



# Final Radio Inventory Agency Instructions

The Puget Sound Emergency Radio Network (PSERN) Project sent King County Emergency Radio Communications System (KCERCS) customer agencies their radio inventories. **All customer agencies must confirm and/or update their radio inventory by March 8, 2021** so that the PSERN Project Team can capture accurate data for all “active” radios.

An “active” radio means that it is:

- Entered into the Zone Controller and,
- Able to be used on the radio system. *(Can you push-to-talk and get a triple beep? If you get a continuous bonk, the radio is not active.)*

For more information, please visit the [Final Radio Inventory webpage](#) or contact [PSERN-INFO@kingcounty.gov](mailto:PSERN-INFO@kingcounty.gov).

## The following are the step-by-step instructions of how to conduct the Final Radio Inventory:

1. Read the [“How to Conduct Your Final Radio Inventory”](#) document on how to finalize your agency inventory.
2. Open the Final Radio Inventory spreadsheet that was attached to the email.
3. Review your Final Radio Inventory data for accuracy. See bullets below for specific elements to consider.

	A	B	C	D	E	F	G
1	<b>GENERAL GOVERNMENT INVENTORY COUNT</b>						
2	<b>MAKE YOUR UPDATES HERE ONLY</b>		<a href="https://psern.org/equipment/">(For questions, please visit https://psern.org/equipment/)</a>				
3	<b>RADIO REPLACEMENT CONFIRMATION</b>	<b>IF CHANGES NEEDED, LIST HERE</b>	<b>PSERN REPLACEMENT RADIO CONFIGURATION</b> <i>DO NOT CHANGE (SEE COLUMNS A &amp; B)</i>	<b>RADIO NAME</b> <i>DO NOT CHANGE (SEE COLUMNS A &amp; B)</i>	<b>RADIO TYPE</b> <i>DO NOT CHANGE (SEE COLUMNS A &amp; B)</i>	<b>MODEL NUMBER</b> <i>DO NOT CHANGE (SEE COLUMNS A &amp; B)</i>	
3	<i>The radio listed in <b>COLUMN D</b> is what you will receive from the PSERN Project. Is this replacement radio information correct? (Type "Y" for Yes or "N" for No)</i>	<i>Use this column to indicate any changes to the radio. For example, Lost, Broken, Incorrect information</i>	<i>Fire, EMS, Law Enforcement, General Govt, Config #1, 2 etc.  This is the radio you will receive from the PSERN Project in exchange for the radio listed in Column E.</i>	<i>This is the name of the radio that we refer to them as</i>	<i>This is mobile, portable, etc.</i>	<i>This is the alphanumeric code that defines the radio</i>	
4							
56			General Government Mobile Radio Config #1	APX 6500 Remote	Mobile	M25URS9PW1AN	
57			General Government Mobile Radio Config #1	APX 6500 Remote	Mobile	M25URS9PW1AN	
58			General Government Mobile Radio Config #1	APX 6500 Remote	Mobile	M25URS9PW1AN	
59			General Government Portable Radio Config #1	XTS 2500	Portable	H46UCD9PW5BN	

- Carefully review the radio information from Column E (e.g. Column E, F, G...) to ensure that it is accurate. This data is based on the information provided to the PSERN Project during the 2019 Preliminary Radio Inventory.
- Confirm that the “PSERN Replacement Radio Configuration” radios that your agency/s will receive from the Project (Column D) are what you need. You can view the details about each radio configuration on the Motorola website using the [PSERN Standard Radio Features and Functions chart](#).
- If you are a “parent” agency, your spreadsheet will include multiple tabs for each of your “children” agencies or departments. You are responsible to confirm all the data and input it into the one Final Radio Inventory document to be provided back to the PSERN Project.
- **Note: Do not change any data in the attached spreadsheet beyond entering the first two columns (A & B).** The PSERN Technical Team will utilize your answers in Column A and Column B to directly reach out to you for clarification on your needs.

4. Complete Column A if the radio listed in Column D is the radio you need, by either typing:
    - “Y” for Yes, the radio listed in Column D is the radio I need
    - “N” for No, the radio listed in Column D is not the radio I need and/or I have questions or concerns

*You can view details of the configurations in Column D on the [PSERN Standard Radio Features/Functions chart](#).*
  5. Complete Column B if you answered “N” (No) in Column A because the radio listed in Column E (and associated data in following columns) is inaccurate OR missing information OR if the radio listed is lost, broken, AND/OR you have other questions or concerns about the listed radio.
    - There is no need to write more than a few words in Column B because if you indicate “N” in Column A, the PSERN Technical Team will directly reach out to you for more information.
    - To understand more in the meantime, please respond to the Final Radio Inventory email that was sent to you or email [PSERN-INFO@kingcounty.gov](mailto:PSERN-INFO@kingcounty.gov), explaining what type of changes you have had and/or what type of information you are seeking from the PSERN Technical Team. They will make every effort to respond to your inquiries within two business days.
  6. **Email [PSERN-INFO@kingcounty.gov](mailto:PSERN-INFO@kingcounty.gov) your completed Final Radio Inventory spreadsheet by March 8, 2021.**
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#### Additional Information

- It is possible that the PSERN Project Team made some alterations to your agency’s 2019 Preliminary Radio Inventory due to various discrepancies in the data provided, **so please carefully review the attached spreadsheet.**
- The following are a few **examples of PSERN non-standard radio features and functions**, and the associated price, per radio, that your agency would have to pay, if requested. We give you this information for your awareness of what some common upgrades might cost. You can find details of the below PSERN models (e.g. APX6000XE) in the [PSERN Standard Radio Features and Functions chart](#). If you are interested in upgrading, at your cost, please respond to this email ([PSERN-INFO@kingcounty.gov](mailto:PSERN-INFO@kingcounty.gov)) for more information:
  - a) APX6000XE to APX8000XE multiband upgrade: \$1,474 / radio
  - b) APX4000 to APX6000 upgrade: \$1,123 / radio (with Bluetooth \$1,230)
  - c) APX4500 O2 dash mount to APX6500 E5 dash mount upgrade: \$1,320 / radio
  - d) APX4500 O2 trunk mount to APX6500 O3 trunk mount upgrade: \$1,165 (General Government)
  - e) APX4500 O2 trunk mount to APX6500 O3 trunk mount upgrade: \$1,105 (Public Safety)