

# Saint Louis COUNTY

## EMERGENCY COMMUNICATIONS COMMISSION

### **COUNTYWIDE RADIO SYSTEM**

**Adopted May 10, 2012**

#### 1.0 Purpose

This document sets forth the policies for the distribution, ownership, technical support, maintenance, and operation of the countywide radio system, associated subsystems, and subscriber radios as provided by the St Louis County Emergency Communications Commission (ECC).

#### 2.0 Definitions

- 2.1 Infrastructure – shall include all fixed electronic and civil components that make up the Countywide Radio System Network. This includes owned or leased radio towers, monopoles, and rooftop installations; RF transmitters, microwave components, combiners, antenna systems, controllers, comparators, routers, GPS time standards, and other network hardware; environmental equipment shelters and HVAC subsystems; UPS and emergency power generator systems; and countywide radio recording systems.
- 2.2 Radio Dispatch Consoles & Subsystems – shall include video-display radio control consoles; backup radio consolettes; instant-replay position recorders; modular UPS systems; and associated backroom electronics.
- 2.3 Subscriber Radios – shall include all mobile (vehicle-mounted) and portable (handheld) radios; desktop control stations and desk sets; digital vehicular repeater systems; RF modems used for mobile data; and associated accessories (batteries, battery chargers, shoulder microphones, holsters, etc.).

#### 3.0 Infrastructure

- 3.1 System Design & Construction – The ECC will be responsible for all system design, site acquisition, construction, testing, cutover, and acceptance activities for the countywide radio system. Concentration will be given to outdoor coverage and building penetration, inter-agency interoperability, system redundancy, and network survivability.

- 3.2 Maintenance & Support – The ECC will be responsible for the operation, technical performance, preventative maintenance, modifications/additions, hardware/software upgrades, routine corrective repairs, and emergency restoration of the countywide radio system and all of its components listed in 2.1 above. The ECC will oversee and manage contractors authorized to maintain and support the system.
- 3.3 Physical Security – The ECC will ensure that reasonable physical security measures are taken to protect the remote (unstaffed) equipment sites of the countywide radio network.
- 3.4 Critical System Data – the ECC will ensure that all system data, custom configurations, and interoperability & fleetmapping templates are regularly backed up and secured in an off-site protected location, in accordance with St Louis County Standards and Best Practices.
- 3.5 Backup Network Testing – The ECC will schedule, coordinate, and conduct tests of backup systems, including countywide, all-agency FailSoft drills.
- 3.6 Radio Licenses – The ECC shall be the named licensee, and will be responsible to acquire and maintain all licenses required by the Federal Communications Commission (FCC) for the operation of the countywide radio system. The ECC will investigate and remediate any complaints of interference or substandard performance of the system.
- 3.7 System Inventory – The ECC shall be responsible to maintain and update an inventory of the infrastructure components of the countywide radio system, in accordance with the fixed asset policies of St Louis County.
- 3.8 System Funding – The ECC shall, on an annual basis, budget sufficient funds to handle the insurance and ongoing maintenance and upgrade costs for the countywide radio system, including contingency funding to address unforeseen emergency requirements.
- 4.0 Subscriber Radios
  - 4.1 Subscriber Radios - The ECC will be responsible for the procurement, installation, and programming of the subscriber radios for all user agencies within St Louis County. The ECC's responsibility for procurement and installation of such subscriber radios is limited to the initial project allocation for each agency, and

does not extend to individual agency program growth, or the need for additional radios in the future – in such cases, individual agencies must fund and procure their own additional radios. Initial project allocation of radios to individual agencies will be handled in accordance with 4.2 below.

- 4.2 Allocation of Subscriber Radios – In general, the ECC will provide to each approved user agency one like-for-like replacement subscriber radio (see 4.3, 4.4, and 4.5 below) for each operational subscriber radio owned by the individual agency; in addition, a like-for-like replacement may be provided for non-functioning user agency radios that failed in the past two years, and that were not replaced by that agency in anticipation of the ECC radio allocations. Stockpiled radios that are not in service will not be replaced by the ECC. Final decision on individual radio allocations will be made by ECC staff.
- 4.3 Law Enforcement Subscriber Radios – The standard mobile radio for law enforcement agencies shall be the Motorola APX7500 dual-band (800MHz/VHF) model. The standard portable radio for law enforcement agencies shall be the Motorola APX6000 (800MHz) model. Both include P25, GPS, and Over-The-Air Programming (OTAP) functionality. The ECC shall provide one battery and single-unit charger for each portable radio.
- 4.4 Fire/EMS Subscriber Radios – The standard mobile radio for fire/EMS agencies shall be the Motorola APX7500 dual-band (800MHz/VHF) model. The standard portable radio for fire/EMS agencies shall be the Motorola APX7000XE dual-band (800MHz/VHF) “extreme environment” model. Both include P25, GPS, and Over-The-Air Programming (OTAP) functionality. The ECC shall provide one battery and single-unit charger for each portable radio.
- 4.5 Local Government Subscriber Radios – The standard mobile radio for local government agencies shall be the Motorola XTL2500 (800MHz) model. The standard portable radio for local government agencies shall be the Motorola XTS2500 (800MHz) model. Both include P25, GPS, and Over-The-Air Programming (OTAP) functionality. The ECC shall provide one battery and single-unit charger for each portable radio.
- 4.6 Spare Portable Subscriber Radios – The ECC shall procure and allocate a reasonable number of spare portable radios to agencies as deemed appropriate. Final decision on spare portable radio allocations will be made by ECC staff.

- 4.7 Additional Subscriber Radio Accessories – The ECC may procure and distribute extra portable radio batteries and multi-unit chargers to agencies as deemed appropriate. Final decision on such items will be made by ECC staff.
- 4.8 Additional Subscriber Radio Features/Model Substitutions – Unless otherwise provided, agencies desiring additional subscriber radio features (such as encryption) or radio model substitutions (dual-band in place of single band) must fund the difference in cost.
- 4.9 Data Conversion – Costs for conversion of GPS data and/or interface to CAD or other computer management systems will be the responsibility of individual user agencies.
- 4.10 Fleetmapping & Interoperability Template Design – The ECC will be responsible for initial and ongoing fleetmapping and interoperability template design and codeplug provision for all user agencies. This will include design of specific talk groups to meet the routine needs of individual agency operations.
- 4.11 Title and Ownership – Upon receipt of subscriber radios from the ECC, title and ownership of said units will pass to the receiving agency. Such equipment shall not be disposed of in any manner without the express consent of the ECC.
- 4.12 Subscriber Radio Maintenance – The ECC will be responsible to fund the annual depot maintenance contract for all user agency subscriber radios provided by the ECC. Such coverage shall continue for a period of six (6) years following system acceptance (one year warranty + five years post-warranty maintenance). The ECC will also pay for the five-year post-warranty maintenance cost for any subscriber radios that are purchased directly by user agencies due to growth, new programs, etc. from the ECC contract for use on the radio system. Individual user agencies will be responsible to coordinate subscriber repair scheduling and/or drop-off with the contractor. Billable radio repairs caused by accident and/or radio misuse will be the responsibility of the user agency.
- 4.13 Memorandum of Understanding (MOU) – Each user agency that receives subscriber radio equipment from the ECC must sign an MOU agreeing to 4.1 through 4.12 above, and to operate all radio equipment in accordance with ECC policy and FCC regulations.