

DELAWARE COUNTY 911 BOARD
MINUTES
April 5, 2011
DELAWARE COUNTY EOC

In attendance at the meeting was: Chairman Vest, City Manager Homan, Commissioner O'Brien, Chief Martin, Chief Vest, Chief Honeycutt, Chief Donahue, Chief Morris, Trustee Panzarella, Chief Farmer, 911 Director Greenlaw, and County Administrator Hansley.

Also Present: Shelley Pfan, Stephanie Burns and Patrick Brandt

Not Present: City Manager Lutz and Sheriff Davis

- I. Chief Vest called the meeting to order at 13:04 hrs with the Pledge of Allegiance.
 - a.) The minutes from the meeting held March 1, 2011 were reviewed. It was noted that there were errors in reference to the beginning and ending times noted; the change made being 13:08 hrs as the meeting called to order and adjournment change noted as 14:00 hrs. A motion was made by Commissioner O'Brien and seconded by Chief Donahue to amend and approve the minutes. Motion carried by all members present.

Voting Members Motion:

NAME	Approval of 03/01/11 Minutes
Motion Made By:	O'Brien
Motion Seconded By:	Donahue
City Manager Homan	Yes
City Manager Lutz	Absent
Commissioner O'Brien	Yes
Sheriff Davis	Absent
Chief Martin	Yes
Chief Vest	Yes
Chief Honeycutt	Yes
Chief Donahue	Yes
Chief Morris	Yes
Trustee Panzarella	Yes
Chief Farmer	Yes

- II. Public Comment – None
- III. Technical Committee Report
 - A. Chief Donahue Opening Comments:

- i. Chief discussed MDT updates and review. Mitch will review the MDT status.

IV. Standards and Protocol - None

B. Committee Comments:

- i. City Manager Homan:
 - a.) There was not an administrative meeting to report.
 - b.) City Manager Homan advised the board that Director Greenlaw provided an update regarding the levy at the Rotary Club.

- ii. Trustee Panzarella:
 - a.) Trustee Panzarella commented on the Gazette Poll against levy results. We would benefit with more education to the community.

- iii. Director Greenlaw:
 - a.) League of Women Voters to endorse 9-1-1 Levy.
 - b.) Lee Yoakum to assist with a brochure.
 - c.) A presentation will be made to the Chamber of Commerce.

- iv. Chief Donahue:
 - a.) Chief indicated that he will provide 9-1-1 levy endorsements by the DCCJA and the Fire Chief's Association.
 - b.) DCCJA money can be used for information only.
 - c.) PAC has established "Friends for Delaware County 9-1-1" signs for levy endorsement.
 - d.) Times are tight to establish community support.
 - e.) Informational flyers will provide education.
 - f.) We need recommendations for community government support.

- v. Director Greenlaw
 - a.) Signs promoting the levy will have registered PAC on them and will be displayed in appropriate places.
 - b.) Signs can be picked up by interested parties to avoid conflict of interest.

- vi. Chief Donahue:
 - a.) Ballot language and an item number needs to be established.

V. Director's Report:

D. Director Greenlaw:

- i. Pushing to get website (DelComm911.org) established with the assistance of IT.
- ii. Annual Report is forthcoming.
- iii. The Communications Truck has been serviced. Problems were identified. The truck is stored at Berlin Township Station.

VI. New Business:

C. Post Commander Shelley Pfan:

- i. A GEO file was indentified and removed. Director Greenlaw updated this situation and provided measures to prevent further occurrences.
- ii. There is minimal access to this function. An error was found and protocol will be put in place to prevent problems.
- iii. Agreement on benefits of Sheriff's involvement in ongoing discussions.

D. Chief Morris

- i. Next week is "Telecommunications Week." Please recognize these individuals for their services.
- ii. Director Greenlaw invites all to stop in DelComm to recognize the dispatcher's and the service they provide to our community.

VII. Executive Session:

- i. A motion was made by Chief Honeycutt to break into Executive Session at 13:23 hrs. The motion was seconded by Chief Farmer.
- ii. A motion was made by Chief Donahue to break out of Executive Session at 13:49 hrs. Chief Morris seconded that motion.

Voting Members Motion:

NAME	Into Executive Session	Out of Executive Session
Motion Made By:	Honeycutt	Donahue
Motion Seconded By:	Farmer	Morris
City Manager Homan	Yes	Yes
City Manager Lutz	Absent	Absent
Commissioner O'Brien	Yes	Yes
Sheriff Davis	Absent	Absent
Chief Martin	Yes	Yes
Chief Vest	Yes	Yes
Chief Honeycutt	Yes	Yes
Chief Donahue	Yes	Yes
Chief Morris	Yes	Yes
Trustee Panzarella	Yes	Yes
Chief Farmer	Yes	Yes

VIII. New Business Continued:

E. Director Greenlaw:

- i. Discussion regarding tour commanders filling in on the floor.
- ii. Chief Vest recommended eliminating this practice, as it not cost effective.
- iii. Board strongly agreed and recommended to eliminate this practice.
- iv. Discussion of minimum staffing; stated activity down between 0200 hrs and 0600 hrs.

F. County Administer Tim Hansley

- i. Ballot language was provided to Chief Martin and Chief will send to all board members a pdf. format of this language.
- ii. Recommendations are being asked of all board members regarding 9-1-1- Levy signage.

IX. Adjournment: A motion was made to adjourn the meeting at 13:57 hrs by Chief Donahue. Motion was seconded by Chief Farmer.

X. Next scheduled meeting: May 3, 2011 at 1300 hrs.