.

Eastside Public Safety

Communications Agency



**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**

February 14, 2019 Redmond City Hall

10:30 a.m. Council Conference Room, Lobby Level

 Redmond, Washington

PRESENT: Emily Moon, Steve Heitman (by phone), Kurt Triplett

ALTERNATES: Malisa Files (John Marchione), Paul Davidson (Jay Hagen)

ABSENT:

OTHERS PRESENT: Dave Jokinen, Scott Hatfield (by phone), Mark Hagreen, Kale Fong

1. Call to Order

The meeting was called to order at 10:39 a.m. by Kurt Triplett, who presided.

1. Roll Call

3. Approve Agenda

Scott Hatfield added Election of Officers to 7. Other Information. Emily Moon motioned to approve the amended agenda, it was seconded by Steve Heitman and carried 5-0.

4. Consent Agenda

 a) Approval of Minutes of December 13, 2018

Emily Moon motioned to approve the Consent Agenda, it was seconded by Paul Davison and carried 5-0.

5. Action

6. Reports

 a) PSERN – Scott Hatfield, Kurt Triplett

Scott Hatfield reported that the Bothell/Norway Hill equipment move has been delayed due to the new tower not being at the correct specifications. Four feet will be added to the tower to remedy the issue. Bothell has given the go ahead to begin the work. This will amount to a zero cost to EPSCA. There is concern regarding whether the existing BDAs (bi-directional amplifiers) will be compatible with the new PSERN system. New building codes will need to be enacted to ensure BDAs will work with the new system and PSERN will fund assessment and assistance towards this goal. The installation and distribution of BDAs is not well regulated. Mark Hagreen added that all four regions have different approval/review/testing processes. A group has been formed to make the process uniform though the region. The group’s goal is to have PSERN adopt the new process which will incorporate annual BDA testing. One of the largest issues regarding this process is deducing who is the BDA contact person/owner as BDAs are privately owned equipment. Scott Hatfield also reported that the MOU that defines the rights and responsibilities between Legacy System owners and Motorola is almost complete. The system managers have submitted their notes and recommendations. The MOU addresses the time interval between when the first PSERN equipment goes live and the last piece of Legacy equipment is turned off. It defines the levels of standards of maintenance and service as well as database access and updates/upgrades to equipment coverage. Kurt Triplett reported that leases and towers continue to be a struggle for PSERN but there has been a lot more progress with no additional slippage in the schedule. He also clarified that PSERN will allow additions to the radio inventory after this first preliminary inventory is complete.

b) Transition & Training Coordinator – Mark Hagreen

Mark Hagreen reported that each agency has received detailed inventory packets from PSERN. Some information requested requires physical removal of radios from vehicles. He estimated that inventory completion is at 25%. Equipment installation at the PSAPs has begun. Mark will be assisting Issaquah with their equipment install. One of the issues being faced with the installation is space for the new equipment. Beginning this month, PSERN will conduct monthly Dispatch Town Hall meetings. New equipment training is slated to begin in June. Mark will be attending the trainings to observe their effectiveness. The updated specifications for the new radios were approved by the Joint Board in December. There have been pricing discrepancies with new radio purchases. Please send your quotes to Mark or Scott to ensure correct pricing.

7. Other/Information

Scott Hatfield reported that elections for Chair and Vice Chair must be completed by the end of April. Kurt Triplett reported that Emily Moon is the new alternate to Kurt at the PSERN Joint Board meetings. He also reminded the Board that EPSCA needs a process with which to choose a PSERN representative in perpetuity by the end of this year.

8. Executive Session

9. Adjourn

Being no further business, meeting adjourned at 11:28 a.m.

**Next Meeting**

**Scheduled for:**

**March 14, 2018**

**10:30 a.m.**