

# Washtenaw County 800 MHz Consortium Board

Meeting Minutes from April 24, 2007 10:00 AM at the Saline Police Department

## **Call to order**

The meeting was called to order by Chairman Paul Bunten at 10:17 AM.

## **Member Organizations Present**

Ann Arbor Police - Deputy Chief Greg Bazick, Lt. Spring Tremaine, Sgt Tom Hickey  
Ann Arbor Public Schools – Director Brad Mellor  
City of Ann Arbor –, Don Lowenberg  
Chelsea Police - Chief Ed Toth  
Eastern Michigan University Police - Lt. Jeff Nesmith  
Forensic Center - Mark Bartow  
Huron Clinton Metro Parks – Commander Harley Rider  
Huron Valley Ambulance - Vice President Jerry Zapolnik, Craig Swenson  
Michigan State Police – Sgt Chris Pascoe  
Milan Police - Chief Jeff Lewis  
Pittsfield Township Public Safety - Director John Phillips, Deputy Director Al D’Agostino  
Saline Police - Chief Paul Bunten, Deputy Chief Jack Ceo  
Washtenaw County Board of Commissioners – Leah Gunn  
Washtenaw County Emergency Management - Dave Halteman  
Washtenaw County Sheriff – Director Jeff Fulton  
Ypsilanti Fire – Chief Jon Ichesco  
Ypsilanti Police – Lt Mark Angott  
Ypsilanti Township Fire - Chief Larry Morabito

## **Others Present**

Motorola, Inc - Dave Eischens, Laurice Zielinski

## **Approval of Minutes**

The minutes of the February 24, 2007 Board meeting were unanimously approved. Motion by Zapolnik, second by Bartow.

## **Introduction**

Chair Bunten welcomed Commissioner Leah Gunn who has been appointed by the Washtenaw County Board of Commissioners to represent them at the Consortium Board.

## **Financial Report**

Swenson presented a spreadsheet entitled 2007 800 MHz Consortium Financial Spreadsheet which he stated was an attempt to simplify the monthly reports received from the county financial software. He requested feedback on the format from Board members to be sure that it was presented in the most useful form. Swenson reported that he now believes that the fund balance of the Consortium account is close to \$300,000, but an exact figure was not available because some previous bills were still being straightened out. Swenson also stated that since the Consortium has so few bills he was going to be adding a list of the monthly bills to the report.

A motion to receive the financial report was unanimously approved. Motion by Phillips, second by Zapolnik.

**Maintenance Fee Issues** - Swenson reviewed the 2007 billing fees showing the number of radios each member is being charged for. Swenson also indicated that he has noticed that some agencies are paying fees for control stations and others are not. He asked for a clarification from the Board as to what should be considered a control station and when it should be billed a yearly subscriber fee. Swenson reviewed the two different types of radios that are generically called control stations and described how they are generally used for the same function. Bunten commented that Saline is paying microphone fees for their control stations. Lowenberg stated that Ann Arbor is also doing that, and Halteman noted that Emergency Management has consolettes and they are not billed for them. After a discussion of the situation, a motion was made to not bill for any mobile radio type device that is used as a control station, not installed in a vehicle and that is connected to an AC power supply, irrespective of whether it is connected to a console. The motion was unanimously approved. Motion by Zapolnik, second by Fulton.

Swenson asked that the Board provide direction for handling radios that are added to the system between billing dates. It does not appear that there has been billing in the past, but that policy may never have been formalized by the Board. The general discussion was that the paperwork involved in mid-year billing was more effort than the amount of money that would be generated, particularly since we would have to be involved in refunding money for radios that were taken off the system. No specific Board action was taken, but the direction given to the manager was to not bill for radios brought on to the system mid-cycle.

Swenson also requested clarification about dual programmed radios. Many users are purchasing dual programmed radios (both the MPSCS system and the Washtenaw County system) and there was a feeling that those should not be charged for. Swenson did present the May 16, 2006 minutes where the language was not clear. Bunten commented that his recollection was that the intent was to not charge for radios that were paying MPSCS fees. Swenson asked if there was a difference if the entity was assigned a unique talkgroup. The general feeling of the Board was that any radio paying fees to MPSCS should not be charged a fee for the Washtenaw County system.

## **Committee Reports**

**Project Oversight Committee (POC)** – Zapolnik reported that the POC is moving ahead with the RFP for the infrastructure and that should be released soon. He also stated that he had already had discussions with Motorola about the tower sites he has proposed and they found all of them to be acceptable except for the property in Augusta Township. They would like to see the tower further north and west. Zapolnik said that he was working on other options for this area.

Zapolnik said the infrastructure bid process should take about 90 days. He also mentioned that the Implementation Team is working on subscriber unit allocation and the RFP for those should follow behind the infrastructure. Gunn asked if we anticipated having to pay for land and Bunten stated we are trying to find locations that we do not have to purchase or pay lease fees for.

**Project Implementation Team (PIT)** - Ceo explained that the PIT is gathering information about the numbers of radios that public safety users have in service today, both trunked and convention (VHF). He stated that the team has narrowed the process and should be finalized the numbers soon. Bartow asked about the Forensic Center and clarified that Forensic Center is considered public safety and the Consortium had previously voted on that issue. Ceo will work with Bartow.

Ceo stated that he is still uncertain about the Dept of Corrections and some members thought that they might be Sheriff's radios. Lowenberg stated that the DOC had purchased their radios and that they were allowed on the system at no cost. Phillips stated that the DOC radios were an intricate part of the Prison Escape Response Plan for the state facilities in the area and it is important that they stay on our system. Bartow explained that DOC already uses MPSCS when they transport outside the facility and they use a conventional system inside the prisons. Phillips stated that he would talk with Warden Davis and try to get a contact person to help us understand how the DOC uses their radio systems.

CEO also mentioned that the PIT had been asked about a successor group and he explained the need for a group to make decisions about the new system. Ceo advised that that the PIT had recommend a co-location policy to the POC. He stated that it recommend giving the highest priority to public safety, second highest to public good, and third to other parties. Gunn asked if this included Wireless Washtenaw and Bunten confirmed that the POC had already approved the use of our towers by Wireless Washtenaw as long as it does not impact our operations.

**Non-Public Safety Users (NPSU)** – Bunten reported that they have not met recently but that he has been investigating the possibility of using grant funding to migrate these users to the new system over a period of years.

**Fire Services Committee** – Morabito reported that there are two committees working on fire issues, one working on existing service challenges and another investigating the possibility of a central dispatch. The Central Dispatch Committee is looking to include more law enforcement personnel and Morabito noted that Lewis had attended the most recent meeting.

## **Operational/Maintenance Issues**

Swenson stated that he has developed a Maintenance Executive Summary to allow members to easily get an idea of the maintenance issues that the Consortium is addressing. He is taking the information that Motorola provides and deleting routine maintenance and minor alarms. Swenson explained that when a case is opened with Motorola a message is paged to five people: Swenson, Zapolnik, Pfannes, Halteman, and Zielinski. Swenson stated that the one of the problems that has happened over the years is that Motorola has encouraged our users to call the System Support number for any radio problem. Unfortunately, not everything is covered under the maintenance contract, so part of his job is to evaluate the problems when they come in to be sure that they are covered by the maintenance contract. If they are not, he works with the member agency to explain the issue and get them help above contract. He stated that Washtenaw County and Pittsfield have identified another vendor to work on the spread spectrum microwave

that is not serviced by Motorola, and when that appears to be the issue he contacts ComSource to inform them and prevent a trip charge. Gunn asked what the difference was between the radio shop and Motorola and Swenson and Bunten explained the history of radio service in the county.

Swenson explained that the Efratom Ribidium time standard device is at the manufacturer and that they can not find any problems. They will continue to monitor it but may have to send it back without any repair since it appears to be functioning normally.

Swenson presented information about Motorola Site Lens, including a report that he received in a site visit that he and Ceo made to the Grosse Pointe radio system. He explained how the report appears to provide the data that we want and recommended that the purchase be made. Tremaine asked if this equipment could be used in the new system and Swenson explained that it could not, but that most of this information will be available from the state NCC after we migrate. Zapolnik asked if this would be added to our maintenance contract and Zielinski stated that there is a one year warranty and that after that something could be worked out. A motion to authorize the expenditure of \$20,000 to purchase Site Lens equipment and software was unanimously approved. Motion by Mellor, second by Morabito.

Swenson explained that HVA worked to reduce the skip traffic problem on the Washtenaw Fire base (154.250) at the Mercywood tower, and as a result of that the new transmitter is not compatible with the connection to the CEB. Therefore, that resource is no longer available to console users. Pittsfield and Ann Arbor both confirmed that they have their own transmitters so this should not create a problem for any users.

Bunten explained that in the past we have had incidents where there were allegations of contractors having alcohol on their breath when they responded to service requests. A Consortium policy has been developed and was presented to the Board for discussion and approval. The purpose is to provide a consistent and timely response to these allegations should a member entity run into this situation. Phillips asked if this policy might conflict with any other policies that members are currently obligated to follow. Bunten explained that this policy is subordinate to any member policy, and that it simply tries to make it clear that member agencies have the authority to refuse anyone access to consortium maintained equipment until due diligence has been done. Gunn asked if this would apply to co-locators and Bunten explained that most of the equipment is in a separate hut and so others would not have access, but if we start to co-locate on our towers we should distribute it. A motion to adopt the policy was unanimously approved. Motion by Gunn, second by Zapolnik.

## **Other Issues**

Bunten mentioned that a committee needed to be formed to look at a successor organization and that the Implementation Team might be a good group to look at this issue. The issue was discussed and will be worked out in the coming months.

Bunten announced that he has a request from Augusta Township Fire for radios that were purchased with UASI grant funds. 49 Motorola portable radios have been purchased and Bunten explained that he has concerns about just leaving them on the shelf. A discussion about how and when to distribute these ensued and a motion was unanimously approved to distribute 5 of these radios to Augusta Township and that these radios would offset those allocated to ATFD in the plan. Motion by Morabito and second by Bartow.

In conjunction with the motion there was a discussion about how to handle the radios that are being put onto the system early and how it can create problems in the end. It was decided that all of the issues that can be created by early distribution should be addressed and run through the Implementation Team.

**Public Comment**

None

**Next Meeting Date**

June 26, 2007 at 10 AM Saline Police Department

**Adjournment**

Motion by Bartow, second by Rider. Motion passed.