

# **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 June 26<sup>th</sup> meeting)**

**Agenda**  
**Public Safety Communications Board Meeting**  
**June 26, 2008**

*Meeting Time and Location: 10:00 a.m. City Hall, Tallahassee Room*

1. Approval of the May 9, 2008 PSCB Meeting minutes (Attachment #1)
2. Acceptance of the Status Report Regarding the Current 800Mhz System Operational Issues (Attachment #2)
3. Status Report Regarding the New Radio Communication System
  - i. TCC Letter of Intent (Attachment #3i)
4. Discussion Regarding the Next Steps for Joint Dispatch:
  - i. Status of the Program Manager RFP
  - ii. Recruitment for the Director Position (item 4ii)
5. New Business
6. Next meeting date:
  - Date: July 2008
  - Time: T.B.A.
  - Location: Community Room in the Renaissance Building
7. Possible agenda topics for the next meeting:

**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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Public Safety Communications Board Meeting  
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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.

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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

# MEMORANDUM

**DATE:** June 17, 2008

**TO:** Public Safety Communications Board

**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.

1. Continued in 2008 our monthly Maintenance & Support meeting with First Communications, Motorola Service, RCD and Public Safety representatives
2. Hired highly qualified technician with experience in 800 MHz communications systems, site and facility support and maintenance

Infrastructure:

1. Continue system Site maintenance and refurbishment activities.
2. Diagnosed and resolved system wide 800 MHz interference issue
3. Relocated COT SCADA equipment at Prime and Blocker sites to make space for P25 installation
4. Relocated Amateur radio (Ham) equipment at Spray field site to make space for P25 installation
5. Relocated and re-installed COT GIS equipment at Blocker to make space for P25 installation
6. Prepared Prime site for Installation of P25 equipment
7. Repaired light at Blocker site
8. Completed semi-annual generator preventative maintenance at all sites and for all mobile generators
9. Repaired EFRATOM time standard at Blockers site.
10. Repaired Air Conditioner at Spray field site.
11. Restored Myers Park to emergency power during storm.
12. Repaired Sonitrol alarm system and notification circuit at Myers Park due to apparent lightning strike.

Voice:

1. Repaired Mobile Radio for Solid Waste

Data:

1. TPD & TFD working on problems with MDT devices. Failure in Radio I P software causes an "appearance" of the Radio Network Controllers to switch between "A" or "B". Neither "A" or "B" is down or affected and this locks up the system. Vendor working with TPD & TFD ISS persons to resolve.

Installation/ Removal:

1. Completed re-installation in COT Solid Waste vehicles

Site:

1. Continue site maintenance and support.
2. Replace lights on towers that have burned out.
3. Inspection of Hopkins, Easterwood and Myers Park site with Motorola and their tower vendor.

Security:

1. With the advent of the P25 system and anticipated delivery of several millions of dollars of equipment to the various sites, request that TPD and LCSO continue to increase security patrols to the various sites.
2. TPD is conducting a security assessment at the various sites and will prepare a report of recommendations to improve security.
3. TPD made an arrest of a person stealing copper from COT Electric facilities and stockpiles in the Municipal Complex area.

800 MHz Replacement RFP No 0091-07-KR-RC: Digital P25 Project

1. Continue bi-weekly Progress reports with Motorola and City/ County Implementation team concerning system installation schedule.
2. Met with Public Safety agencies to coordinate a final review of templates and talkgroups and Fail soft channel assignments to provide optimum InterOperable communications
3. Removed all unnecessary equipment for existing sites for ease of installation of P25 Digital equipment.
4. Motorola factory System Staging is 6-17 & 18 in Illinois. A number of persons suggest for the participating agencies would be: TPD-3, TFD-2, LCSO-2, EMS-1, COT Radio-4, Leon County-1.
5. System Staging is a significant milestone event and requires two days of technical testing and certification by the City & County. Documents must be signed that approves the functional operation of the system in a test environment.

Procurement:

None.

Funding:

1. Reg 2 Public Safety Inter Operable Communications (PSIC) Project received state approval for funding of emergency communications project for 13 counties.
2. RCD waiting for State of Florida spending authority and release of funds in July '08.
3. RCD is submitting FY 09 COT Budget document for continued maintenance support of the Analog system to ISS
4. Prepare report for ISS Management for projected annual costs to Leon County for 800 P25 Digital system.

Regional Domestic Security Task Force:

1. Coordinated with Sprint/ Nextel for installation and programming of 10 new cellular cards
2. Continued coordination with Regions 2, 3, 4 & 5 for InterOperable communications equipment under the PSIC grant—to be released in July '08.
3. Domestic Security State Working Group meeting in Orlando 6-12 to resolve connection of Region systems to each other and to state SLERS system.
4. Waiting on status of request for Home Land Security grand for additional 700/800 MHz communications equipment under the H S Fire grant

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Interoperability:

1. Continued Florida Interoperability Network (FIN) training to support RDSTF efforts within Region 2
2. Participated in several planning meetings in support of the RDSTF exercises planned for Reg 2 and Leon County

Audit 6014:

1. Beginning staff review of all Standard Operating Procedures must be completely reviewed and revised to accommodate the new operational capabilities of the P25 technology.

Rebanding:

1. The City of Tallassee is the license holder for all of the 800 System frequencies
2. Participate in weekly planning and coordination conference calls with Motorola and our Consultant, SAIC
3. Processed Change orders for PFA modifications for Legal and SAIC cost increases to be approved by TA and funded by Nextel
4. Provided requested documents for engineering and planning for Motorola Statement of Work for FRA, submitted to Nextel
5. Submitted request for extension of time for FRA activities through end of July '08
6. Provided documentation to SAIC, Motorola and Legal for consideration of Nextel providing Combiners to the existing sites (The P25 Digital system is purchasing new combiners at the two new sites).
7. Legal, SAIC and RCD coordinate and propose strategy to submit funding request to Sprint/Nextel to obtain credit for Analog Rebanding efforts to be applied to Digital P25 system implementation
8. Provided frequency list to Motorola engineering for investigation of "Combiner" capability study

Red Cross:

None

Audio:

None

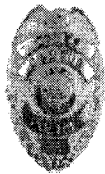
Options:

1. Approve the June 2008 Status Report of the 800 MHz System
2. Do not approve the June 2008 Status Report of the 800 MHz System.
3. Board Direction.

Recommendation:

Option #1

**TALLAHASSEE COMMUNITY COLLEGE  
CAMPUS POLICE DEPARTMENT**



**P O Box 2298  
TALLAHASSEE, FL 32316-2298  
850-201-6100  
FAX: 850-201-8017**

Date: May 20, 2008

Mr. Don DeLoach, Chief Information Officer  
City of Tallahassee  
300 S. Adams Street  
Tallahassee, Fl. 32301-1731

Re: P25 Digital Communications System

Dear Mr. DeLoach please accept this letter as official notice that the Tallahassee Community College Police Department intends to participate in the new P25 digital communications system that has been purchased by Leon County and the City of Tallahassee and the Leon County Sheriff's Office. Please communicate this intention to the appropriate parties. Thank you for allowing our participation.

Sincerely;

E.E. Eunice  
Tallahassee Community College  
Chief of Police (acting)

# MEMORANDUM

**Date:** June 21, 2006

**To:** Public Safety Communications Board Members

**From:** Lillian Bennett, Leon County, Director of Human Resources  
Gloria Hall McNeil, City of Tallahassee, Director of Human Resources  
Joe McCabe, Leon County Sheriff's Office, Human Resources Manager

**Subject:** Job Description – Director Public Safety Communications

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The attached job description (Attachment #1) for Director, Public Safety Communications has been developed as the result of the combined efforts of the Human Resources Divisions of Leon County, City of Tallahassee, and the Leon County Sheriff's Office. The job description reflects the essential duties of this position. Job descriptions from local governmental agencies throughout the country, with joint communications functions comparable in structure to that which has been adopted for Tallahassee-Leon County, were reviewed and utilized in developing the job description for this position. In addition, each member of the Public Safety Communications Board has been given an opportunity to provide input into the major duties and responsibilities of this position, and each member's comments have been incorporated accordingly.

We surveyed a number of local governments around the country and, through our research, identified six (6) municipal agencies that most closely aligned with the joint communications program model adopted by the Public Safety Communications Board. (A summary of these findings is provided in Attachment #2.) In the six jurisdictions, the reporting structure of the public safety communications function may differ in that the function may be placed under one agency (i.e., Police or Sheriff), serve as a separate joint-powers entity, and/or report to a joint authority, commission or board. Further, some have multi-jurisdictional joint powers or inter-local agreements that guide the operations and administration of the public safety communications center and its personnel.

We also collected market data from the six (6) surveyed entities to establish a salary range for this position. Based on the survey findings, the salary range is \$70,522 - \$95,632. While the starting salary of the selected applicant would be set based on the applicant's education and experience, it would be reasonable to employ an experienced candidate at a beginning salary of \$83,077, the midpoint of the pay range.

Please contact the Human Resource Director for your respective agency if you have any questions regarding the job description for the Director, Public Safety Communications.

**MAJOR FUNCTION**

This is highly responsible managerial, administrative and professional work directing the operations and resources dedicated to the combined fire, law enforcement, and medical emergency communications functions of the City of Tallahassee, Leon County, and Leon County Sheriff's Office. Reporting to the Public Safety Communications Board, the incumbent is responsible for the effective and efficient management of the Joint City/County Public Safety Communications Center, developing and implementing work and operational policies, managing the dedicated budget and serving as liaison between the Public Safety Communications Board and the member agencies. Work is performed with considerable independence and latitude and is reviewed through conferences, reports, and by results attained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, develops, coordinates and directs staff in implementing directives of the Public Safety Communications Board. Manages the daily operations of the Joint City/County Communications Center. Directs the use of resources allocated to public safety communications for maximum return on investment. Serves as liaison between the Public Safety Communications Board and technical staff on technology issues. Develops and implements policies, procedures and protocols to accomplish the center's work plan objectives. Develops short-range and long-range goals for the work unit. Establishes and maintains the operational integrity and response capability of the public safety communications system to meet existing and anticipated requirements. Oversees the acquisition, integration, implementation, and operation of communications equipment, systems, and other resources, as needed. Prepares and monitors the unit's budget, and makes budgetary recommendations to the board, as necessary. Maintains an active liaison with local law enforcement and emergency service providers, as well as other applicable state, federal and local agencies to keep abreast of changes that may impact the center's operations. Establishes and maintains data management system(s) coordinated with law enforcement, fire, emergency medical services, participating telecommunications companies and system suppliers, as applicable. Directs the collection and reporting of data and other information, as required. Manages the development and execution of plans for system testing, employee training, and other essential operational and procedural activities. Recommends the hiring, transfer, promotion, grievance adjustment, discipline and discharge of employees. Conducts performance evaluations and recommends approval or denial of merit increases. Investigates complaints from citizens and/or agencies regarding public safety communications. Maintains appropriate contacts with the media and public on the use of the public safety communications systems. Performs related work as required.

**Other Important Duties**

Attends meetings of the Public Safety Communications Board as required. Serves on the various management teams as required. Attends meetings, conferences, etc. and completes special projects as needed. Performs related work as required.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Considerable knowledge of ordinances, laws, regulations, statutes, procedures and processes related to public safety communications management. Knowledge of communications systems and the various aspects of system interfacing with other wired and wireless communications. Considerable knowledge of City and County geography and street systems. Knowledge of the principles and procedures of the operations of a dispatch center. Knowledge of local emergency plans and procedures. Considerable knowledge of the principles of supervision, training, and performance evaluation. Ability to follow direction provided by the governing board. Ability to effectively plan, develop, implement and administer a public safety communications program and the dedicated resources. Ability to conduct system analysis and evaluate operational and technical processes and procedures. Ability to communicate effectively, orally and in writing, and to maintain records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to accurately assess and analyze situations and draw conclusion(s). Ability to plan, organize, direct and coordinate activities of technical and professional staff. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

### **Minimum Training and Experience**

Possession of a bachelor's degree and five years of professional work experience that includes emergency or public safety communications for law enforcement, fire and EMS agencies, emergency management, emergency response management, or a closely related field; or an equivalent combination of training and experience. At least three years of the required experience must have been in a managerial capacity.

### **Necessary Special Requirement**

Must possess a valid Driver's license at the time of appointment. Position requires on-call status in the event of an emergency or disaster within Leon County and may require work or travel outside of regular office hours.

Established: