

DELAWARE COUNTY 911 BOARD
MINUTES
APRIL 15, 2008
DELAWARE COUNTY EOC

In attendance at the meeting was: Tom Homan, Steve Lutz, Glen Evans, Sheriff Davis, Chief Russ Martin, Chief Gary Vest, Chief Gary Honeycutt, Chief John Donahue, Chief McIntire, Bill Shively and Lt. Heidi Marshal

Absent: Dave Cannon, Rob Farmer

Also in attendance: Delaware Hayes H.S., Youth in Government Students - Natalie Boysel, Kurt Kostyn and Ned Weakland

- I. Chairman Homan called the meeting to order at 1:15 p.m. with the Pledge of Allegiance.
- II. Minutes – Bill Shively stated that he had called prior to the April 1 meeting. He asked to be noted in the minutes as being excused from the April 1 meeting. Motion by Chief Honeycutt and seconded by Chief Martin to approve the minutes as modified. Motion passed unanimously.
- III. Committee Report

- a. **Technology Committee** – Chairman Homan stated that the Technology component is a very complicated and important component. The City met last week to discuss some of these issues. 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. Chief Donahue reported that at the City meeting, the Information Technology Department guesstimated the cost for the technology to be at \$250,000. The City will be working to obtain firm quotes. Some of the costs include the conversion of data, redundancy in the system now to the County building, controllers, computers, monitoring equipment, and radio equipment all being transferred to the County 911 Center.

Chief Martin asked Commissioner Evans if when the MOU was being developed, if this was in the ballpark of what he expected at first glance. Commissioner Evans indicated that during the mediation, the cost was unknown so he could not comment.

Chief McIntire stated that over the past couple of weeks, he has stopped in at the 911 Center and spoke with the Communication Officers. The feedback he has received is that they would like to see a good 911 Director be hired. Secondly, problems exist with the new Computer Aided Software that was purchased and installed late last year. Included with this is a significant problem of times differing between computer stations.

Chief Donahue provided an overview of the ALERTS system as had been presented to him by the prior administration. This included the purchase of the original Emergitech CAD system and the conversion to the ALERTS CAD. Also identified by some of the Communication Officers to him was that the CAD and the radio system were not interfaced. When a unit is dispatched in the CAD, the Communication Officer still is required to dispatch units on the radio system.

Chief Martin stated that the City has 12-15 years of history in the City's existing system that needs to be brought into the ALERTS CAD. He agrees that a good 911 Director is needed.

Chief Honeycutt stated that the current CAD infrastructure does not support the current public safety needs. The new 911 Director will need to evaluate the current system.

Chief Vest stated that it will be difficult to replace the system with the Sheriff's law suit, and the earliest replacement would be in 2009. With that and his experience, all the information would need to be archived. For next six months Chief Vest stated that he sees we need to move forward with the integration of the City.

- b. **Standards and Protocol** – No Report
- c. **Administration** – Chairman Homan stated that he and Steve Lutz need to meet and put together an organizational chart identifying how the 911 Board will communicate and work with the County Administration and Commissioners.

IV. Unfinished Business

- a. Chairman Homan introduced the Delaware Hayes High School students who were present for the meeting. The students are part of the Youth in Government program and are shadowing department heads for the day.
- b. **Job Description** – Chief Honeycutt distributed the revised and updated job description. It has been placed in the County format. The biggest change he has identified was that the 911 Director would work closely with the County Administrator.

Sheriff Davis asked if this would apply if the Sheriff oversaw the 911 Center.

Chairman Homan stated that the MOU identifies how the 911 Center and Board will operate, but it does not address how the 911 Director will interface.

Chief Honeycutt stated that the position focuses on planning and budgeting. If it would be under the Sheriff, wouldn't the budget be under the Sheriff?

Commissioner Evans stated that according to the funding, the Commissioners are required to approve the budget and expenditures.

Chairman Homan indicated that this is something that will need to be evaluated if the Sheriff receives control of the 911 Center.

Chief Honeycutt moved to approve and forward the 911 Director Job Description to the County for approval. Motion was seconded by Steve Lutz. Motion passed unanimously.

The 911 Board had discussion concerning the posting of the job description. Once it is approved, it will be distributed by the County HR Department and posted on the approximately 10 Law/Fire/EMS national web sites. The biggest cost will be the newspapers.

Chief Vest reviewed the hiring process for the 911 Director. Once the position is approved and gets posted, the application process will take about four weeks.

Chief Honeycutt recommended that all agencies post the hiring notice on their web sites.

Chairman Homan stated that once the position is approved, Lisa will put a calendar together so that those involved with the process can secure those dates.

- c. **Vision Statement** - Chief Donahue stated that during one of the initial meetings of the 911 Board, it was decided to develop a Vision Statement. A Vision Statement was developed and presented; however, not formally adopted. The old statement was reviewed and recommendations were provided. Additional comments will be forwarded to Chief Donahue for review at the next 911 Board Meeting.

V. New Business

- a. **Press Release** – Chairman Homan stated that he had asked Chief Donahue to develop a press release to update the community of the work the 911 Board has undertaken. Discussion followed and Chairman Homan asked

that all comments and recommendations be forwarded to Chief Donahue by the end of the week.

- b. **Radio System** - Chief Honeycutt stated that the radio system has approximately 1,000 radios on the system, with 185 radios typically operating on the system at any given time. With the six-trunked lines the system operates from, and a patch taking two lines, he stated he had concerns with adding other agencies to the system. Chief Honeycutt asked if the system records how many busy signals occur. He further asked who authorizes the use of the radio system.

Chief Martin stated that he receives monthly reports from Patrick Brandt that indicates the amount of radio usage and the amount of busy signals.

Chief Donahue stated that he just received a monthly report from the City on the City's 911 Center operation. He felt that the 911 Board should be receiving monthly reports from the City and County 911 centers on the operation of the radio system and dispatch centers. He felt that it was important for the 911 Board to understand what was currently occurring.

Commissioner Evans stated that he is aware that the 911 Center is in the process of working with Dublin and Worthington for interoperability and regionalization. He is not aware of others being placed on the system.

Chief Honeycutt asked if we currently know who is currently operating on the system.

Chairman Homan stated he understood the concern of others being brought onto the system if there was not enough capacity.

- VI. Meeting adjourned at 2:00 pm
- VII. Next Meeting is scheduled for April 29, 2008 at 1:00 pm. Delaware County EOC.