA/COM with criterion established for capacity, coverage and subscriber units and a request for a proposal to become a part of the State Law Enforcement Radio System (SLERS).
3. Direct a formal letter will be issued to Motorola to provide a proposal to install an analog upgrade to the current existing system.

The motion passed unanimously.

ii. Request for Proposal Evaluation Process:

The County Administrator recommended that each member of the PSCB appoint one voting member to the Technical Subcommittee:

Sheriff Larry Campbell – Major Scott Bakotic

Chief Tom Quillin – Deputy Chief Chad Abrams

City Manager Anita Favors-Thompson – Don DeLoach, Chief Information Systems Officer

County Administrator Parwez Alam – Alan Rosenzweig, Assistant County Administrator

Interim Chief John Proctor – Captain Diane Anderson

Deputy Chief Steve Anderson – Deputy Chief Steve Anderson

Chief Quillin moved, seconded by the City Manager, to approve the members of the Technical Subcommittee. The motion passed unanimously.

The County Administrator stated that a process for evaluating the radio communication RFP would need to be established. Mr. DeLoach stated that he recommended in his memo to the PSCB that Mr. Tusa conduct the technical evaluation of the RFP and present the results to the Technical Subcommittee, who would then by majority vote, act on Tusa's recommendation.

Chief Quillin moved, seconded by the City Manager, to approve the evaluation process for the radio communications RFP. The motion passed unanimously.

Chief Quillin also requested that the RFP require that the proposal submitted be a binding part of the contract, when one is awarded. City purchasing agreed to the change the language in the RFP.

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
Page 5**

5. Review of the Site Selection Criteria for the location of the Public Safety Communications Center:

Alan Rosenzweig, Assistant County Administrator, presented the site selection criteria for the location of the Public Safety Communications Center. Mr. Rosenzweig stated that 60 to 90 days would be needed to evaluate sites. In addition, Mr. Rosenzweig stated that upon discussion with City Transportation Management and the Capital City Chapter of the American Red Cross, the Easterwood/Weems site appears to be a viable location for the Public Safety Communications Center.

Interim Chief Proctor voiced his concern with the Easterwood/Weems site noting that the railroad tracks located behind the site could be the Public Safety Communications Center at risk. Mr. Rosenzweig agreed and stated that I-10 poses the same risks. Mr. Rosenzweig also stated that these concerns would be included during the evaluation process of the sites.

The Sheriff raised concern with the flooding and canopy roads that surround the Welaunee site (Miccosukee Road/Centerville Road/I-10). Chief Quillin asked an analysis would need to be conducted regardless of where the site is located. Mr. Rosenzweig indicated that is was a necessary part of the site selection process.

The County Administrator reviewed the options that the PSCB had to consider, stating the option #3 could take up to 6 months before an RFP was issued.

1. Evaluate only the Easterwood/Weems site.
2. Evaluate the two publicly owned sites, Easterwood/Weems site and Welaunee (Miccosukee Road/Centerville Road/I-10 site).
3. Determine if privately owned lands will be considered for the siting of the Public Safety Communications Center. If so, create a request for proposals for the site location of the Center.

The City Manager stated that it is necessary to evaluate publicly owned sites before examining privately owned sites and recommended evaluating the Easterwood/Weems site. Leven Magruder, 800 MHz Communication System Manager, stated there could be problems with locating a tower at the Easterwood/Weems site. Tom Brantly, Leon County Facilities Director, stated that it is not a necessity to locate the new tower on the same site as the Public Safety Communications Center.

Chris Floyd with the Capital City Chapter of the American Red Cross stated that the Easterwood/Weems site is the ideal location. Mr. Floyd stated that this site address the needs of Red Cross. The City Manager asked if the same were true for the Welaunee site. Mr. Floyd stated that he had concerns with distance, accessibility of the Center during a storm, and public access to the site.

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
Page 6**

5. Continued Review of the Site Selection Criteria for the location of the Public Safety Communications Center:

Chief Quillin suggested evaluated both sites in the event that the Easterwood/Weems site is not viable there is no time loss due to the fact that the Welaunee site was already evaluated.

Chief Quillin moved, seconded by Interim Chief Proctor, to evaluate the two publicly owned sites, Easterwood/Weems site and Welaunee (Miccosukee Road/Centerville Road/I-10 site). The motion passed unanimously.

Mr. Rosenzweig stated that there has not been a formal agreement signed with the Red Cross regarding co-location. Mr. Floyd stated the Red Cross wants to be co-located with the Public Safety Communications Center. Mr. Floyd also passed out a letter expressing the desire of the Capital City Chapter of the American Red Cross to co-locate with the Public Safety Communications Center. Chief Quillin inquired about the Red Cross' timeline. Mr. Floyd stated that the Red Cross would like to be in a new building within two to two and half years.

The City Manager stated that the City Commission was interested in pursuing with this agreement. The County Administrator concurred.

The City Manager moved, seconded by Chief Quillin, to proceed with negotiating with the Capital Area Chapter of the American Red Cross for the co-location of their building with the Public Safety Communications Building, subject to the details. The PSCB agreed that a letter will be issued to the Capital Area Chapter of the American Red Cross. The motion passed unanimously.

The Sheriff moved, seconded by Chief Quillin, to proceed with developing a RFP for architectural services for the design of the Public Safety Communications Building. The motion passed unanimously.

6. New Business:

The City Manager initiated a discussion regarding the hiring of a Public Safety Communications Director. The City Manager stated that the hiring of a director need to parallel the completion of Winbourne and Costas, Inc. report. The County Administrator stated that Winbourne and Costas should review of the job description developed by County/City Human Resources departments and advised the PSCB on where the job description should be advertised.

The City Manager moved, seconded by Interim Chief Proctor, to direct Winbourne and Costas to review the job description of the Public Safety Communications Director and offer suggested changes to the description as well as advise the PSCB on where to post to the job description. The motion passed unanimously.

**Minutes for the February 8, 2007
Public Safety Communications Board Meeting
Page 7**

7. Next meeting date:

Date: March 8, 2007

Time: 11:30am to 1:30pm

Location: Tallahassee Room – 2nd Floor

City Hall, 300 South Adams Street

8. 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. Status Report on the Radio Communications Request For Proposal
- iv. Status Report on the Site Selection Evaluation for the Location of the Public Safety Communications Center
- v. Review of the Request for Proposal for Architectural Services for the Design of the Public Safety Communications Center

Meeting adjourned at 12:54 p.m.