

Executive Board

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

Eastside Public Safety
Communications Agency

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**OPERATIONS COMMITTEE
SUMMARY OF MINUTES**

February 28, 2013
1:30 p.m.

Redmond Public Safety Building
Media Conference Room
Redmond, Washington

PRESENT: Cherie Baker, Nick Seibert, Steve Cozart, Rich Rathvon

ALTERNATES: Mike Remington (Mike Eisner), Ralph Ashmore (Ed Carolan)

ABSENT: Mark Hagreen, Kevin Nalder, Dave Jokinen, Wes Collins, Micki Singer,
Sean Chesterfield

OTHERS PRESENT: Scott Hatfield, Gregg Flint, Jessie Morgan, Kenny Adamson

1. Call to Order
The meeting was called to order at 1:34 pm by Steve Cozart, who presided.
2. Roll Call
Cherie Baker arrived at 1:38 pm
3. Approve Agenda
Rich Rathvon motioned to approve the agenda, it was seconded by Nick Seibert and carried 6-0.
4. Consent Agenda
 - a) **Approval of Minutes of September 27, 2012**
 - b) **Approval of Minutes of January 24, 2013**

Nick Seibert motioned to approve the Consent Agenda, it was seconded by Rich Rathvon and carried 6-0.
5. Reports
 - a) **Rebanding Update**
Scott Hatfield reports that most pieces of Rebanding are going very well. The last installations at Redmond Public Works are almost complete. Norcom is the remaining large subscriber left to be rebanded. There is currently a recorder issue that has put Norcom

on hold until the problem has been resolved. Warranty for rebanded radios lasts one year from “beneficial use” and is not based on serial number. Please contact Scott Hatfield with any warranty issues or questions as soon as possible so that he may assist with warranty coverage.

b) 800 MHz Technician Replacement Plan

Scott Hatfield summarizes his 800 MHz Technician Replacement Plan. Gregg Flint will be retiring April 30, 2013 after 30 years of service. The most important task at hand is to preserve the level of service to our end users and keep in mind that as the NextGen system draws near, the skills required to maintain our current system will not necessarily be the skills required to maintain the NextGen system. This has led to a three phase plan for the Operations Committee to consider. From May 2013 to November 2013, the King County Radio Shop will provide on call assistance. From November 2013 to December 2014, change our service provider from Day Wireless to either City of Seattle or King County Service shop (proposals have been requested) and maintain the service level agreement with Motorola for High Tech support and advanced replacement of parts. Beginning January 2015, coinciding with the new system replacement, hire a new technician who will be involved with the development and build-out of the new system. This will allow time for EPSCA to know what skillset the new technician will need to have as the vendor and system as well as levy monies will no longer be unknowns. Scott Hatfield then handed out a draft copy of how the phases would affect the 2014 budget and summarized the changes. Scott Hatfield will be requesting a recommendation on at least the first phase of the plan at the next Operations Committee meeting.

6. Action Items

a) Policy recommendation: Public Records Inspection and Copying Procedures

Scott Hatfield presents the updated Public Disclosure Policy which has been reviewed by Legal and Risk. There are a few changes that still need to be made so Scott Hatfield requests that the Operations Committee recommend approval of this or a substantially similar policy to the Executive Board. Rich Rathvon moved that this format for the public disclosure move forward, it was seconded by Cherie Baker and carried 6-0.

7. Other Information

Scott Hatfield reports that Jessie Morgan has launched the www.epsca.com and www.epsca.net websites.

Jessie Morgan reports that this year is an audit year.

8. Executive Session

None

9. Adjourn

Being no further business, the meeting was adjourned at 2:25 pm.

Next Meeting

March 28, 2013