

DELAWARE COUNTY 911 BOARD
MINUTES
August 5, 2010
DELAWARE COUNTY EOC

In attendance at the meeting was: Chairman Gary Honeycutt, City Manager Homan, City Manager Lutz, Commissioner Ken O'Brien, Trustee Phil Panzarella, Chief Martin, Chief Vest, Chief Donahue, 911 Director Greenlaw and County Administrator Martin.

Also Present: Andrew Tobias, Patrick Brandt, Capt Bruce Pijanowski

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

- I. Chairman Honeycutt called the meeting to order at 1:05 p.m with the Pledge of Allegiance.

Chairman Honeycutt asked for a moment of silence in memory of City Councilman Jim Moore who tragically passed away July 28.

- II. Reading and Approval of Minutes

- A. Motion by Trustee Panzarella and seconded by Chief Vest to accept the Minutes of July 1, 2010. Motion carried unanimously.

- III. Public Comment - None

- IV. Committee Report

- A. Technical Committee – None
- B. Standards and Protocols – None
- C. Administrative

- i. City Manager Tom Homan stated that the County Commissioners approved the recommendation for the 911 Levy in November. He further stated that the 911 Planning Committee is reconvening to modify the plan as a result of the proposed levy. The 911 Planning Committee will also discuss the issue related to the reimbursement to the City of funds related to 911. The Committee consists of a representative from Orange Twp. (most populous township), City of Delaware (most populous City) and Delaware County.

Commissioner O'Brien asked if the clean-up items discussed with Prosecutor Yost were also going to be discussed, City Manager Homan stated that this would be included. Commissioner O'Brien asked if the recommendations could each be adopted separately. City Manager Homan stated that it could be done in this manner. Discussion followed related to the last update of the plan. This was accomplished in 2007. This will be obtained and distributed to the 911 Board.

- ii. 911 Director Greenlaw stated that part of the Accreditation process includes the need for an evaluation for employees including the Director. City Manager Homan stated that the Committee will reconvene to prepare the evaluation of the Director.

V. 911 Director Report

- A. 911 Director Greenlaw stated that the communication vehicle is now being stored at Berlin Township Fire Station.
- B. 911 Director Greenlaw reported that a critical issue appeared last week when the uninterruptible power supply went down. He will be holding an after action analysis meeting next week to determine lessons learned.
- C. CPL Plant is still working toward an October installation of the new phone system. Progress is also still being completed towards the development of the redundant Communication Center at Orange Township's Fire Station.
- D. On August 4, the severe storm created a large demand on the Communication Center. Calls were averaging 100 calls per hour. Additional Dispatchers were called in and also Patrick Brandt assisted with dispatching calls. There were problems with the operation of the CAD system, as it failed miserably during the storm. Director Greenlaw is working with ALERTS to identify and resolve the problem. All calls were handled and processed as a result of the personnel in the Communication Center. Chairman Honeycutt stated that field personnel were seeing calls on the WEB site prior to the calls being dispatched. Director Greenlaw stated that he is aware of the situation and that was part of the problems, as the CAD was freezing up.
- E. 911 Director Greenlaw stated that the consolidation continues to wrap up. The Fire and EMS consolidation went smoothly; however, there have been some hiccups with Police consolidation. There has been good communication between the agencies to resolve the issues and meetings continue to work to overcome the concerns.

VI. Unfinished Business

Chairman Honeycutt asked if there was any action planned for the promotion of the 911 Levy. City Manager Lutz asked if the thought was presenting facts or promoting the levy. Chairman Honeycutt stated that he was thinking presenting facts to ensure that voters are educated.

Director Greenlaw stated that he met with the City industrial park representatives earlier in the day and discussed the levy. He stated that the focus needs to be on 911 and communications.

Chairman Honeycutt stated that he will pursue a letter from the County Fire Chiefs in support of the levy, and asked if law enforcement could do the same.

City Manager stated that a 911 fact sheet could be created and disseminated.

County Administrator Martin stated that there are additional means to distribute the information, including candidate nights, and Gazette question and answers. Chairman Honeycutt formed a Committee consisting of Director Greenlaw, Chief Vest, Chief Martin, Letha George and himself, to develop facts for dissemination related to the 911 Levy.

Chief Vest suggested that a graph be used to show how the money is received and utilized.

- VII. New Business – Patrick Brandt stated that the storm created some problems at the tower sites. Most have been resolved and those that have not been resolved are in the process of being repaired.
- VIII. There being no further business before the Board, Motion by Commissioner O'Brien and seconded by City Manager Lutz to adjourn the meeting. Motion was approved at 1:40 p.m.
- IX. Next meeting is scheduled for September 7, 2010.