

DELAWARE COUNTY 911 BOARD
MINUTES
August 18, 2009
DELAWARE COUNTY COMMISSIONERS MEETING ROOM

In attendance at the meeting was: Chairman Tom Homan, Commissioner Ken O'Brien, Steve Lutz, Phil Panzarella, Chief Martin, Sheriff Davis, Chief Donahue, Chief Morris (for Chief Honeycutt), Chief Farmer, County Administrator Dave Cannon, 911 Director Greenlaw, and Interim Director Pijanowski

Not Present: Chief Vest

- I. Chairman Homan called the meeting to order at 1:03 p.m with the Pledge of Allegiance. Chairman Homan also welcomed the new 911 Director Bob Greenlaw to his new position.
- II. Reading and Approval of Minutes
 - A. Motion to approve the minutes of August 4, 2009 as modified by City Manager Lutz, seconded by Chief Farmer. Motion passed unanimously. The modification of the minutes involved the change in location where the meeting was held. Changed from EOC to Commissioners Meeting Room.
- III. Public Comment - None
- IV. 911 Director Report

Chairman Homan acknowledged Interim 911 Director Pijanowski for all the work he did over the past several months. His work has begun to pave the way towards consolidation.

Director Greenlaw stated that he has evaluated many communication centers and is pleased with what he has seen. Mr. Greenlaw has met with all three shifts and observed good employees. He is also pleased with the condition of the 911 Center and praised Interim Director Pijanowski for the job he has done.

Director Greenlaw stated that the priority now is consolidating the two agencies. His vision is to merge the two centers into a new agency with a new name and look. Director Greenlaw provided an example of a new logo and explained that he thought the new agency could be called "DelComm".

Director Greenlaw has met with his training staff and will be establishing professional excellence and the pursuit of certification, ultimately leading towards accreditation. This will require squaring up of the SOPs and SOGs. Accreditation will show that the 911 Center is a first rate communication center.

Director Greenlaw has met with the union president and they have had a good start to a new relationship. He is focusing the discussion not based on being a union president, but as an individual that is part of the team, that is focused on building a new team.

Director Greenlaw stated that he needs to know what is going on, so please contact him if there are any issues, concerns or even if positive things happen. To ensure things do not fall through the cracks, he asks that the chain of command go through him.

V. Committee Report

- A. Technical Committee – Chief Donahue provided an overview of the Technology Committee and stated that he will be setting up a meeting for next week.
- B. Standards and Protocols – Chief Farmer stated that the Committee has been inactive, but is ready to begin the process.
- C. Administrative – Chairman Homan stated that the Committee has met with the Prosecutor’s Office concerning the Bylaws and the Roles and Responsibilities. The committee wanted to wait before moving on until the New 911 Director was in place for feedback.

VI. Unfinished Business

- A. Recording Replacement –Patrick Brandt stated that the current system is no longer being supported by the vendor. The system does not record all of the radio channels. Additionally, Delaware PD uses a separate recording system. The new system is deigned to bring this all under one system for consolidation. Quotes have been received and range from \$150,000 to \$400,000. The current vendor is not on State Term pricing; however, is working to be on this pricing.
- B. 800 MHz Rebanding – Delaware County has filed for an extension. The final contract has been received from Motorola and will be forwarded to the Prosecutors Office. Once completed, it will then be forwarded to the Federal Government and then to Nextel.
- C. 800 MHz Additional Channel – The City of Powell currently owns an 800 MHz frequency that is going to be integrated into the County radio system. With the rebanding, Patrick is trying to get everything together to be more efficient and effective while the channel is added and the rebanding occurs.
- D. By-Laws – Discussed during Administrative Committee Report
- E. Public Comment Policy – Dave Cannon will be sending over a copy of the policy to the Prosecutors office for review.

VII. New Business

- A. Plain Language Communication – A brief discussion was held concerning the use of plain language and the need to move forward. Director Greenlaw stated that this is the national trend.

VIII. Executive Session

A. Motion by Chief Martin and seconded by Chief Farmer to move into Executive Session pursuant to Ohio Revised Code Sections 121.22 (G) (4) personnel.

Roll Call – Into Executive Session	Yes	No	Abstain	Not Present
Chairman Homan	X			
City Manager Lutz	X			
Commissioner O’Brien	X			
Sheriff Davis	X			
Chief Martin	X			
Chief Vest				X
Chief Morris	X			
Chief Donahue	X			
Chief McIntire	X			
Trustee Panzarella	X			
Chief Farmer	X			

Motion was approved unanimously at 1:29 p.m.

B. Motion by Chief Martin and seconded by Commissioner O’Brien to come out of Executive Session.

Roll Call – Out of Executive Session	Yes	No	Abstain	Not Present
Chairman Homan	X			
City Manager Lutz	X			
Commissioner O’Brien	X			
Sheriff Davis	X			
Chief Martin	X			
Chief Vest				X
Chief Morris	X			
Chief Donahue	X			
Chief McIntire	X			
Trustee Panzarella	X			
Chief Farmer	X			

Motion was approved unanimously at 1:33 p.m.

Chairman Homan stated that he appreciates Sheriff Davis willingness to allow Stephanie Stephens to assist during the interim period. Director Greenlaw stated that she was extremely helpful in providing copies of the SOPs and SOGs.

Chairman Homan stated that there has been discussion in the past to meeting less frequently. After a brief discussion, the Board will be meeting on September 1 and 15 and decide after that on the regularity.

Chairman Homan stated that he is looking forward to the milestone for consolidation.

- IX. There being no further business before the Board, the meeting was adjourned by the Chairman at 1:37 p.m.
- X. Next meeting is scheduled for September 1, 2009.