

DELAWARE COUNTY 911 BOARD
MINUTES
June 16, 2009
DELAWARE COUNTY COMMISSIONERS BOARD ROOM

In attendance at the meeting was: Tom Homan, Ken O'Brien, Sheriff Davis, Chief Martin, Chief Honeycutt, Phil Panzarella, Rob Farmer, Bruce Pijanowski, Stephanie Stephens, Dave Canon, and Chief Morris for Chief McIntire

Absent: Steve Lutz, Chief Vest, Chief McIntire

Also In Attendance: Patrick Brandt, Elissa Sessley, Gloria Rose James, Jeff Stansbery, and Lisa Iannotta

- I. **Meeting Called to Order** by Chairman Homan at 1:02 pm with the Pledge of Allegiance.
- II. **Reading and Approval of Minutes**
 - a. Commissioner O'Brien requested to amend the minutes to reflect under "New Business" that he would recommend for a later time a motion directing Interim Director to begin creating timeline to facilitate consolidation.
 - b. Minutes provided reflected a date of May 19th and should be June 2nd.
 - c. With the amendments Rob Farmer provided Motion to approve, seconded by Phil Panzarella. Motion passed unanimously.
- III. **Interim Directors Report**
 - a. I.D. Pijanowski provided brief summary of CML Patriot review in Mercer Co., Penns.
 - b. Advised board that SOG review was underway and that Stephanie Stephens was facilitating this review.
- IV. **Committee Reports**
 - a. Technical Comm.
 - i. Project Review of Consolidation is underway
 - ii. 3rd party vendor needed to facilitate H.T.E. and Alerts conversion.
 - iii. Noted that current physical site creates single point of failure
 - iv. Comm. felt progress being made.
 - b. Administrative Comm.
 - i. Updates to By-laws were distributed to those in attendance.
- V. **Unfinished Business**
 - a. Hiring of Director
 - i. Kimble Matrix distributed
 1. Chairman Homan to follow up with Kimball on the necessity of the scoring matrix
 - ii. 37 applicants passed along to Kimball
 - iii. July 14,15 interview dates for prospective candidates
 - b. CML update
 - i. Mercer County review of "Patriot" product provided.

- ii. Discussion regarding Verizon product and Windstream product including cost and service agreement. Old version needs updated to provide better cell phone capturing and improved capabilities with an IP based product.
- iii. No action required of the board at this time.

VI. New Business

- a. Comm. O'Brien moved "the interim 911 Director has the unique expertise and qualifications to plan for consolidation and identify issues and obstacles that may cause concerns in consolidating the two centers, Therefore: 1. The 911 Board direct the interim 911 Director to prepare plans for consolidation of Delaware County and City. 2. Such plan shall identify the technical requirements, personnel requirements, training requirement, or other factors relating to the consolidation and schedule to complete the consolidation." Seconded by P.Panzarella. Discussion captured the creation of a time line with specific tasks, but no deadline for city consolidation. Motion passed unanimously.
- b. Discussion regarding plain language tabled for later date.
 - i. Plain Language discussion may take place with Standards sub-committee

VII. Executive Session

- a. Motion by R.Farmer to go into executive session pursuant to ORC 121.22(G) (4) Seconded by Chief Honeycutt. Role read at 14:08
- b. Motion to exit Executive session by Comm. O'Brien, Seconded by R.Farmer 14:38

VIII. Adjournment

- a. Motion to adjourn R.Farmer and seconded by Comm. O'Brien

IX. Upcoming Meeting Dates

- a. 063009 13:00
- b. 070709 13:00
- c. Interviews July 14th, 15th

IN THE MATTER OF DIRECTING THE INTERIM 911 DIRECTOR TO PROCEED WITH THE PLANNING FOR CONSOLIDATION OF THE DELAWARE COUNTY AND DELAWARE CITY 911 CENTER

It was moved by _____, seconded by _____ to approve the following:

Whereas, there is an agreement in place to consolidate the Delaware County and City of Delaware 911 centers, and

Whereas the interim 911 Director has the unique expertise and qualifications to plan for consolidation and identify issues and obstacles that may cause concerns in consolidating the two centers

THEREFORE BE IT RESOLVED by the 911 Board:

1. The 911 Board direct the interim 911 Director to prepare plans for consolidation of the Delaware County and the City of Delaware 911 Center.
2. Such plan shall identify the technical requirements, personnel requirements, training requirements, or other factors relating to the consolidation, and schedule to complete the consolidation.
3. The plan shall identify possible obstacles to the issues listed above and to propose possible solutions to those issues.

Topic Area and subject	Points
Job Standards:	Max 30
High School Graduate or GED	0
Associate Degree	0
HS Grad, GED or Associate Degree and 10 yr experience	5
Bachelor Degree (any field other than below) and 10 yr experience	6
Bachelor Degree in Telecommunication, MIS or related field and 5 yr exp	5
Master Degree or above and 5 yr experience	7
Ohio Op License or ability to gain	2
Basic Dispatcher training required by OHIO or equivalent	2
Supervisory training via APCO, NENA or equivalent	2
Priority Dispatch Training (EMD, EFD, EPD) (1 pt for each)	3
Priority Dispatch Training Instructor (2 pts for each)	6
Management Experience at single discipline public comm. center	2
Management Experience at multiple discipline comm. center, same juris.	5
Management Experience at multiple discipline, mult. juris. Center	10
 Essential Job Functions:	 Max 40
Has worked with a quality assurance program	2
Has established and refined a quality assurance program	5
Has established goals and objectives as part of duties	3
Experience with preparing and submitting annual and long term budgets	4
Experience with development and issuance of policies and procedures	3
Ability to enforce policies and procedures and invoke discipline	3
Exhibited ability to work within budgets and purchasing systems	2

Has participated in recruitment and selection of employee process	2
Has established recruitment plans and selection of employees	5
Has participated in promotional processes	2
Has developed promotional processes	5
Has prepared capital budget requests for necessary purchases	5
Experience with short term and long term planning processes	3
Has developed emergency plans for catastrophic events	4

Job Requirements: Max 40

Experience with office equipment such as fax, copier, video equipment	2
Ability to work with computers and various software programs	5
Knowledge of best practices, standards and principles of management	5
Knowledge of current and future technologies	5
Proof of continuing education in technologies and management techniques	3
Exhibit communication skills with peers and subordinates (verbal and written)	5
Ability to identify and resolve problems	5
Ability to work both independently or as part of a team	5
Knowledge of county, state and federal regulations	5

Physical Effort and Work Environment Max 15

Ability to lift 25 lbs.	5
Ability to use various senses – (hear, see, touch)	5
Exhibits hand eye coordination in the use of equipment	5

Total points 125