.

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**

November 8, 2018 Redmond City Hall

10:00 a.m. Council Conference Room, Lobby Level

 Redmond, Washington

PRESENT: Kurt Triplett, Steve Heitman, Emily Moon, Jay Hagen

ALTERNATES:

ABSENT: John Marchione

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

1. Call to Order

The meeting was called to order at 10:14 a.m. by Kurt Triplett, who presided.

1. Roll Call

3. Approve Agenda

Scott Hatfield added 6c. CADI System and 6d. Norway Hill to reports.

Steve Heitman motioned to approve the amended agenda, it was seconded by Emily Moon and carried 4-0.

4. Consent Agenda

 a) Approval of Minutes of September 13, 2018

Emily Moon motioned to approve the Consent Agenda, it was seconded by Steve Heitman and carried 4-0.

5. Action

 a) Renewal of Motorola Maintenance Contract

Scott Hatfield reported it is time to renew the Motorola Maintenance Contract. No changes were made to the contract.

Steve Heitman motioned to approve the Motorola Maintenance Contract subject to the Executive Chair’s review, it was seconded by Emily Moon and carried 4-0.

6. Reports

 a) PSERN – Scott Hatfield, Kurt Triplett

Scott Hatfield reported leasing issues continue with PSERN. Most leasing delays are due to negotiations with the U.S. Forestry Service and other government entities. Mark Hagreen added that negotiating easements to connect the towers is time-consuming due to the many properties affected. Kurt Triplett added that the accountability needs to be escalated to the Executive Office to invoke a sense of urgency to the matter. The Board will need to decide how the Eastside’s future PSERN Representative will be selected in perpetuity.

b) Transition & Training Coordinator – Mark Hagreen

Mark Hagreen reported that he is almost done with his site visits with EPSCA subscribers. He has found that users on our system are primarily concerned with the PSERN project delays and lack of information regarding the PSERN project. This is due in part to a large amount of Outreach Office turnover at PSERN. Mark Hagreen will continue to disseminate a monthly update highlighting what is important to Operations to EPSCA subscribers. This will include information regarding timelines, equipment specifications and contact information. Mark Hagreen will continue to attend all meetings to mitigate the operational impact of the transition as well as work with EPSCA agencies to coordinate efficient timelines between PSERN and our agencies that will also save our subscribers’ funds. Currently, Mark Hagreen is working on dispatch center readiness and radio inventories.

 c) CADI Switch – Scott Hatfield

Scott Hatfield reported that a CADI switch is a link point to transfer radio ID information to dispatch consoles. Previously, this equipment was hosted by the E911 office. Recently, NORCOM has indicated interest to use this equipment and will request funds from the RCB. It is Scott Hatfield’s intention to support this request because it will benefit our end users who travel out of their home area with their radios.

 d) Norway Hill – Scott Hatfield

Scott Hatfield reported that the new PSERN tower built at Norway Hill is four feet too short and not built to specifications. EPSCA needs to move equipment there before the dispatch consoles can be activated but will be unable to do so until the tower is brought back to specifications. This will affect the timeline of the entire project.

7. Other/Information

8. Executive Session

9. Adjourn

Being no further business, meeting adjourned at 11:15 a.m.

**Next Meeting**

**Scheduled for:**

**December 13, 2018**

**10:00 a.m.**