

Delaware County 911 Board

Minutes of February 7, 2012 Meeting

Delaware County Commissioner Meeting Room

In attendance: Chairman John Donahue, Vice Chair Russ Martin, Secretary Troy Morris, City Manager Tom Homan, City Manager Steve Lutz, County Commissioner Ken 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, Patrick Brandt, Jay Somerville, Lt. Shelley Pfan, Daron Reed

- I. Meeting called to order by Chairman Donahue at 1:00 p.m. with the Pledge of Allegiance
- II. No Public Comment
- III. Approval of Minutes- Chief Vest made motion to approve minutes as presented with a second by Chief Farmer. All in favor
- IV. Committee Reports
 - A. Technical
 - Discussion on the CAD interface
 - Discussion on the Back Up Center with coming on line as early as May or as late as October with telephone lines being the hurdle
 - Discussion on EMD/EMT and tiered response. Looking at interface with Alertts
 - A spectrum analyzer has been purchased
 - CAD/RMS duplication in progress
 - Discussion on the Mobile Alertts (Sentinel) with the Sheriff's Office providing some changes. Possible testing upcoming
 - Discussed 2012 Meeting Schedule
 - B. Standards and Protocols
 - See Minutes
 - Discussion was held on the feedback form and a policy directing use. Suggestion of a draft policy by March board meeting
 - Information was requested on the Policy and Procedures. Interim Director Temple advised that the work performed by Operations Manager was forwarded to former Director Greenlaw and Director Temple does not have access to it. The Operations Manager work was on the CALEA project.
 - Interim Director Temple advised that the Center is currently working on Standing Policies. Chief Vest asked that the Director breakdown current Policies and create a core list
 - Chief Farmer asked for a current set of Policies and Procedures
 - C. Administrative
 - Committee has met twice since last meeting
 - Discussion has been held on training with focus on management. The week prior to meeting training was held on basic supervision, hostile work environment and

sexual harassment, full day for tour commanders and lead communicators with a half day for rest of staff. Jay Somerville has been providing a short training session during staff meetings.

- Standard Operating Guidelines have been discussed with a tour commander working on creating updates/revisions. Discussion was held on procedures for adopting
- Dispatch Working Group has been discussed with a tour commander heading the group. Revamping the current make up
- Discussion has been held on the CALEA project. Interim Director Temple is researching this and will be providing some direction in the future.
- Discussion has also been held on revamping of the current organizational structure

V. Directors Report

- See attached report
- Interim Director Temple advised that the LEADS audit was completed with some minor errors which have been corrected
- As a result of the statistical information provided by Director Temple, Chief Donahue requested a three year break down of telephone calls. Mr. Brandt advised that it might be difficult due to the change in telephone systems. Mr. Brandt and Director Temple will pull what information is available. Chief Honeycutt asked for a definition of Administrative calls. He was advised that this may include calls for service, i.e. fire alarms and non-emergency calls for service.
- Director Temple is also working on a five year strategic plan

VI. Unfinished Business

- A. 2012 Meeting Schedule
- B. Training Room has been completed with funds from grant
- C. 911 Wireless Surcharge
 - Chief Martin advised that he, Sheriff Davis, Jay Somerville had attended a meeting this date in regards to this matter. Jay Somerville provided additional information on the importance of this surcharge staying in place.
- D. Chief Martin spoke on Ohio Health's request for access to the radio system
- E. Chief Farmer asked about Interim Director Temple future
 - Commissioner O'Brien felt that the Board would need to make a proposal
 - Chief Vest discussed creating a time line with Director Temple decision
 - City Manager Homan felt that this is tied in with the Strategic Plan and the Administrative Committee should work on this

VII. New Business

- A. Chief Donahue discussed the Strategic Plan and the need. Chief Donahue mentioned the use of a facilitator.
- B. Chief Honeycutt asked if the agenda could be adjusted to put Director's report prior to Committee reports.

NEXT MEETING: March 13, 2012 at 1:00 p.m.

Adjournment