

Cass County Emergency Services Board Meeting

801 South Commercial Street, Harrisonville, Missouri

Wednesday July 23, 2014

Meeting Minutes

1. Call to Order – The meeting was called to order at 8:00 a.m. by Chair Kris Turnbow.
2. Roll Call:

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

Quorum was present.

Members of the Audience:

Robin Tieman	Jan Zimmerman	Jack Hart	Norman Shriver
John Hofer	Melvin Mercado via phone call		

3. Public Participation
None.
4. Old Business
 - a. Approval of Consent Agenda
Max Schmoll made a motion to approve the June 23, 2014 Minutes, account payables, and account statements. Roger Mayberry seconded the motion. Motion carried.
 - b. Approval of the July 2, 2014 meeting minutes will be tabled until the August 27, 2014 meeting agenda.
 - c. TUSA Update
Mr. Hart briefed the ESB on the system.
 - i. The MARRS System software upgrade is scheduled for today. The five PSAPs received notification of the anticipated interruption. The system will go into site trunking and will not have an impact on the field personnel but does effect the dispatch consoles.
 - ii. The Subscriber Equipment mobile installations began on June 30, 2014. Motorola has adjusted their installation schedule by going to several of the Fire Stations rather than have the fire departments come to central locations.
 - iii. As the contract finalizes, the board will need to participate in a system audit or final walk through of the system including the tower sites, PSAPs, a few random control station installations, a few mobile installations, and need to verify that MOSCAD is working properly. From this audit, a punch list will be developed with the final items that need to be addressed before the contract is finalized. Motorola will provide "as built" in the final package, which describe any changes during construction.

- iv. The amount for the maintenance contract will need to be finalized. Mrs. Tieman will set up a meeting with Mr. Hart, Rodney Brumett, and Melvin Mercado.
 - v. Roger Mayberry advised Mr. Hart about the power outage at Raymore Police Department on July 8, 2014. The power went out and service converted to the UPS. The UPS ran but did not convert over to the generator because the R. F. Fisher Electrical Company failed to connect the UPS to the generator. There is a temporary generator in front of Raymore Police Department. The electrical company is waiting on a part to complete the conversion.
- d. Motorola Update - Melvin Mercado called in via conference call.
- i. Motorola is researching the coverage issue in Lake Winnebago. Mr. Hart emailed a suggestion regarding an adjustment for the Lake Winnebago coverage issue. Mr. Hart further recommended holding off on the BDA for the Pleasant Hill City Hall until the Lake Winnebago coverage issue is resolved.
 - ii. Mr. Hart advised Dolan West Dolan to request mobile radios rather than control stations. Motorola will provide two actual control stations with outside antenna but the installation will be at Dolan West Dolan's own cost. The ESB will keep the additional mobiles.
 - iii. The MARRS System Software Upgrade details were emailed to Mrs. Tieman who in turn forwarded to the five PSAPs. The laptop software upgrade will be delivered in the mail on CD.
 - iv. Mobile Installations have progressed.
 - 1. Three radios required to be turned on during the system upgrade and will need to be entered back into the system after the upgrade. Commenco will be handling this.
 - 2. Three mobile units have not been installed and are being retained by Commenco. A list of the agency and number of mobiles will be provided to Mrs. Tieman.
 - 3. The fire agencies have slowed the installation process by requesting their old mobile units be removed, new mobiles installed in the old mobile's place and the old mobile being reinstalled in their apparatus.
 - 4. The mobile installations that have been completed are Garden City Fire, Creighton Fire, Pleasant Hill Fire, Dolan West Dolan Fire, Drexel Fire, Harrisonville, East Lynne Gunn City Fire, Central Cass Fire, and Western Cass Fire will be complete today.
 - v. Melvin will contact Kirk with the R.F. Fisher Electric Company regarding the missing part for Raymore Police Department.
- e. Motorola Escrow Invoice
After each milestone is reached in the Radio System Contract, an escrow payment is required. Mr. Turnbow advised he would sign the escrow payment authorization if there were no concerns.
- f. Emergency Button Issue for Western Cass, West Peculiar Fire, and Pleasant Hill Fire
Lee's Summit Fire dispatches for Western Cass Fire, West Peculiar Fire, and Pleasant Hill Fire. If an emergency button is depressed by any of the three fire agencies Lee's Summit Fire Dispatch is unable to silence, acknowledge, and close the emergency. One of the five Cass County PSAPs must fulfill this role. Lee's Summit Fire, Western Cass, West Peculiar, Pleasant Hill, PSAP Managers, and Mrs. Tieman met to discuss the issue. The fire agencies decided to reprogram the radios to remove the emergency button option until such time Lee's Summit Fire Department has the capabilities.

Western Cass Fire depressed an emergency button and a dispatcher cleared the emergency without verifying the unit's status. Emergency button procedures were sent to all Cass County agency's with the Telecommunicators and field units responsibilities in the event of an emergency button activation.

- g. Resolution 14-008 Custom Radio Communications LTD.
Danny Carmichael motioned to approve Resolution 14-008 BDA agreement with Custom

Radio Communications LTD in the amount of \$\$36,500 contingent upon potential modification that Pleasant Hill Tower could eliminate the need for Pleasant Hill City Hall improvement. Max Schmoll seconded the motion. Motion carried.

h. Resolution 14-009 ADB Wireless

Danny Carmichael motioned approve Resolution 14-009 with ADB Wireless for System Site Maintenance. Max Schmoll seconded. Motion carried.

i. Reports

i. Chair

No report presented.

ii. Treasurer

No report presented.

iii. Board Members

Mr. Schmoll advised the control station antenna at East Lynne Gunn City Fire was installed on the front of the building because they could not run as much coax that was needed to place it in the rear of the building. It is unsightly.

iv. 9-1-1 Advisory Committees

Mrs. Tieman briefed the ESB on the 9-1-1 Advisory Committee's July 16 meeting.

1. Mobile Installations – Several agencies were concerned because they have vehicles arriving after the mobile installation will be complete.
2. Extra Equipment Procedures – The Advisory Committee has set procedures in place for requesting extra equipment. The agency requesting any equipment will need to email Mrs. Tieman to be placed on the Advisory Committee's agenda. They will make their justification to the Advisory Committee and then the Advisory Committee will make its recommendation to the ESB.
3. Nice Recorders – The Technical Committee is researching connectivity from the PSAPs to the Inform System. Mr. Mercado will provide the cost. The PSAP recorders contract ends August 2015. The cost of the loggers can be scaled back because they will only be recording the telephones and not the talk groups.
4. Mobile Paging – Most of the Fire Agencies utilize mobile paging service that sends a text to the firefighter's cell phone notifying the firefighter of an incident, the address of the incident, and pertinent incident information. Some are able to view the map information if they have a smart phone.
5. Talkgroup agreements – Most of the Cass County Public Safety Agencies have existing agreement in place for other agencies to talk on their channels. The agencies will go back and update their agreements and recommended the CCESB should also develop agreements for the common talkgroups.

v. Executive Director Report

1. Pleasant Hill Fire was unable to hear inside a building during a fire while operating on their old system. They switched to the new system and were able to hear perfectly.
2. Mrs. Tieman will be attending the APCO Board of Director's meeting and Conference in New Orleans July 29, 2014 through August 7, 2014.

5. New Business

Ownership of the Harrisonville Monopole

Mrs. Tieman provided a draft lease agreement. Mr. Hofer advised the tower does not have restricted access, so the city is moving the fencing from the old tower around the Monopole. Mr. Turnbow provided interim approval to the city to move their old communications antennas to the monopole. The draft lease agreement will be sent back to Mr. Campo for further refinement and to the City of Harrisonville for review.

6. Executive Session

There was no Executive Session

7. Next Meeting

The next scheduled meeting will be August 27, 2014 at 08:00 hours at 801 S. Commercial Street, Harrisonville, Missouri.

8. Adjournment

With no further business or discussion, Max Schmoll made a motion to adjourn. Roger Mayberry seconded the motion. Motion carried. Meeting adjourned at 9:19 a.m.

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