

**Minutes for the May 9, 2008**  
**Public Safety Communications Board Meeting**  
**9:10 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 February 28, 2008 minutes:

The City Manager moved, seconded by the Chief Quillin, to approve the February 28, 2008 minutes. The motion passed unanimously.

2. Acceptance of the Status Report Regarding the Current 800Mhz System Operational Issues:

Leven Magruder, 800 MHz Communications System Manager, presented the May 2008 Status Report. Mr. Magruder requested to approve the participation of Tusa Consulting in the Motorola Factory System Staging in the amount of \$8,640 plus the cost of travel. The support of Tusa is to ensure that the technical review and testing of the fully operational system at factory staging is properly executed and that all material and equipment performs to the RFP specifications.

Mr. Magruder also discussed the Public Safety InterOperable Communication grant (PSIC) grant in the amount of \$3.85 million. There is a required 20% match of "in kind" services and use of resources. This is for a regional P25 system. Mr. Magruder stated that the PSIC equipment is P25 standard and must be compatible to the City/ County 800 MHz P25 Digital system. All P25 Systems are (dual) 700 & 800 MHz capable.

Chief Quillin moved, seconded by Major Bakotic, to approve the May 2008 Status Report and the participation of Tusa Consulting in the Motorola Factory System Staging in the amount of \$8,640 plus the cost of travel. The motion passed unanimously.

3. Status Report Regarding the Purchase of the New Radio Communication System

i. Presentation by Motorola

Jim Redington, Project Manager for Motorola, gave a brief presentation on the current status of the new radio communications project. Mr. Redington discussed the fact that the staging dates when need to be pushed back by a week.

In addition, Mr. Redington also discussed the combiners for the new radio system. Currently, Sprint/Nextel is not approving new or 'reused' combiners. By using the current combiners for the new radio system, the analog to digital cut over will need to be done live. This is not in accordance with the contract; new language will need to be approved in order to do a live cut over. A live cut over to the new system is also more costly. Negotiations are on going with Spirit/Nextel to hopefully purchase new or reused combiners.

The County Administrator inquired about the length of the cut over. Mr. Redington stated that the cut over could take 4 to 6 hours.

The PSCB accepted the status regarding the new radio communications system and approved the week delay in June for staging the equipment.

ii. FSU Letter of Intent (Attachment #3 ii)

The PSCB received and accepted FSU's letter of intent.

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#### **4. Discussion Regarding Next Steps for Joint Dispatch:**

The County Administrator presented the timeline for the location of the joint dispatch facility and opened discussion relating to the next steps for joint dispatch.

The City Manager stated that she is expecting to bring an item to the City Commission on the May 28<sup>th</sup> meeting regarding joint dispatch.

The County Administration clarified that the entities included on the Easterwood site would be Traffic Management, Emergency Medical Services, Joint Dispatch, and Fire Administration. Chief Dick indicated that Fire Administration was not part of the PSCB's original discussions. The City Manager stated that she was not prepared to commit to including the Fire Administration in the building but would discuss it as an option. Chief Dick agreed to discuss it, for design purposes.

The County Administrator stated that regardless of the discussion relating to EMS/Fire merger, the joint dispatch discussion should continue to move forward. The County Administrator stated that the best way to move forward is to hire a program manager to see if there is an expertise to design the building. The County Administrator then suggested that if the City Commission approved the item on May 28<sup>th</sup>, County and City staff could work on putting together a scope of works for the program manager and then issue the request for proposals.

The City Manager clarified that the RFP would just be for the building. The County Administrator agreed. Chief Quillin asked Gabriel Menendez, Director of Public Works for the City of Tallahassee, about the status of the Traffic Management Center. Mr. Menendez stated that they are making progress with the project and that recruiting a program manager would be the best approach for a project this size. Tom Brantley, Leon County Facilities Director, concurred with Mr. Menendez. Mr. Brantley also suggested that once a project manager was selected, the PSCB could then move forward with hiring a construction manager at risk.

The City Manager inquired about the status of the Red Cross. Alan Rosenzweig, Assistant County Administrator, stated the lease for the land is being finalized.

The City Manager moved, seconded by Chief Quillin, to appoint a Technical Committee to work on the scope of works for a Program Manager Request for Proposals and issue the RFP. The motion passed unanimously.

#### **5. New Business:**

The City Manager asked that discussion relating to the recruitment of the Director of Public Safety Communications be placed on the agenda for the next meeting in June.

6. Next meeting date:

The next meeting will be held on June 17th, before the Mayor/Chair meeting.

Date: June, 17, 2008

Time: 9:30 a.m.

Location: City Commission Chambers, City Hall

7. Possible agenda topics for the next meeting:

- i. 800 MHz Status Report
- ii. Update on New Radio Communications Project
- iii. Project Manager RFP
- iv. Recruitment for the Director Position