

MEETING MINUTES

Consolidated Dispatch Agency
Management Committee Meeting

Public Safety Complex Room 115
June 18, 2015 @2:00 p.m.

Meeting called by: Regular Meeting
Type of Meeting: Management Committee Monthly Meeting
Facilitator: Lieutenant Tony Drzewiecki, Leon County Sheriff's Office
Attendees: Lieutenant Tony Drzewiecki, Leon County Sheriff's Office
Chief Tom Quillin, Leon County Emergency Medical Services
Deputy Chief John Gatlin, Tallahassee Fire Department
Major Audrey Smith, Tallahassee Police Department
Director Timothy Lee, Consolidated Dispatch Agency

2:00 p.m.: Lt. Tony Drzewiecki called the meeting to order.

The first order of business was the approval of the meeting minutes from the regular meeting on May 20, 2015. Chief Quillin motioned to approve the minutes, and Major Smith seconded the motion. Approval of the meeting minutes was unanimous.

The next order of business was approval of CDA policies 127, 232, 248, 363, 383, and 630 with minor modifications. Policy 102 was tabled for review of one issue and 645 was tabled due to a question about the JAC. Lt. Drzewiecki will address the Policy 645 question and revisit it in 30 days. There was a brief overview of the HR policies that have been adopted to date. The outstanding major policies are Compensation, Alcohol and Drugs, and Working Conditions.

The third order of business was the update on the 800 Mhz system. Notes from the 6/3/15 and 6/17/15 meetings were provided. Ron had no additional comments. Lt. Drzewiecki expressed his appreciation to Ron and the Radio Shop for the new batteries, which are lighter and last longer. He also noted that the Motorola radios were nearing the end of the warranty period (XTS series). The radio shop is doing an analysis of failure rate and will meet with the involved parties to discuss the options.

The next order of business was the update on the Continuous Improvement Plan and was combined with the Assistant Director update and the Director's report. Director Lee advised that he was meeting with the City Manager, had to talk to the final Assistant Director candidates on Friday and Monday, and then would formally announce who the Assistant Director was at the CDA Board meeting. Gene (Sherriff's Office) had asked for trending on the CDA Budget. A handout was provided showing total budget and expenses to date. The CDA is well within its budget for FY15. The Florida Coalition against Domestic Violence used the CDA training room for filming for coalition advertising. Motorola did Admin training, but it wasn't sufficient for what was requested. This concern will be

discussed next Tuesday. Just FOIA is expected to be implemented next month. The training software is in final procurement state and hope to see it next month also. IRIS paging is purchased, and the databases are being built. We are hoping to have it in testing next month. TCC and FSU interagency agreements are in place for large disaster events in which the CDA will take over the event. FAMU is still reviewing the Interagency Agreement for signature. The CDA is also designing the training for the colleges and our employees on how the system is going to work. The financial audit report will be presented to the Board on the 25th of June. They went back 2 and 3 years and in looking at 60 items, 2 errors were found. A progress report based on the Grand Jury presentment and the City's Audit will be provided at the next Committee meeting.

Lt. Drzewiecki asked for an update on the Gartner report timeline. Gartner was giving an initial brief to the technical subcommittee at that moment. The final draft will be received on the 29th. They expect to meet with the Board members independently and brief them on the findings with presentation to the Commissions on the 7th and 8th. Gartner will be there to do the presentation. Lt. Drzewiecki asked that the CDA work closely with the media partners at all three agencies. Ensure that communication is good and there a strategy in place before the presentation. He also asked if CDA had provisioned the college's units in CAD. Director Lee advised that process is being worked through. They hope to run a tabletop exercise in the fall to test the processes and make sure the radios will. Chief Quillin moved to accept the Director's Report and Lt. Drzewiecki seconded. It was approved unanimously.

Chief Quillin was recognized for his years of service and given the opportunity to speak.

There was no public comment.

2:30 pm

Meeting was adjourned.

800 MHz Notes for Operations Meeting 6-03-15

Notes have not been provided since early May and this sheet should reflect all the events since that time.

1. Premise Hazard issued for 2110 Fleishman Road, Broadview Assisted Living, for limited radio coverage.
2. Preventive Maintenance procedure completed on system. System is in very good condition.
3. New two year portable batteries from Williams Communications distributed to LCSO and TPD. Logistics in those departments have said batteries will be fully distributed by end of June 2015.
4. Radio staff toured the Motorola R&D and Product development facility in Fort Lauderdale. I will highly encourage the 800 MHz Technical sub-committee to attend also.
5. LCSO has stated they would like for the TFD to receive the IV&D flashes procured (for LCSO) from last year. Radio shop is currently checking radio flash codes to ensure compatibility and will coordinate with the TFD on reprogramming radios.
6. Antenna remounted and braced on the Easterwood tower site (Med Channel). No interruption to RF was experienced.
7. New antenna installation for Crooked Road has been put on hold until the migratory birds hatch their young and get then to leave the nest. Nest was analyzed using the Radio shop drone.
8. Chris Pandolfi will be attending Motorola factory training in June.
9. An RFI for new subscriber radios is moving forward; however, the 800 MHz Technical sub-committee will be meeting soon to collaborate on public safety departments possibly extending the use of their old model subscriber radios past the year 2019, when parts availability stops. A financial speculative forecast was prepared and given to LCSO on this matter and the same will be done for TPD, EMS, and TFD. In consideration of this possibility it is apparent the monetary savings is great if EVERYTHING works out if planned well; however, the risk is, could we be caught short (having too many radio's that can't be fixed) and not being able to buy new model radios (that have Motorola support) and the process taking us a couple years to procure? The 800 MHz Technical Sub-Committee will meet once we have presented the spreadsheets to each department.
10. Staff has been working with FDLE to retrofit the (Emergency Deployable Interoperable Communications System) EDICS trailer, obtain new satellite air time for the (Public Safety Interoperable Communications) PSIC trailer's, and numerous regional exercises.
11. Staff have met with Gartner Consultants regarding CAD assessment report. I have started accomplishing another radio staff man power report. Preliminary draft show's about 650 man hours has been applied to the CDA CAD issues this year. This roughs out to about \$24K in costs.
12. The 800 MHz System is ready for hurricane season. All seasonal precautions have been taken and staff will be present this week for the hurricane table top EM meeting.
13. Pat Hurley, Esq. has finished the legal document/agreement for the FAMU, FSU, TCC secondary user's contract and will be seeking County concurrence before final CDAMC Chair signatory and agency signatory. I greatly appreciate Under Sheriff Swearingen's help with this long overdue challenge.

800 MHz Notes for Operations Meeting 6-17-15

1. Bi-directional Amplifier inspections started using First Communications personnel.
2. Receive Microwave replaced at the Hopkins Tower Site
3. Still working on RFI for new subscriber radios. Should be going to procurement by end of the month
4. Generator repair at Crooked Road Tower Site.
5. One week of DSTF Train the trainer conducted in Melbourne, FL.
6. Working with City legal on IO/MA MOU for use of 800 MHz Radio system.
7. Motorola factory training in June, for 1 staff.
8. Sprint 4G upgrade in process at the Blocker tower Site.
9. Extending life of subscriber radio reports finalized for TPD and TFD. Waiting for time slots for presentations. Finishing reports for EMS and Non-Public Safety Directors.

//////////////////////////////////////**End of Biweekly Report**//////////////////////////////////////

Consolidated Dispatch Agency FY15 Budget and Total Expenditures to Date

Account		Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget
511000 Total	Salaries	3,819,138.00	2,207,808.90	0.00	0.00	1,611,329.10
511300 Total	Salary Enhancements	95,463.00	0.00	0.00	0.00	95,463.00
511500 Total	Temporary Wages	147,027.00	54,042.71	0.00	0.00	92,984.29
512000 Total	Overtime	554,125.00	513,622.30	0.00	0.00	40,502.70
512400 Total	Other Salary Items	0.00	2,981.63	0.00	0.00	-2,981.63
515000 Total	Pension- Current	338,007.00	300,752.59	0.00	0.00	37,254.41
515100 Total	Pension- MAP	179,707.00	46,450.03	0.00	0.00	133,256.97
515500 Total	Social Security	43,387.00	32,930.50	0.00	0.00	10,456.50
515600 Total	Mandatory Medicare	56,762.00	147,536.89	0.00	0.00	-90,774.89
516000 Total	Health Benefits	671,110.00	375,041.32	0.00	0.00	296,068.68
516020 Total	Health Benefits - OPEB	18,500.00	0.00	0.00	0.00	18,500.00
516100 Total	Flex Benefits	194,964.00	107,963.79	0.00	0.00	87,000.21
516400 Total	Employer Met Life	0.00	4,094.30	0.00	0.00	-4,094.30
51 Accounts		6,118,190.00	3,793,224.96	0.00	0.00	2,324,965.04
521010 Total	Advertising	0.00	757.70	0.00	0.00	-757.70
521020 Total	Cleaning & Laundry	0.00	583.85	0.00	0.00	-583.85
521040 Total	Unclassified Professional Fees	0.00	6,502.50	16,622.00	0.00	-23,124.50
521110 Total	Medical Services	0.00	12,400.00	0.00	0.00	-12,400.00
521180 Total	Unclassified Contractual Srvc	6,081.00	10,989.06	0.00	12,400.00	-17,308.06
521190 Total	Computer Software	383,000.00	31,419.35	0.00	0.00	351,580.65
522080 Total	Telephone	26,698.00	553.96	0.00	0.00	26,144.04
523020 Total	Food	0.00	635.85	0.00	0.00	-635.85
523050 Total	Postage	0.00	135.24	0.00	0.00	-135.24
523060 Total	Office Supplies	31,428.00	20,434.86	0.00	0.00	10,993.14
523070 Total	Uniforms & Clothing	54,000.00	6,758.76	0.00	0.00	47,241.24
523080 Total	Unclassified Supplies	0.00	3,714.98	0.00	0.00	-3,714.98
524010 Total	Travel & Training	44,070.00	22,917.64	0.00	0.00	21,152.36
524020 Total	Journals & Books	0.00	380.00	0.00	0.00	-380.00
524030 Total	Memberships	2,804.00	2,324.00	0.00	0.00	480.00
524040 Total	Certificates & Licenses	11,195.00	755.00	0.00	0.00	10,440.00
52 Accounts		559,276.00	121,262.75	16,622.00	12,400.00	408,991.25
560010 Total	Human Resource Expense	118,300.00	118,300.00	0.00	0.00	0.00
560020 Total	Accounting Expense	46,548.00	46,548.00	0.00	0.00	0.00
560030 Total	Purchasing Expense	19,152.00	19,152.00	0.00	0.00	0.00
560040 Total	Information Systems Expense	640,337.00	640,337.00	0.00	0.00	0.00
560050 Total	Risk Management Expense	68,165.00	68,165.00	0.00	0.00	0.00
560060 Total	Radio Communications Expense	84,637.00	84,637.00	0.00	0.00	0.00
560070 Total	Revenue Collection	92.00	92.00	0.00	0.00	0.00
56 Accounts		977,231.00	977,231.00	0.00	0.00	0.00
Grand Total		7,654,697.00	4,891,718.71	0.00	0.00	2,733,956.29
		637,891.42	5,422,077.04			2,232,619.96