

Delaware County 911 Board

September 3rd, 2013

Delaware County Commissioners Meeting Room

In attendance: Chairman Gary Vest, Vice Chair Troy Morris, Secretary Bruce Pijanowski, Director Brian Gallagher, City Manager Tom Homan, County Commissioner Gary Merrell, Captain Scott Vance, Chief John Donahue, Chief Mike Schuiling, Trustee Charles Miley, County Administrator Tim Hansley, Patrick Brandt, Brittany Craig

- I. Meeting called to order by Chairman Gary Vest with the Pledge of Allegiance
- II. No public comment
- III. Approval of minutes-Chief Vest made motion to carry approval until next meeting
- IV. Director's Report
 - A. Promotion of Amanda Crist from Lead Telecommunicator to Emergency Communications Coordinator.
 - B. Four new hires started Saturday 8/30/13. All with advanced education and/or experience in public safety. Anticipated training time for new hires to be shorter than average.
 - C. Director Gallagher requested feedback from board members as to what is an expected realm of information to be provided at meetings.
 1. City Manager Homan suggested updates from the 911 center, compiled into a monthly or quarterly document that can be referenced during upcoming meetings.
 2. Chief Vest suggested a formalized strategic plan for center, including schedule of updates with dates of anticipated completion. It was suggested the director's report be inclusive of anything that would impact Law Enforcement, Fire, EMS personnel, and such report be distributed 3 days prior to meeting.
 3. Director Gallagher referenced Chief Wilson's request for statistical data from the center, cross-referenced from NFPA standards.
 4. Commissioner Merrell suggested relatable information be located at beginning of reports.
 - D. Chief Vest suggested possible move from monthly meetings to every other month, based on efficiency of report and communication throughout involved parties.
- V. Committee Reports
 - A. Technical
 1. Chief Donahue deferred to Patrick Brandt. Mr. Brandt discussed rebanding. Advised hope to have all rebanding done by early October.
 2. Mr. Brandt discussed the 2014 radio upgrade. If an agreement is made

on or before October 18th, 2013, estimate for upgrade is 5.6 to 5.7 million, and includes all infrastructure, tower sites, and CAD interface. Estimated timeline for installation for the radio upgrade is 9 months. The radio upgrade would allow the CAD system to interface with the radio system and aid in pre-selecting appropriate channels, PAs, and pagers for dispatching.

3. Discussion on tiered dispatching
4. Discussion on EFD usage, possibly trying APCO
5. Discussion on having an additional meeting prior to the next 911 board meeting to approve contract for radio upgrade, if necessary.

B. Standards and Protocols

1. Nothing to report

C. Administrative

1. Nothing to report

VI. New Business

A. City Manager Homan proposed administrative meeting in October to discuss 2014 budget as a group. Director Gallagher advised of an expected change in the overtime and salary budgets, stating the overtime budget is 100% to date, yet the salary and benefits portions are below budget.

B. Chief Vest advised need to make an appointment at the next meeting to reassign chairs.

C. City Manager Homan requested an administrative meeting in October to discuss hiring process for telecommunicators.

D. Patrick Brandt will be assigned the Emergency Communications Technical Supervisor, a counterpart to Operations Manager and reporting to the 911 Director.

E. Chief Pijanowski discussed the request from CSX Police Department to have statewide access to law enforcement channels for emergency circumstances, inclusive of Delaware City and Powell police departments. City Manager Homan proposed to put CSX agreement on the October meeting agenda. Chief Pijanowski advised will contact MOU Special Agent to set up a meeting prior to October 1st. Chief Vest suggested establishing a protocol for radio usage for CSX.

NEXT MEETING: October 1ST, 2013 at 1:00pm

Adjournment