

Delaware County 911 Board Minutes

April 5, 2016

Delaware County Commissioner's Meeting Room

In attendance: Director Patrick Brandt, Chief Bruce Pijanowski, Trustee Charles Miley,, Chief Jeff Wilson, Stephanie Burns, Interim County Administrator Dawn Huston, Commissioner Gary Merrell, Delaware City Manager Tom Homan, Sheriff Russ Martin, Chief Mike Schuiling, Asst. Chief Pichert, Chief Gary Vest, Steve Lutz, and Sheila Perin.

1. Pledge of Allegiance: Meeting called to order at 1:00 pm by Chief Wilson
2. Public Comment: No public comment.
3. Approval of Minutes:

Chief Wilson asked for a motion to approve the minutes from February 2, 2016. Commissioner Merrell made a motion to approve the minutes, Asst. Chief Joe Pichert seconded the motion. Motion carried. Noted in the minutes that Mr. Homan abstained, Steve Lutz abstained and Sheriff Martin abstained in voting due to not being in attendance at the last meeting.

4. Director's Report:

Two 911 staff members will be attending the APCO conference in Orlando.

Mr. Brandt and Jason Hutchisson will be attending the NENA conference in Indianapolis June 11 – 15, 2016.

Jason Hutchisson and Jeanette Adair will both be attending the NENA Center Manager Certification Program also.

Mr. Brandt reported on statistics on 911 calls. Slowest time of the day is 4:00 am, busiest time is 4:00 pm versus 2:00 pm from last year. Radio system push to talks are up 423,000 from last year.

Mr. Brandt also reported that dispatcher's week starts Sunday April 10. There will be a resolution on Commissioner Session for Monday, April 11. A survey was distributed by Mr. Brandt to all staff members. Staff reviewed nominations and PJ Roberts was awarded the first employee of the year award. He was promoted to a LEAD position last year and has done very well. He was recommended by several of his peers. This award will be presented to him at Commissioner Session on Monday, April 11 as well.

Mr. Brandt also reported that the 911 phone upgrade is currently being done. It will go live in May and back the up center at Orange Township will go live a short time. He does not expect any interruptions in service.

The State 9-1-1 office a meet with JCARR no issues were reported. We anticipate the PSAP rules to go into effect in May and everyone will have 2 years to get compliance.

Aaron Robbins stepped down the LEAD position, Kaylyn Headings will take over that position.

Mr. Brandt announced that he will be moving his office into the 911 center and that Chris Waldo will take over his office.

5. Committee Reports:

Technical Committee: See report above.

Standards and Protocols: No report

Administrative: Mr. Homan reported that on the November ballot since there is no vote in the Senate this week. We are left with no other option. Meetings will be held to see how we want to proceed. Mr. Brandt discussed possible renewal amount with increase would be .29 and .64 countywide. Mr. Brandt will get some additional numbers together so the Admin committee can meet and discuss. Mr. Brandt will also update the 5yr budget numbers and will have those for the next admin committee meeting.

6. Old Business

- a) APCO EMD/EFD/EPD: EMD – awaiting arrival of production version of the software in next couple weeks. EPD - Final meeting is Thursday with Powell and Delaware City to review the draft cards. EFD – File sent to APCO. It will probably be another month before all is completed. On Thursday we will also complete the review of nature and dispositions code to standardize between all.
- b) Alert CAD Interfaces: Alarm Interface – up and running by mid-May. Motorola Interface - up and running
- c) House Bill 277: Brenner said they are not meeting this week. Possibly next week.
- d) Stephanie Burns distributed handouts on alarm policy and procedure changes in sheriff dispatching. A motion was made Chief Vest for all alarm calls starting June 1 will become a 2-call process. Motion seconded by Chief Pijanowski. Motion carried.

7. New Business

- a) CALEA: Chief Vest provided handouts for Public Safety Communications Accreditation Cost. Every 3 years you are assessed and validate what you are doing. This is similar to an audit to practices and procedures. One of their awards is for communications centers. Based on the number of employees in the dispatch center (27) the costs would be \$6,550 with an annual continuation fee of \$3,235. Chief Vest encourages CALEA. He would like to discuss this accreditation so that these costs can be added to the 2017 911 budget. The center is then reassessed after 3 years and then 4 years thereafter. Discussion followed.

8. Executive Session: None

9. Other Business:

Mr. Brandt sent an email to all the fire chiefs reference an issue with an alarm company calling our administrative lines vs. the correct alarm number that should be called. An alarm company, monitoring service. He spoke with the parent company. However, Alarm notifications send them to 911 so they can be worked out.

Trustee Miley complimented Mr. Brandt on the publicity regarding the 911 exercise workstations on Channel 10 and other news media. Mr. Brandt gave credit to Jane Hawes for getting this process started.

The next 911 Board meeting will be held on Tuesday, June 7th at 1:00 pm.

With no further business to discuss, Chief Vest made a motion to adjourn; seconded by Sheriff Martin. The meeting was adjourned at 1:48 pm.