



## Executive Board Meeting

2<sup>nd</sup> Wednesday Monthly

1:30pm

Tacoma Mall Plaza, 2<sup>nd</sup> Floor Conference Room

2702 S. 42<sup>nd</sup> St., Tacoma WA 98409

### Executive Board Members

Chair - Gary Robinson, Pierce County Finance Director

Vice Chair - Daryl Eidinger, Pierce Transit Commissioner

Doug Richardson, Pierce County Council

Skip Huck, Pierce Transit Executive Director of Maintenance

Meeting Date: March 13, 2019

Meeting Time: 3:00pm

Meeting Location: Tacoma Mall Plaza, 2<sup>nd</sup> Floor Conference Room, 2702 S. 42<sup>nd</sup> St., Tacoma

### **\*APPROVED\* SPECIAL MEETING Notes**

- I. The meeting was called to order by Chair Pro Tem Robinson
- II. Roll Call
  - Board Member Sue Dreier Present
  - Board Member Daryl Eidinger Present
  - Board Member Doug Richardson Present
  - Board Member Gary Robinson Present
- Outgoing Board Member Sue Dreier was recognized for years of service on the CCN Executive Board as an inaugural member of the Board
  - Board Member Dreier thanked her fellow Board members and CCN staff for the hard work completed over the past 4-year and reminded the new Board of the work still to be done.
  - Board Member Dreier delegated the Pierce Transit Chief Executive Officer seat to Skip Huck, Pierce Transit Executive Director of Maintenance
- III. Approval of the Agenda; unanimous
- IV. Approval of the December 19, 2018 Notes; unanimous
- V. Public Comment - None
- VI. Old Business - None
- VII. New Business
  - Chair Pro Tem Robinson provided a review CCN Bylaws
    - i. Article 1 Composition of the Executive Board, Resignation and Replacement of Member
    - ii. Article 2 Purpose and Duties
    - iii. Article 3 Officers
    - iv. Article 4 Meetings, Voting, Authority Decisions, Resolutions
    - v. Article 5 Delegation of Authority
  - The Board nominated 2019 Officers (Chair and Vice Chair)
    - i. Board Member Gary Robinson was nominated as Chair; (Huck); 2<sup>nd</sup> (Eidinger) - unanimous

- ii. Board Member Daryl Eidinger was nominated as Vice Chair; (Richardson); 2<sup>nd</sup> (Huck)
  - o A motion was made to approve R2019-001 Appointment of Jody Ferguson as the CCN Executive Director; (Richardson); 2<sup>nd</sup> (Eidinger)

**Jody Ferguson** thanked the Board for the vote of confidence and accepted the appointment.

VIII. Executive Director Briefing

- o Tim Lenk, Communications Systems Manager provided the new board member briefing PowerPoint presentation – posted

**Board Member Robinson** – This demonstrates how comprehensive the system is and how it achieves the strategy for a regional communications system. The body of work that has been completed and moving forward with City of Tacoma toward a unified/single system.

**Board Member Richardson** – the Board may not be aware of the jail issues. When they went to use the new radios, there were gaps in coverage area within the County City Building.

**Tim Lenk** – when we started the CCN and City of Tacoma systems upgrade projects, the Sheriff determined to stay on the CCN 700MHz system. They were provided the new radios. Coverage gap areas were identified in the Pierce County Jail and County City Building (CCB) due to building structure and materials used. The new equipment wasn't compatible. We started testing the equipment to better understand the challenges of the jail and CCB environment. Corrections officers filed a grievance. A mediator was assigned. We the mediator information regarding the testing we were completing regarding a new system – Distributed Antennae System. We are required to regularly report to the mediator on the progress of this project. The DAS also FNPA code requirements for multi-story dwellings. County Policy officials, Corrections official, and Communications staff all agreed to this new approach for installation of a DAS. Outside agencies also able to communicate using this system, and we are able to expand system with wifi and data in the future.

**Board Member Huck** – Pierce Transit is installing a DAS system into the Tacoma Dome

**Board Member Richardson** asked about the 35 million system upgrade investment, what was included.

**Tim Lenk**, of the 35 million, approximately 18 million was invested to upgrade the system infrastructure and 10 million for radio equipment. We used grants and other internal funds balance. We were also successful in obtaining Port Grants to equal another 10 to 12 million. One of the outcomes to our regional approach and partnership is we have a site at the top of the Tacoma Narrows Bridge. We worked with Washington State Department of Transportation in one of the first collaborations for installing a site on a suspension bridge in Washington.

**Board Chair Robinson**, Additional resources from Pierce County have been invested in the system, as well as substantial contributions from Pierce Transit.

**Tim Lenk**, Initially the system was only envisioned for Pierce County government use. However, with other law enforcement and fire service agencies wanting to go onto our system we didn't have that capacity. The partnership with Pierce Transit was of mutual benefit to both agencies and compounding benefit for the greater public safety community.

**Board Chair Robinson**, In the past, the Board has asked for this summary briefing to onboard new Executive Board members, and it has been a good frame of reference for all the work that has been completed by the CCN.

- o CCN 2018 Annual Report

American Disability Act (ADA) accommodations are available with a 72-hour notice. An interpreter for the hearing impaired will be provided upon request with a minimum notice of two weeks. Please contact the Clerk's office at 253-798-2663 for special accommodations. Meeting room is wheelchair accessible.

Jody Ferguson provided the Board with an overview of the 2018 Annual Report - posted

The 2018 Annual Report provides a recap of accomplishments achieved and a financial summary. This document is the next to final draft for your review and comment prior to final action at the next CCN Executive Board meeting.

I would like to go over a few highlights, and then invite you to ask questions and provide feedback.

- On page 3 – Operating Highlights  
The CCN had over 9,500,000 calls on the system with no busies.  
This is an indicator that the system has the necessary capacity to handle the volume of users
- On that same page at the bottom – Looking Ahead  
The CCN is continuing efforts to integrate the City of Tacoma and the Combined Communications Network infrastructure into an integrated or single system solution  
Next Steps will be to review the data collected by the consultant during the customer workshop sessions to determine operational needs.
- On page 4 – 2018 Revenues – Budget to Actuals  
Revenue collections were less than anticipated due to the loss of East Pierce and Graham Fire & Rescue moving from our system to the Tacoma system.
- On page 6 – 2018 Reserves  
Reserves are comprised of the 2016 contributions from Pierce County & Pierce Transit.  
The additional reserves are from lower than expected annual operations & maintenance costs
- On page 8 – 2018 Accomplishments  
The CCN was able to complete 100% of the preventive maintenance program; and all HVAC, generators and tower inspections were completed. This would not have been possible without the collaborative efforts of Pierce Transit & Pierce County technical staff and the commitment from the respective agency leadership.
- Page 9 lists all of the consumers who use the Single County Wide Communications System.  
If the Board has any questions, I would like to introduce Ellen Lenk, our department finance division manager, who drafted this report for you.

- Moving to Paperless Process in 2019

- Jody Ferguson provided an overview of the process improvement proposal by staff.

- The Executive Board meets once each month, with intermittent special meetings as needed.
- The regular meeting location is in a central site to accommodate travel.
- Special meetings are subject to conference room availability at a variety of locations.
- Currently, Board members are given hard copies of documents for conducting CCN business.
- Documents are bound in individual binders and transported from location to location so Board members can review, consider and render decisions on action items before them.

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- The transportation of these binders from location to location is cumbersome.
- Searchability of documents is difficult and impacts timely meeting facilitation.
- Printing hard copies is time consuming and neither efficient or economical.
- Board member lack of access to the binders between meetings impedes review and analysis.

### **The recommendation**

- Purchase 4 (four) dedicated devices (laptop/tablet) for Board members
- Clerk of the Board would maintain and update devices monthly with meeting packet materials and governing documents.
- Devices will be used during all Board meetings

Board Members discussed and decided to use their own electronic devices, with the Clerk of the Board sending meeting packet materials in advance. Paper copies will be provided for the public who attend the open meeting.

### IX. Single County-Wide Communications System Briefing

Tim Lenk provided the SCWCS Briefing

#### **System Performance and Activity**

The system processed the following number of calls by month with zero busies

- December 750,000 calls
- January, over 770,000 calls, and
- February, over 695,000 calls

Over the past 30 days the CCN conducted the following activities;

- Completed the VHF overlay system cutover over for beneficial use,
- Conducted kickoff training for the operating system upgrade from 7.15 to 7.17

#### **Capital Projects**

- The 700-master site / core is scheduled to be upgraded starting on April 15th with a target completion between April 29<sup>th</sup> - May 3rd.
  - Replace all dispatch consoles at Pierce Transit,
  - Replace all 911 center and Emergency Management consoles,
  - Upgrade operating system to 7.17, and
  - Replace several servers “KMF, Moscad”

X. Board Final Comments - None

XI. Adjournment