

Executive Board

City of Bellevue  
City of Kirkland  
City of Redmond  
City of Mercer Island  
City of Issaquah



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**EXECUTIVE BOARD  
SUMMARY OF MINUTES**

September 8, 2016  
10:00 a.m.

Redmond City Hall  
Trestle Room, Lobby Level  
Redmond, Washington

PRESENT: Kurt Triplett, Steve Heitman

ALTERNATES: Jane Christenson (John Marchione)

ABSENT: Bob Harrison, Brad Miyake

OTHERS PRESENT: Dave Jokinen, Scott Hatfield, Jessie Morgan, Matt Busa

1. Call to Order

The meeting was called to order at 10:05 a.m. by Kurt Triplett, who presided.

2. Roll Call

3. Approve Agenda

Scott Hatfield added item 6c) Budgeting Outlook to the agenda. Steve Heitman motioned to approve the amended agenda, it was seconded by Jane Christenson and carried 3-0.

4. Consent Agenda

**a) Approval of Payment Vouchers:** the following voucher/warrants were approved for payment: Voucher (warrant) numbers 6224 through 6266 for a total of \$182,638.78.

**b) Approval of Minutes of June 9, 2016**

Jane Christenson motioned to approve the Consent Agenda, it was seconded by Steve Heitman and carried 3-0.

Dave Jokinen arrived at 10:12 a.m.

5. Action Items

**a) Work Order with ADCOMM Engineering for Rebanding Project Management**

Scott Hatfield reported the last page of the agenda packet contains a draft of the work still needing to be completed by ADCOMM Engineering to finish rebanding. Sprint/Nextel will no longer be providing funds for project management for the rebanding project and this is the estimated outstanding amount for project completion. It is not to exceed \$10,000. This was vetted by the Operations Committee two weeks ago and it was their recommendation to approve the Work Order.

Steve Heitman motioned to enter into this agreement with ADCOMM to spend up to \$10,000 for project management for rebanding project management; it was seconded by Jane Christenson and carried 3-0.

6. Reports

**a) PSERN Update**

Kurt Triplett reported that the City of Seattle is concerned about in-building coverage with the new system and how it compares to the system we use today. At the previous PSERN meeting, Motorola provided an in-depth presentation regarding this issue and the in-building coverage will not be worse, however coverage for each building is very building specific. The original contract did not address in-building coverage. The discussions are in the early stages and a resolution has not yet been reached. There is still a small subset of sites that have not yet been acquired and timing is becoming an issue. In general, the project is going fairly well.

**b) In-Building coverage**

Scott Hatfield reported that in-building coverage was not covered in the contract because in-building coverage is building specific depending on many factors. Building penetration depends upon distance from the site and the wattage put out from the transmitter. It is also dependent on how new and efficient a building is as well as what construction materials were used. Scott has done a lot of research and testing with mobile repeaters to assist in improving in-building coverage. He is still searching for a viable option that meets our subscriber needs, particularly because we will be transitioning to the PSERN system.

**c) Budgeting Outlook**

Scott Hatfield reported that the budget process has begun once again. There are no large capital projects on the horizon for EPSCA as we are maintaining the system until the PSERN transition. There are a few smaller capital items such as selling the 2001 Sonoma and the 2011 Tahoe, purchasing one new vehicle, replacing the EPSCA portable radios, and possibly replacing the generator at the Horizon Heights site. The Motorola service contract will likely increase a small amount next year. Most EPSCA expenses will not increase significantly. Scott is seeking guidance from the Executive Board regarding the budget direction. The Board requested a series of recommendations for the Board to choose from, taking into consideration PSERN transition expenses, smoothing of future PSERN subscriber fees, different reserve scenarios and different subscriber fee rates.

7. Other/Information
8. Executive Session  
None.
9. Adjourn  
Being no further business, meeting adjourned at 11:01 a.m.

**Next Meeting  
Scheduled for:**

**October 13, 2016  
10:00 a.m.**