

Executive Board

City of Bellevue
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Eastside Public Safety Communications Agency

P O BOX 97010, Mailstop: PSEPS
Redmond, WA 98073-9710
Tel (425)556-2515 Fax (425)556-2517
8701 160th Ave. NE, Redmond, WA 98052

OPERATIONS COMMITTEE SUMMARY OF MINUTES

Agenda Item 4a

September 26, 2013
1:30 p.m.

Redmond Public Safety Building
Media Conference Room
Redmond, Washington

PRESENT: Jim Jolliffe, Wes Collins, Steve Cozart, Rich Rathvon, Nick Seibert

ALTERNATES: Kristi Wilson (Mark Hagreen)

ABSENT: Mike Eisner, Joe Sanford, Ed Carolan, Dave Jokinen, Micki Singer,
Sean Chesterfield

OTHERS PRESENT: Scott Hatfield, Jessie Morgan, Tony Minor, Joseph Mann, Joe Piksa

1. Call to Order
The meeting was called to order at 1:34 p.m. by Rich Rathvon, who presided.
2. Roll Call
Nick Seibert arrived at 1:39 p.m.
3. Approve Agenda
Scott Hatfield requests to add Report 5b) RF Danger Study for the Horizon Summit. He also introduced Tony Minor and Joe Mann. Steve Cozart motioned to approve the amended agenda, it was seconded by Wes Collins and carried 5-0.
4. Consent Agenda
a) Approval of Minutes of June 27, 2013
Steve Cozart motioned to approve the consent agenda, it was seconded by Wes Collins and carried 5-0.
5. Reports
a) PSERN (Radio System Project Timeline and Draft Governance Model)
Scott Hatfield reports that everything is moving along with the RFP. Proposals will be received on the 14th and will be examined for approximately one month. There will be site visits scheduled for the vendors that reach the next stage. There will 3 scoring groups: financial, legal and technical. December 4th is the projected date to begin contract negotia-

tions with the chosen vendor. Currently the EPSCA Executive Board is examining possible governance models for the new radio system. When the Executive Board has enough information regarding the governance issue, it will be sent to the Operations Committee for their recommendation.

b) RF Danger Study

Scott Hatfield reports that he has been receiving multiple queries regarding the effects of the RF to the homeowners in the Horizon Summit/Heights area. The levels of RF that are reaching the homeowners are minuscule and far below the requirements of the FCC. However, EPSCA does not have any documentation to this effect. A study to measure the RF levels would cost approximately \$1000. Scott Hatfield will do further research to see what other agencies have done in similar situations.

6. Action Items

a) EPSCA Maintenance Contract Proposals

Scott Hatfield reports that there are two options for a portion of our maintenance contract that expires in November. Currently, Motorola subcontracts this portion of the maintenance contract to Day Wireless. An additional proposal for this onsite repair portion of the contract has been made by King County. EPSCA will still maintain a contract with Motorola for advanced replacement of parts and high tech maintenance. Scott Hatfield has concerns regarding the management at Day Wireless as they have had 5 shop managers in the last 4 years and there is only one technician that is qualified to work on the EPSCA system. He also explains that the King County proposal may realize cost savings. Scott Hatfield introduced Tony Minor from King County to go over the proposal and give an overview of what his five qualified technicians do. Scott Hatfield would like a recommendation from the Operations Committee at the next meeting to present to the Executive Board.

c) Proposed 2014 EPSCA Budget Amendment/Monthly Access Fee

Scott Hatfield reports that due to the number of employees and other operating efficiencies, he is recommending an amended budget with a subscriber rate for 2014 of \$33.01. This is mostly due to Gregg Flint's retirement and his position staying empty until 2015. Scott Hatfield also added some line items to the budget that are currently being paid out of Office Supplies and Operating Contingency to bring more detail to the budget. Some line items have been increased and some have been decreased to better reflect the current cost of operations. Nick Seibert motioned to recommend to the Executive Board approval of the 2014 Budget Amendment/Monthly Access Fee, it was seconded by Jim Jolliffe and carried 6-0.

7. Other Information

There was discussion regarding buying a large amount of batteries in order to save money. The Operations Committee was advised that monies would not be saved unless it was over 10,000 batteries.

8. Executive Session

None

9. Adjourn

Being no further business, the meeting was adjourned at 2:55 pm.

Next Meeting

October 24, 2013

1:30 p.m.