

RESOLUTION NO. R2017-001s

1 A RESOLUTION of the Executive Board of the Combined Communications
2 Network (CCN), Adopting the Expanded Customer Policy for Access to
3 the Single County-Wide Communication System.
4

5 WHEREAS, the Agreement Providing for Creation, Operation and
6 Governance of Combined Communications Network, which governs the joint
7 venture of the Combined Communications Network (CCN), provides in
8 Section 8 that the Executive Board has authority on behalf of the joint
9 venture to enter into service agreements with third parties, to employ
10 staff, and to take other lawful actions in the interest of CCN; and

11 WHEREAS, Article II of the CCN Bylaws states that the Executive
12 Board is the governing and policy setting body for CCN, and Articles
13 II and V of the Bylaws state that the Executive Board shall appoint
14 an Executive Director, who shall implement the policy direction of the
15 Executive Board, and shall have such power and perform such duties as
16 is prescribed by action of the Executive Board; and

17 WHEREAS, by Resolution No. R2015-002, adopted on August 12, 2015,
18 the Executive Board appointed Lowell Porter, the Director of the Pierce
19 County Department of Emergency Management, as CCN Executive Director;
20 and

21 WHEREAS, by Motion No. M2016-002s, adopted on April 13, 2016, the
22 Executive Board delegated to the Executive Director certain powers and
23 authority; and

24 WHEREAS, by Resolution No. R2015-004, adopted on December 12,
25 2015, the Executive Board adopted the CCN Business Plan, which among
26 other things, describes CCN customers as any users or agencies that
27 receive access to the Single County-Wide Communication System (SCWCS)
28 for operational needs and services; and

29 WHEREAS, under the Business Plan, the users or agencies may be a
30 person, group, organization, general government agency (that is,
31 local, state, or federal), first responder agency, jurisdiction or
32 other entity that requests access to the SCWCS or CNN services through
33 agreement with CCN; and



POLICY

POLICY NO: 100.00

VERSION NO: 1.0

REPLACES: N/A

REFERENCES: R2017-001s

EFFECTIVE DATE: 7/12/2017

Subject: Authority to Expand Single County Wide Communication System (SCWCS) Customers

Document Owner: Office of the Combined Communications Network (CCN) Executive Director

Adopted By: Executive Board Resolution No. R2017-001s, July 12, 2017.

1. **Purpose:** This policy establishes rules and procedures for the acceptance, review, analysis and consideration by both the Combined Communications Network (CCN) Executive Director and the CCN Executive Board of applications to access and use the Single County Wide Communication System (SCWCS).
2. **Scope:** This policy applies to all applications for and approval of new Customers of the SCWCS, whether public or private entities.
3. **Eligibility for Customer Status:** Any entity or organization, private or public, may apply for access to and use of the SCWCS.
4. **Application.** An entity desiring access to and use of the SCWCS shall submit to the Executive Director an application in a form required by the Executive Director, together with such information and materials requested by the Executive Director, such as but not limited to number of units and operational requirements. The application shall include the reasons for requesting access and use, such as but not limited to coverage gaps or inability to finance new equipment. During review and analysis of the application, the applicant must submit any additional information or materials requested by the Executive Director by the deadline imposed and in the manner requested by the Executive Director.
5. **Qualification for Customer Status.** Any entity or organization, private or public, which has unique communications network service use and demand pattern needs that the SCWCS can provide.
6. **Restrictions on Grant of Customer Status.** With the addition of the new Customer, the capacity level of the SCWCS shall not exceed 80%.
7. **Impact Study.** To confirm that the new Customer will not cause the SCWCS to exceed capacity, will not cause substantial impacts on the workload of CCN staff, and ensure that priority is given to Public Safety and Transit, the Executive Director shall prepare a study of the impacts of the new Customer on the SCWCS, based on number of units and operational requirements.

8. **Customer Rate Model.** The O&M Rate will be the same for all customers and will be calculated per unit per hour as defined in the System Access Agreement (SAA). The Replacement Reserve will be collected equally among all customers. The potential new Customer shall be placed within one of the two following service levels, known as the Customer Model Level:

Customer Model Level 1 (24/7/365)	Customer Model Level 2 (Variable)
Maximum Feature Set (Encryption, EMER, etc.)	Minimum Feature Set (Basic Communications Only)
Highest Priority (Pre-emption Access)	Lower Priority (No Pre-emption Authorized)
Highest Usage, Wide Area Coverage, Regional Interoperability	Lower Usage, Limited Area Coverage, Local Interoperability

9. **Review of Application by Executive Director.** The Executive Director shall process the application, applying this Policy and using the SAA form approved by the Executive Board. The Executive Director shall have authority to interpret and apply this Policy and the form Agreement during discussions and negotiations with the applicant. Any additional terms and agreements between the New Customer and the CCN shall be subject to final approval by the Executive Board.

10. **Submission of Agreement to Executive Board.** After review and analysis of the application, and discussions and negotiations with the applicant, the Executive Director shall prepare a written report for the agreement which the Executive Director shall provide to the Joint Finance Committee. The Executive Director shall present the final written report to the Executive Board.

11. **Related Documentation:** Applicable Procedure (PRO) and Tasks (TSK);

- 11.1. PRO-100.01 Calculating Systems Access Agreement (SAA) Rates
- 11.2. TSK-100.01.1 Foundational Principles for CCN Direct Allocation Model
- 11.3. TSK-100.01.2 Operations and Maintenance Rate using Direct Allocation Model
- 11.4. TSK-100.01.3 Replacement Rate
- 11.5. TSK-100.01.4 System Activation Fee

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