

# Delaware County 911 Board

## Minutes

January 10, 2012

### Delaware County Commissioner Meeting Room

In attendance: Chairman John Donahue, Vice Chair Russ Martin, Secretary Troy Morris, City Manager Homan, Commissioner O'Brien, Sheriff Walter Davis, Chief Gary Vest, Chief Gary Honeycutt, Trustee Charles Miley, Chief Rob Farmer, Interim Director Barb Temple, County Administrator Tim Hansley, Operations Manager Brittany Craig, Jay Somerville, Patrick Brandt, Lt. Shelley Pfan, Chief Deputy John Petrozzi

Not Present: City Manager Lutz

- I. Meeting called to order by Chairman Donahue at 2:02 p.m. with Pledge of Allegiance.
- II. No Public Comment
- III. Approval of Minutes- Chief Farmer made motion to approve minutes as presented with a second by Chief Vest. All in favor.
- IV. Committee Reports
  - A. Technical- No Report
  - B. Standards and Protocols- No Report
  - C. Administrative
    - Committee met with Interim Director prior to this meeting to set goals, personnel matters, set a firm schedule and possible changes to the by-laws.
    - Committee assignments were discussed during full board meeting. Sheriff Davis or designee, Trustee Miley as alternate for the Administrative Committee. Chief Vest discussed using line personnel for Standards and Protocol with Captain Pijanowski being added. Assistance Chief Shuiling was added to the Technical Committee.
    - Please see attached for Committee Assignments and Objectives.
    - Chairman Donahue asked that the Committees meet prior to next Board meeting to set a meeting schedule.
- V. Directors Report
  - A. The director provided statistic report concerning telephone activity for the month of December. Discussion was held concerning the report and the Board provided some insight as to other reports they would like to be presented.
    - A LEADS audit is scheduled for February 3
    - A T-1 line has been ordered from LEADS with installation in mid-February
    - Supervisory training for Tour Commanders on January 31 and entire staff training on February 1. The second day will cover workplace expectations.
    - Tour Commander Adair is heading a committee to refine training protocols.
    - A monthly in-service is being developed.

- Resignation of Tour Commander Fletcher and a telecommunicator.
- The hiring process is being reviewed and developing a timeline to begin.
- Contract negotiations have concluded with the new union for telecommunicators.
- The interim director has been meeting with staff members.
- The conversion of the former office area to a training room is near completion, the staff is also reviewing the layout of the dispatch room to improve the flow of communications.
- Interim Director Temple turned the budget portion of her report to Patrick Brandt. Mr. Brandt discussed the pending reduction in cellular phone fees and the impact it will have on the budget, the budget has been approved by the Commissioners. The reduction may possible cause the Center to lose \$12,000.00.
- Mr. Brandt advised that the maintenance contract is being completed for the microwave system. The contract was extended for five years.
- The narrow banding project will be completed in early spring.

VI. Unfinished Business- No

VII. New Business

- A. Chairman Donahue discussed a pending change in the EMA Board's meeting times. The conditions of the EMA change were that the 911 Board meeting would not extend longer than one and one-half hours.
- B. Interim Director Temple went into further details concerning the union contract.

VIII. No need for Executive Session

IX. Adjournment- Motion made by Chief Martin with a second by Chief Farmer.

Next Meeting February 7, 2012 at 1 p.m.