

DELAWARE COUNTY 911 BOARD
 MINUTES
 November 1, 2011
 DELAWARE COUNTY EOC

In attendance at the meeting was: Chairman Vest, City Manager Homan, Chief Martin, Chief Donahue, Chief Honeycutt, County Commissioner O'Brien, Powell City Manager Lutz, Interim 9-1-1 Director Temple, Trustee Manley and EMS Representative Michael Schuiling (in Rob Farmer's absence).

Also Present: Shelley Pfan, Patrick Brandt and Brittany Craig.

Not Present: Sheriff Davis, Chief Morris and Chief Farmer.

- I. Chief Vest called the meeting to order at 13:08 hrs. with the Pledge of Allegiance.
 - a.) The minutes from the meetings held October 4, 2011 and October 11, 2011 were reviewed and approved at 13:10. A motion was made by Chief Donahue to approve the October 4, 2011 minutes and seconded by City Manager Lutz. A motion was made by Chief Donahue to approve the October 11, 2011 minutes and seconded by Chief Honeycutt.

Voting Members Motion:

NAME	Approval of 10/04/11 Minutes
Motion Made By:	Donahue
Motion Seconded By:	Lutz
City Manager Homan	Yes
City Manager Lutz	Yes
Commissioner O'Brien	Absent (late arrival at 13:35 hrs.)
Sheriff Davis	Absent
Chief Martin	Yes
Chief Vest	Yes
Chief Honeycutt	Yes
Chief Donahue	Yes
Chief Morris	Absent
Interim 9-1-1 Director Temple	Yes
Trustee Manley	Yes
Chief Farmer	Yes (replaced w/Schuiling)

Voting Members Motion:

NAME	Approval of 10/11/11 Minutes
Motion Made By:	Donahue
Motion Seconded By:	Honeycutt
City Manager Homan	Yes
City Manager Lutz	Yes
Commissioner O'Brien	Absent (late arrival at 13:35 hrs.)
Sheriff Davis	Absent
Chief Martin	Yes
Chief Vest	Yes
Chief Honeycutt	Yes
Chief Donahue	Yes
Chief Morris	Absent
Interim 9-1-1 Director Temple	Yes
Trustee Manley	Yes
Chief Farmer	Yes (replaced w/Schuiling)

II. Public Comment: None

III. Technical Committee

Chief Donahue

i. Back Up Center full implementation in February 2012

ii. CAD/RMS Database Relocation/Replication Coordination.

- Replication still needs to be completed

iii. Technical Management Policy

- A motion was made for recommendation and acceptance of Technical Management Policy.

Voting Members Motion:

NAME	Recommendation/Acceptance of Technical Management Policy
Motion Made By:	Donahue
Motion Seconded By:	Homan
City Manager Homan	Yes
City Manager Lutz	Yes
Commissioner O'Brien	Absent (late at 13:35 hrs.)
Sheriff Davis	Absent
Chief Martin	Yes
Chief Vest	Yes
Chief Honeycutt	Yes
Chief Donahue	Yes
Chief Morris	Absent
Interim 9-1-1 Director Temple	Yes
Trustee Manley	Yes
Chief Farmer	Yes (replaced w/ Schuiling)

- iv. Plan for EMD/EMP implementation in February 2012
- v. \$10,000 allocated for van retrofitting plus \$9,000 of grant money available.
 - Short term projects vs. long term planning.
 - Delay moving on board.
 - A motion was made to postpone the expenditure for the purchase of a van. Motion was made by Chief Donahue and seconded by Chief Honeycutt.

Voting Members Motion:

NAME	Postpone spending \$10,000 for van
Motion Made By:	Donahue
Motion Seconded By:	Honeycutt
City Manager Homan	Yes
City Manager Lutz	Yes
Commissioner O'Brien	Absent (late arrival at 13:35 hrs)
Sheriff Davis	Absent
Chief Martin	Yes
Chief Vest	Yes
Chief Honeycutt	Yes
Chief Donahue	Yes
Chief Morris	Absent
Interim 9-1-1 Director Temple	Yes
Trustee Manley	Yes
Chief Farmer	Yes (replaced w/Schuiling)

- IV. Administration
 - a. City Manager Homan
 - i. City Manager Homan suggested to amend by-laws to create sub-committee to meet more often to work on specific issues, i.e., budget, etc.
 - ii. Chief Vest recommended a review of by-laws to make sure there is minimal turnover and creates consistency.
 - iii. City Manager Homan recommends reviewing and making revisions and recommendations.
- V. Interim Director's Reports
 - b. Barb Temple
 - i. Two Week Summary
 - Staff meeting is set for 11/02/11
 - Meeting with dispatchers; open door and scheduled meetings.
 - Plan to ride with EMS Captains

- Review policy and workflow; also look at performance measures to engage dispatchers.
- Upcoming Director's Written Report
- Budget Hearing set for Thursday, November 3rd.
 - Patrick Brandt summarized budget
- A motion was made for the committee to accept the budget as presented, taking into consideration contract negotiations and County valuation and other variables. Chief Donahue made the motion regarding the above and Chief Honeycutt seconded that motion.

Voting Members Motion:

NAME	Accept the budget as presented considering contract negotiations and County valuation and other variables
Motion Made By:	Lutz
Motion Seconded By:	Donahue
City Manager Homan	Yes
City Manager Lutz	Yes
Commissioner O'Brien	Abstain
Sheriff Davis	Absent
Chief Martin	Yes
Chief Vest	Yes
Chief Honeycutt	Yes
Chief Donahue	Yes
Chief Morris	Absent
Interim Director Temple	Yes
Trustee Manley	Yes
Chief Farmer	Yes (replaced w/ Schuiling)

VI New Business: None

VII Adjournment:

- A motion was made by Chief Martin to adjourn the meeting. The motion was seconded by Chief Donahue. All members approved.

VIII Next scheduled Meeting: December 6, 2011 at 1300 hrs.