

Cass County Emergency Services Board Meeting

801 South Commercial Street, Harrisonville, Missouri

Wednesday June 25, 2014

Meeting Minutes

1. Call to Order – The meeting was called to order at 8:01 a.m. by Chair Kris Turnbow.
2. Roll Call:

Chris Benjamin	Present
Danny Carmichael	Present
Roger Mayberry	Present
Max Schmoll	Present
Karen Steele	Present
Kris Turnbow	Present
Jeff Weber	Present

Quorum was present.

Members of the Audience:

Robin Tieman	JD Shrewsbury	Jack Hart	Melvin Mercado
Norman Shriver	Larry Francis	Jan Zimmerman	Larry Francis
Bob White			

3. Public Participation
Raymore Police Chief Jan Zimmerman thanked the board for the opportunity to participate in the coverage testing.
4. Old Business
 - a. Approval of Consent Agenda
Jeff Weber made a motion to remove the May 25, 2014 meeting minutes from the consent agenda, and approve the account payables and account statements. Roger Mayberry seconded the motion. Motion carried.
 - b. Roger Mayberry motioned to approve the May 25, 2014 minutes. Jeff Weber seconded the motion. Motion carried with two abstentions.
 - c. TUSA
 - i. Harrisonville Police Department cutover on the system on June 12, 2014 and is working well.
 - ii. Motorola conducted coverage testing from June 16 through June 24. Mr. Hart explained the coverage strength that was required in the Radio System Request for Purchase (RFP). A Delivered Audio Quality (DAQ) of 5 is perfect, DAQ of 3 is standard, and the RFP required the Public Safety standard of 3.4. There is an issue with coverage in the Lake Winnebago area on 291 Highway that will need to be addressed by Motorola.
 - iii. Site visits for the Bi-Directional Antenna (BDA) RFP were conducted on June 18 for the Cass County Jail, Drexel School, and Pleasant Hill City Hall. Drexel School is preparing for major construction so BDA installation will be delayed until the awarded company can meet with the construction contractor. The Jail is spread out but there

is fiber thought the jail and will aid in the cost of the RFP. Due to the delay in distribution of floor plans, the RFP will need to be extended one week.

- iv. The site maintenance contract has been sent to ADB. Mr. Hart will work with ADB to trim down costs.
- v. There have been some programming issues and errors in the portables, which have been addressed locally. The batteries supplied by Motorola were the correct batteries according to the contract. Mr. Mercado has committed to supplying the swivel leather cases. Mr. Turnbow did remind the ESB that the concerns with the battery capacity are only a short-term concern. Once the mobile radios and mobile chargers are installed, the battery capacity will be less of a concern.
- vi. Prior to system completion, the ESB, TUSA, and Motorola will visit each of the tower sites for final approval. Motorola will also audit the system internally. The system warranty begins with system acceptance. MOSCAD and Network Monitoring are located at the Cass County Sheriff's Office, is necessary to diagnose issues in the system, and observe items like the generators. These systems are what have been discussed being placed in the Executive Director's Office by T-1 line. Belton Police Department experienced an outage for 10 minutes on Friday June 20, 2014. Motorola did not contact Mrs. Tieman regarding the outage.

d. Motorola Update

- i. Bob White with Commdex was contracted by Motorola to conduct the coverage testing on the tiles that did not pass the SSI test. Four tiles failed and one tile was inaccessible.
- ii. Current Activities
 1. Belton Landscaping (steel remains)
 2. Mobile Radio programming
 3. Harrisonville Dispatch Cutover June 10th
 4. Assessment of the APX6000 Portable Radios
Motorola is preparing loaner radios for the faulty radios that are discovered.
 5. Coverage Testing
 - a. First Phase
2,787 tiles, SSI 73% BER 98%
 - b. Second Phase
The radios are assigned a loss value and simulate that they are transmitting inside of a building.
County 576 tiles tested, 6 tiles failed, 1 inaccessible
City 190 tiles tested, 0 tiles failed, 7 inaccessible
- iii. Future Activities
 1. Assessment of APX6000 Radios
 2. Complete Portable Radio Distribution
 3. Work with ESB and Executive Director Tieman to create the final punch list, which will identify any outstanding items.
 4. Mobile Installations will begin on Monday June 30, 2014 in Garden City and will be complete with first week of September. A spreadsheet with the schedule will be emailed.
 5. Melvin has the remainder of individual radios left for the agencies. He will take them to Commenco for programming and disseminate after the programming complete.
- iv. Mr. Mercado presented Change Order Number 10 System Acceptance Date Change. The ESB does not understand why the dates have changed in the process of the radio project. The ESB does not see the benefit in signing the change order because there was no cost to either the ESB or Motorola and of no benefit to the ESB. Chris Benjamin advised Mr. Mercado the ESB acknowledges that it has taken Motorola longer to meet their goals past the initial contract date. Mr. Mercado will follow up with his chain of command and may request an email explaining why the ESB would not sign the Change Order.
- v. Mr. Mercado presented the ESB with the Coverage Acceptance and Beneficial Use agreement. Danny Carmichael motioned to sign the agreement contingent up

receiving a written report from Motorola detailing the coverage testing results meeting the required DAQ 3.4. Max Schmoll seconded the motion. Motion carried. The system warranty will align with the signature of this Coverage Acceptance and Beneficial Use document.

e. Reports

i. Chair

1. Due to the delay for the Request for Purchase (RFP) for the BDA bids, there will be a special meeting on July 2, 2014 at 8:00 a.m. at 801 S. Commercial St. Harrisonville, to review the responses to the BDA bids.
2. The City of Freeman is looking for potential sites for a new water tower. The City has inquired if the ESB would be amenable to allow their new water tower to be placed on the Freeman tower site. Freeman will gather information and present their proposal to the board at a future meeting.

ii. Treasurer

1. Roger Mayberry advised there is a differing of opinion on the financial impact of the legislation Chief Person advised the ESB about last month. Mr. Mayberry met with Mr. Feuerborn, Raymore Assistant City Manager, and he does not believe there will be a significant impact on the ESB. Mrs. Tieman will research the possibility of refinancing the lease payment plan with Motorola if there is a financial impact to the ESB.
2. Mr. Mayberry presented a list of potential investment vendors. Chris Benjamin motioned to move forward with the investment vendor list presented with the addition of Sherwood Bank and Hawthorne Bank to the list. Danny Carmichael seconded. Motion carried.

iii. Committees

No Report

iv. Executive Director Report

Mrs. Tieman advised the ESB there is a need for a second emergency contact for the Radio System emergency notifications in the instances that she is unavailable. Jeff Weber recommended providing the Cass County Sheriff's Office Dispatch as the second contact. Mrs. Tieman can leave her emergency contact and the phone is answered 24 hours a day. Mrs. Tieman will send out procedures for the five PSAPs to notify Motorola and Mrs. Tieman with any radio problems. The ESB agreed.

5. Executive Session

There was no Executive Session

6. Next Meeting

The next scheduled meeting will be July 23, 2014 at 08:00 hours at 801 S. Commercial Street, Harrisonville, Missouri. There will be a special meeting on July 2, 2014 at 8:00 hours at 801 S Commercial St, Harrisonville Missouri to review the Request for Purchase responses for the BDAs.

7. Adjournment

With no further business or discussion, Max Schmoll made a motion to adjourn. Roger Mayberry seconded the motion. Motion carried. Meeting adjourned at 9:41 a.m.

Respectfully Submitted by:
Robin Tieman, Executive Director
Cass County Emergency Services Board