

MEETING MINUTES

Consolidated Dispatch Agency

Public Safety Complex Room 112
November 14, 2019 2:00 pm

Meeting called by: Regular Meeting
Type of Meeting: CDA Management Committee Meeting
Facilitator: Chief Chad Abrams, Leon County Emergency Medical Services
Attendees: Chief Jerome Gaines, Tallahassee Fire Department
 Chief of Staff David Folsom, Leon County Sheriff's Office
 Chief Steve Outlaw, Tallahassee Police Department
 Chief Chad Abrams, Leon County Emergency Medical Services
 Director Steven Harrelson, Consolidated Dispatch Agency

I. Call to Order (not recorded)

Director Steven Harrelson called the meeting to order at 2:01 PM.

II. Approval of Previous Meeting Minutes

The first order of business was the approval of the meeting minutes from the April 9, 2019 regular meeting. Chief Jerome Gaines made a motion to approve the minutes and Chief Steve Outlaw seconded the motion. Approval of all the minutes was unanimous. Director Steven Harrelson announced that the meetings will no longer be recorded.

III. Presentation of Funds and Photo

- a. TMH Foundation Honor Flight Tallahassee – recipient Ann Munson
- b. Honor Flight – recipient Mac Kemp

IV. Old Business

- a. Preschool Advanced Warning System (PAWS)
 - i. CDA first to have it; Active Monday through Friday, 24 hours/day
- b. Electronic Police Protocols – International Academy of Emergency Dispatch (IAED)
 - i. Go live January 7, 2020
- c. Recruit Classes
 - i. Next class projected for March 2020

V. New Business

- a. Chief Chad Abrams talked about ACE accreditation. Director Steven Harrelson reported the CDA's CALEA mock visit on November 19-20, 2019.

VI. Adjournment – Management Committee Meeting

Chief Jerome Gaines made a motion to adjourn, seconded by Chief Steve Outlaw. The meeting adjourned at 2:19 pm.

- VII. *Digital Trunked Simulcast 800 MHz Radio System Meeting* (Started recording meeting)
Director Steven Harrelson called the meeting to order at 2:20 PM.
- VIII. *Public Comment*
No public comment.
- IX. *Old Business*
No old business.
- X. *New Business*
Director Steven Harrelson reported inquiries about rental space on the towers. He mentioned getting direction from the Board about moving forward how to address managing the rental space.
- XI. *Radio Shop Presentation*
Director Steven Harrelson called Chris Pandolfi, Interim Radio Administrator, to present on future leasing of available tower space. Chris Pandolfi asked the committee for guidance to expedite the approval process for tower tenants to prevent revenue losses. It was discussed that revenue generation offsets the cost for maintenance and support of system. Chief Abrams mentioned that the Interlocal agreement names the CDA Director as the point of contact for the radio system and Director Harrelson agreed to be delegated as contact. Chief Outlaw spoke to expand authority for Chris Pandolfi to execute the contract if it's within normal constraints. Chief of Staff David Folsom requests more information on the risk. Director Harrelson requested that after consulting with the respective attorneys, to get questions answered, to reconvene for another 800MHz meeting.
- XII. *Adjournment*
Chief Chad Abrams made a motion to adjourn, seconded by Chief Jerome Gaines. The meeting adjourned at 2:43 pm.