

DELAWARE COUNTY 911 BOARD  
MINUTES  
JANUARY 7, 2009  
DELAWARE COUNTY EOC

In attendance at the meeting was: Tom Homan, Commissioner Thompson, Bill Shively Sheriff Davis, Chief Vest, Capt. Pijanowski (for Chief Martin), Chief Honeycutt, Chief Morris for (Chief McIntire), Chief Donahue and Chief Farmer.

Absent: Steve Lutz

Also in Attendance: Mike Fischel (Kimball)

- I. Chairman Homan called the meeting to order at 1:05 p.m with the Pledge of Allegiance. He welcomed everyone and stated he is looking forward to 2009 and consolidating.
- II. Reading and Approval of Minutes
  - A. Motion to approve the minutes of December 2 and 16, 2008 as presented by Chief Farmer, seconded by Chief Vest, and passed unanimously.
- III. New Commissioners
  - A. Chairman Homan welcomed Commissioner Tommy Thompson as a new Commissioner.

Commissioner Thompson stated that Commissioner O'Brien has expressed an interest in serving as the 911 Board representative. He was unable to make it today due to working full-time through the end of the school year. Commissioner O'Brien has asked that consideration be given to change the times of the meeting. Chairman Homan stated that this will be discussed later under new business. Commissioner Thompson will be serving as the alternate for the meetings that Commissioner O'Brien is unable to make.

Commissioner Thompson stated that he is anxious to see this consolidation move forward. In December he met with the County Fire Chiefs and would like to assist 911 Board in making consolidation happen.

Chairman Homan stated that the Board is looking forward to working with the new Commissioners.
- IV. Committee Report
  - A. Technical Committee – None
  - B. Standards and Protocols – None
  - C. Administrative –None

## V. Unfinished Business

- A. Kimball Consulting - Chairman Homan reviewed the status of the proposed contract with Kimball Consulting. The contract has been approved; however, the contract still needs to be completed and signed.

Mike Fischel provided an overview of the proposed scope of work. Delaware County has contracted with Kimball to conduct Phase I and Phase II of the work. Phase I is the assessment of the 911 Communication Center. Phase II is assisting with the recruitment of a new 911 Director. Kimball is planning to start work next week, provided they receive the signed contract.

Once they start work, they will need a contact in Delaware County to provide support. This would include access to historical information, contracts, job descriptions and data from the CAD and radio system. The process will start with a kick-off meeting.

Bill Swatsworth has been designated as the Project Manager. He comes from a Communication Background in western Pennsylvania. He also has a background in fire and law enforcement and worked in emergency management.

As part of Phase I, Mike stated that they will evaluate what is needed in order to consolidate by year-end, and evaluate: SOPs, staffing, disciplinary procedures, supervisors, the quality assurance program, and any other issues needed for the effective management of the 911 Communication Center.

As part of Phase II, Mike stated that they will review the salaries and benefits for the position, review the current job description, identify contacts for the distribution of the hiring notice, post the announcements, provide resume review as requested, provide an interview scheme, and provide a review of the top candidates including their strengths and weaknesses.

Kimball also has identified Phase III that has not been approved or funded, but is available in the future if desired. This includes technical information that maybe requested by the 911 Board or the 911 Director. An example of this type of service would be the development of specifications for a new CAD system.

Mike stated that he will need a contact person for the Project Manager to have access to for support as needed.

Chief Farmer asked how much time is Kimball planning to be present on site. Mike stated that they will be here for 3 weeks, 36+ hours per week. They will also be setting up interviews during this time to obtain additional information.

Chief Vest asked if they will be looking at the two different CAD systems that exist. Mike stated that they will be evaluating both of these systems, looking at their age, functionality and ability to work in a consolidated dispatch center.

Chief Vest asked if the report from Kimball will provide guidance or steps for the Board to follow to assist with the consolidation. Mike stated that the report will be a report card for the 911 Board to use.

Chief Vest stated that he is fearful of moving 2 CAD systems side-by-side, working with those two systems, only to have a higher cost in the end. Mike stated that they will look at both CAD systems. They typically find that technology is not the issues for consolidation; it is more dealing with the personnel issues.

Chief Vest stated that with both Phases being conducted, can this be done in parallel with each other. He would like to see the ball get rolling for the new Director. He further explained that we need to ensure that the questions and issues from the past get resolved. Mike stated that he understands that and that is one of the issues that needs to be determined in the evaluation.

Chief Vest stated that it is very important that Kimball to remain neutral and provide a candid report. Mike stated that is exactly what they are planning to provide, an unbiased and honest report.

Chairman Homan stated that the report will then be forwarded to the 911 Board and the County Commissioners.

Chief Donahue asked what was needed from this Board for the success and start of this project. Mike stated that they need a day-to-day contact. Commissioner Thompson stated that this most likely will be County Administrator Canon. He stated that for the public safety, this has to be accomplished. This has been something he has seen being dealt with for the past eight years. Mike also stated that they will need the historical background, personnel information, technology data and performance data.

Chairman Homan stated that Mike and he are meeting with the Dispatchers after this and will then meet with Dave Canon.

Chief Vest stated that he is looking at Kimball to assist and go above what may typically be needed for this to be successful. Mike stated that one of the first recommendations to come from Kimball will be to provide someone as the oversight for the center. Chief Vest stated that the lack of oversight places the County at great risk. He further expanded that the hiring process that occurred seemed to work well. Mike stated that we will still be dealing with the issue that occurred with the previous hired Director.

B. Meeting with OWU and Otterbein

Chief Donahue reported that on December 2 after the 911 Board Meeting, representatives from OWU and Otterbein met with the County. Also represented was the Sheriff Office and the City. Both schools were interested in the possibility and costs to come on-board with the County 911 and Communication system. There was a follow-up meeting after that; however, Chief Donahue was unable to attend. This will need to be followed up at the next meeting.

VI. New Business

A. Meeting Time

Chairman Homan stated that Commissioner O'Brien is currently finishing up the school year teaching. As a result of this, he has asked that the meeting time be changed to after 4:00 p.m. so he can be in attendance.

Chief Honeycutt stated that Tuesdays are not good for him.

Chief Vest stated that he is fearful that we will lose members by changing.

Bill Shively asked if he was aware of the schedule when he asked to be on the board.

Commissioner Thompson stated that he believed he was aware and was hoping that the time could be changed until he finished his commitment at school. Commissioner Thompson stated that he can attend and keep Commissioner O'Brien informed until the end of the school year.

B. Chairman Homan stated that it is imperative for the continuity of operation between the 911 Board, The 911 Communication Center and the County Commissioners. He stated that the County Administrator is an ex-officio of the 911 Board. It would certainly aid the 911 Board by having Dave Canon present, as he also oversees the 911 Communication Center.

VII. There being no further business before the Board, meeting was adjourned at 1:55 p.m.

VIII. Next meeting is scheduled for January 20, 2009.