

**Minutes for the May 17, 2007  
Public Safety Communications Board Meeting  
11:33 A.M.**

1. Approval of the March 8, 2007 minutes:

The Sheriff moved, seconded by the Chief Proctor, to approve the March 8, 2007 minutes. The motion passed unanimously.

2. Acceptance of the Status Report regarding the current 800Mhz System Operational Issues:

Don DeLoach, Chief Information Systems Officer, stated that a successful 800 system Failsoft exercise was completed on May 16, 2007.

Chief Dick moved, seconded by Chief Quillin, to approve the May 2007 status report for the 800 MHz system and approve the 800 System Operation SOP #13 for dispatch patching. The motion passed unanimously.

3. Presentation of final report regarding the Joint Dispatch Consolidation Plan (Winbourne and Costas, Inc.):

Ira Grossman, Project Manager for Winbourne and Costas, and Jeff Winbourne, Executive Director, presented the PSCB with the final report on the Joint Dispatch Consolidation Plan.

The City Manager inquired about the proposed operating budget developed by Winbourne and Costas. Jeff Winbourne explained briefly that benchmark data from other dispatch centers was used to develop a budget. However, the budget proposed by Winbourne and Costas only includes an operating budget for the joint dispatch recommended square footage. Alan Rosenzweig, Assistant County Administrator, stated the County used Winbourne's basic budget numbers and then included the cost of utilities, common space, and support services to develop a more accurate budget.

Sheriff Campbell asked Mr. Grossman if the national trend of centers similar to the proposed Joint Dispatch Center included Emergency Operations Centers. Mr. Grossman stated that there does seem to be a trend of including EOC into public safety communications buildings.

The PSCB then discussed the proposed organization structure, specifically the Executive Management Oversight Committee – comprised of the Sheriff, County Administrator, and the City Manager. The Sheriff read a statement in response to an email sent to the PSCB by the President of the Police Benevolent Association. The Sheriff stated that he agreed that the Executive Management Oversight Committee was not necessary.

The City Manager recommended removing the Executive Management Oversight Committee from the report. The Sheriff concurred.

Sheriff Campbell moved, seconded by the City Manager, to accept Winbourne and Costas' final report on joint dispatch consolidation, with the exception of removing Executive Management Oversight Committee from the report. The motion passed unanimously.

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4. Site Selection Committee Report: Results of Site Evaluation Process:

Ivan Johnson, Senior Architect for Johnson and Peterson Architects, presented the results of the site evaluation process. As directed by the PSCB, Mr. Johnson evaluated both the Easterwood Site and the Welanuee Site. The Easterwood property was ranked higher than the Welanuee site – the location is also the first choice of the American Red Cross. Mr. Johnson stated that the Welanuee site would cost an additional \$1 million for utilities and had marginal road access that would be blocked during a major storm.

The City Manager expressed concern over the bike paths on the Easterwood site. Mr. Johnson stated that it would a minimal cost to relocate the bike path within Tom Brown Park. The County Administrator agreed that the bike paths should be moved if the joint dispatch building was built on the Easterwood site. The County Administrator stated that the bike paths should be made at least up to the current trails.

Chief Dick inquired about the number of acres remaining for the Red Cross after the 20 acres of Joint Dispatch was set aside. Mr. Rosenzweig summarized the morning meeting with American Red Cross. Mr. Rosenzweig stated staff from both the County and City sat down with the Red Cross to discuss the location of their building. In addition, a discussion occurred in regards to moving forward with the comprehensive plan amendments and rezoning for the site.

Sheriff Campbell asked if the Easterwood site could accommodate both the joint dispatch building and the Red Cross. Mr. Johnson stated that it will accommodate both facilities.

The City Manager clarified that the Public Safety Communication Center would be located on the Easterwood site if there was a decision to more forward with building a Public Safety Communications Center. The County Administrator said yes.

Sheriff Campbell moved, seconded by Chief Quillin, to approve the Easterwood location for the development of the Public Safety Communications Center and request that the appropriate County/City staff initiate a comprehensive plan amendment and rezoning for the Easterwood site to accommodate the Public Safety Communications Center. The motion passed unanimously.

5. Discussion of proposal regarding co-location with the American Red Cross:

The County Administrator stated that if the PSCB recommends moving forward with the co-location, the County will move forward with negotiating a 99 year lease agreement.

Chief Proctor moved, seconded by the City Manager, to endorse the concept of allowing the American Red Cross to proceed with the development of the Community Operations Center at the Easterwood/Weems location. The motion passed unanimously.

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6. Review of draft proposal for project management services for new joint dispatch facility:

The County Administrator summarized that process of the draft request for proposal for project management services. The City Manager stated that during the past year, the City has brought several project issues before the commission that required funding. However, the City does not have an operating budget for joint dispatch.

The County Administrator stated that the by issuing the RFP for project management services now the PSCB is paralleling this project with developing a funding source for the joint dispatch project. The County Administrator stated that on March 8, 2007 the PSCB recommended to the County and City Commissions to create a MSTU for the joint dispatch project. The County Administrator also stated that in the event that a MSTU was not approved and there not a dedicated funding source the RFP can be retracted.

The City Manger asked if there was a cost to issue the RFP. The County Administrator that the cost to the county is minimal (the RFP will be issued by Leon County). The County Administrator stated that the RFP will be brought before the Board of County Commissioners on May 22, 2007. The County Administrator reassured the City Manager that if there is not a dedicated funding source for the joint dispatch the RFP for project management services could be retracted.

Chief Quillin moved, seconded by the City Manager, to approve the Request for Proposal for the Program Management approach, with a Construction Manager At-Risk beneath the Program Manager for the construction of the Joint Dispatch center and recommend that the RFP be issued by Leon County. The motion passed unanimously.

7. Update on Communications Director Recruitment:

Lillian Bennett, Human Resources Director for Leon County, presented the status report on the Public Safety Communications Director Recruitment. Mrs. Bennett outlined a series of questions that needed to be answered by the PSCB before the HR departments could proceed. These questions are as follows:

1) Selection Committee and Interview Process

- a. Designation of a PSCB representative to serve as the liaison with City, County, and LCSO Human Resources staff regarding the Interview Process.
- b. Appointment of Selection Committee Members
- c. Recommendation of applicants to be interviewed.
- d. Budget for travel expenses of applicants residing outside of Leon County
- e. Dates and location for Interviews to be held.
- f. Recommendation to PSCB

2) Organizational Issues

Which agency's (City, County or LCSO) Classification and Pay system and personnel policies and procedures (i.e. Hiring, Compensation, Discipline, Leave, Holidays, Grievance Procedure, etc.), will govern this position and the other positions?

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7. Continued Update on Communications Director Recruitment:

- a. Human Resources (HR) staff in the designated agency will provide HR support services, such as recruitment, classification and pay, personnel action processing, disciplinary action consultation, benefits administration, and policy interpretation, in support of the employees of the PSCB.
- b. Regardless of the agency designated to provide HR support, will the Director position have the option to choose the City's, County's, or LCSO's benefits package, as is currently provided for Joint City/County Planning Department employees?
- c. Office location for the position
- d. Establish Position Budget

The County Administrator stated that the first question that should be answered is whose recruitment process to use: the County, City, or the Sheriff. The Sheriff recommended using the County's HR department. The City Manager stated that it was her understanding that the new entity would have its own HR department. The City Manager asked if this was just for the interim. The County Administrator agreed that it should just be for the interim and that the County would be happy to administrator the recruitment process. The City Manager stated that she understood that the County, City and Sheriff's HR departments have worked very well together and hopes that the departments will continue to work together throughout this process. The City Manager then stated that she would not object to having the County administer the recruitment process.

Chief Dick stated that she believed the HR departments not only need to know whose recruitment process to use but also whose HR policies and procedures to use. The City Manager again clarified that it would just be for the interim period that the County would handle these procedures.

Mrs. Bennett asked if the full Board would like to see all the applications for the Director position. The City Manager said yes. The County Administrator stated that typically the Board would be presented with the top five to six candidates. The City Manager asked to see the full list plus the recommendations by the County, City, and Sheriff's HR departments. The City Manager asked if the departments were ready to present a list of recommended applicants. Mrs. Bennett affirmed that the HR departments were prepared to present a list of recommended applicants.

Chief Dick moved, seconded by the City Manager, to accept status report on recruitment of the Director of Public Safety Communications and to use the Leon County Human Resources policies, procedures, and benefits for the position. The motion passed unanimously.

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8. New Business:

9. Next meeting date:

Date: June 21, 2007

Time: 9:00 a.m. to 5:00 p.m.

Location: To Be Determined

10. Possible Agenda Topics for the Next Meeting:

- i. Status Report regarding the current 800Mhz System Operational Issues
- ii. Status Report regarding co-location with the American Red Cross
- iii. Interviews for the Public Safety Communications Director position

Meeting adjourned at 12:51 p.m.