

DELAWARE COUNTY 911 BOARD
MINUTES
APRIL 1, 2008
DELAWARE COUNTY EOC

In attendance at the meeting was: Tom Homan, Steve Lutz, Kevin Savage (representing Sheriff Davis), Chief Russ Martin, Chief Gary Vest, Chief Troy Morris (representing Chief McIntire), Chief Gary Honeycutt, Chief John Donahue, Asst. Chief Mike Shuiling (representing Chief Farmer) and Lt. Heidi Marshal

Absent: Glenn Evans, Dave Cannon, Bill Shively

Also in attendance: Shelly Pfan (DCSO), Gloria Rose-James (Delaware PD), Cheryl Van Gundy (DC 911)

- I. Tom Homan called the meeting to order at 1:10 with the Pledge of Allegiance.
- II. Minutes – Motion by Steve Lutz and seconded by Russ Martin to approve the minutes as submitted. Motion passed unanimously.
- III. Committee Report
 - a. **Technology Committee** – Chief Donahue reported that the Committee had met on March 25. The turnout was light; however, several issues were discussed. The Committee is compiling technical costs for the consolidation. The requests will be presented to the Delaware County 911 Board for review and approval prior to being submitted to the County Commissioners for approval.
 - b. **Standards and Protocol** – No Report
 - c. **Administration** – No Report
- IV. Unfinished Business
 - a. **Job Description** – Tom Homan reported that he had met with the County Commissioners on March 20. He stated that the County Commissioners and the County Administrator had raised some questions regarding the supervision of the 911 Director and they felt the County Commissioners and the County Administrator also should supervise. With that, Dawn Huston had written some changes in the job descriptions as requested by the County Commissioners and the Administrator. Tom Homan indicated that he question the 911 Director reporting to the County Commissioners and the Administrator, that the individual would certainly work close with them, but the 911 Director reports to the Delaware County 911 Board. Since the meeting, Lisa Iannotta has been on leave and Dawn Huston has been on vacation leave. Tom Homan indicated that it is scheduled to go

before the County Commissioners on April 10. There will be discussion prior to the meeting to try and resolve the questions. Chief Martin and Chief Honeycutt were asked and are planning to attend. Tom Homan reviewed the operation of the Delaware County 911 Board and it is identified as being a semi-autonomous operation. Tom Homan further explained that the Board did ask about the planned hiring process for the 911 Director. Chief Vest reviewed the planned hiring process for the 911 Director. Chief Donahue stated that the closing date, originally planned for mid-April will need to be evaluated and modified due to the delay. Tom Homan stated that according to the agreement signed between the County and the City, the scheduled consolidation date is September 10. Tom Homan asked Chief Vest if it was acceptable for a list of the top 2-3 candidates to be submitted to the County Commissioners. Chief Vest indicated that this was acceptable and the intent; however, if the Delaware County 911 Board found one candidate well above the rest, that this should be emphasized. Tom Homan closed the discussion indicating that the key point is getting the job description completed and approved.

V. New Business

- a. **Elections** - Tom Homan asked the Board its pleasure on the Election of Officers. Chief Honeycutt indicated that unfortunately, it does not appear that we are going to get everyone present for the meeting and he recommends that the elections go forward. Chief Donahue indicated that at the last meeting it was decided to hold-off on the election and to notify everyone of the elections for this meeting. With that Tom Homan called for nominations for Chairman.
 - i. Motion by Chief Vest, Seconded by Chief Honeycutt to elect Tom Homan as the Chairman. Motion was approved unanimously.
 - ii. Motion by Chief Martin, Seconded by Chief Vest to elect Chief Gary Honeycutt as Vice Chairman. Motion was approved unanimously.
 - iii. Motion by Chief Honeycutt, Seconded by Chief Vest to elect Chief Donahue as Secretary. Motion was approved unanimously.
- b. **Sheriff Litigation** – Chief Martin questioned the status of the Sheriff’s litigation on the communication system. Representatives from the Delaware County Sheriff’s Office indicated they are not aware of any changes in the status.
- c. **Chief Farmer** – Chairman Homan asked about the status of Chief Farmer. Chief Shuiling indicated that he has been out of the office and is not scheduled to return for an additional 2-3 weeks.
- d. **Consolidation Agreement** – Chairman Homan requested that the Delaware County 911 Board take some time now to review the Consolidation Agreement, Addendum B. Chair Homan asked to review this to ensure we remain on task.
 - i. Duties of the Board Before Consolidation

1. Standards and Protocols - The clarification was made on what Standards and Protocols were. Chief Donahue stated that an example of a standard would be dispatcher processing times, and protocols would be organizational SOPs/SOGs. Vice Chairman Honeycutt indicated that he thought we should wait until a new director is in place to begin working on these.
2. Chairman Homan asked about contracting for technology. Chief Donahue indicated that the Technology Committee is currently working on this.
3. Organization Structure - Chairman Homan indicated that the Administrative Committee would discuss and develop an Organization Structure focusing on the communication and operation with the County Commissioners and County Administrator.
4. Methods, processes and personnel – Chairman Honeycutt stated that this needed to wait until the 911 Director is in place, allowing that person to research.
5. Recommended Salary – Chairman Homan stated that the County Dispatchers have organized and begun bargaining for wages. Cheryl Van Gundy indicated that the County Dispatchers have ratified the contract and it is awaiting County Commissioners approval. Chairman Homan stated that the City wants to make sure that the Agreement for Consolidation verbiage on the consolidation of the City employees is upheld. DCSO Kevin Savage asked if the County Dispatch Center was going to have 3 different Unions. Chairman Homan indicated that the City personnel would become County employees. The City has to do a separate negotiations with their employees concerning a severance package.
6. Develop budget – Chief Donahue stated that the Agreement calls for certain financial support for the consolidation. These costs would be brought forth to the Delaware County 911 Board, then to the County. The first involvement of the Delaware County 911 Board and the 911 Director will be the 2009 Budget.
 - ii. Chairman Homan reviewed Section 5 of the Consolidation Agreement concerning the date for actual consolidation. Chairman Homan stated that this date can be changed if needed due to unforeseen circumstances.
 - iii. Chairman Homan reviewed Section 4 of the Consolidation Agreement indicating the procedures should an impasse occur.

VI. Meeting adjourned at 3:10 pm

VII. Next Meeting is scheduled for April 1, 2008 at 1:00 pm. Delaware County EOC.