

DELAWARE COUNTY 911 BOARD
MINUTES
June 2, 2009
DELAWARE COUNTY EOC

In attendance at the meeting was: Phil Panzarella, Steve Lutz, Chief Martin, Chief Vest Sheriff Davis, Commissioner O'Brien, Chief Donahue, Chief Honeycutt, Chief Farmer, Dave Cannon, Interim Director Pijanowski and Interim Operations Manager Stephens.

Absent: Chairman Tom Homan, Chief Morris (for Chief McIntire),

Also in Attendance: Kathy Coy, Gloria Rose James, Patrick Brandt, and Lisa Iannotta.

- I. Vice Chairman Honeycutt called the meeting to order at 1:02 p.m with the Pledge of Allegiance.
- II. Reading and Approval of Minutes
 - A. Motion to approve the minutes of May 19, 2009 as presented by Trustee Panzarella, seconded by Chief Farmer. Motion passed unanimously.
- III. Interim Director Report

Interim Director Pijanowski stated that changes to the network/D Land were made last Thursday. This is designed to make the CAD run faster. ALERTS has released a new version of the CAD to resolve some of the issues identified. It is currently being tested on a separate server. It is planned to implement next week. Interim Director Pijanowski stated that he met with Capt Piwtorak to review the Mass Casualty plan and the run card. Training with the Dispatchers is planned. At Thursday's County Commissioners Meeting, the promotion of the Lead Dispatcher will be presented.

Interim Director Pijanowski provided an update on the budget snapshot that was discussed the previous meeting. 911 communications is funded 90% through a 911 Levy and 10% through the General Fund. Revenues are currently on pace with what was projected. Expenditures are running normal. There are two accounts that are running higher than the monthly average; however, this is the result of planned/scheduled contracts or expenditures (Material and Supplies, Service Charges). County Administrator Cannon stated that there is money in for capital purchases including the Recorder and the Patriot system that has been discussed. This account is currently at 5% of the projected expenditures. It is noted that these large purchases will drain the carryover.

Interim Director Pijanowski stated that he has started the document for the transition with the future 911 Director, based on Kimball's report. County Administrator Cannon stated that while looking at the projected 5-year budget, consideration needs to be given for the replacement of the mobile and portable radios. County Administrator Cannon

also stated that plans need to be made if the CAD is going to be changed, how to fund those expenses. Chief Honeycutt asked that the Technical Committee review.

Interim Director Stephens stated that dispatch times continue to improve. The following are the times for the past month.

- 1st Shift -1 minute 11 seconds
- 2nd Shift -1 minute 01 seconds
- 3rd Shift - 58 seconds

Interim Director Stephens also stated that they continue to work and review the SOGs.

Chief Honeycutt asked about the flagging on caution notes. Interim Director Pijanowski stated that the information does come up on the incident; however, the dispatcher has to go to a separate screen to review the information. Not all the information contained in the notes can be broadcasted on the radio. He will be talking to ALERTS to see if there is a different process.

IV. Committee Report

- A. Technical Committee – Chief Donahue stated a meeting is scheduled for June 9. The committee will also review a replacement schedule for the radio system.
- B. Standards and Protocols – Chief Farmer stated that he has spoke with Interim Director Pijanowski and will be getting together soon.
- C. Administrative –Steve Lutz stated that the draft has been distributed to the County Commissioners for review. Chief Donahue will follow-up with Chairman Homan concerning the distribution to the 911 Board for review.

V. Unfinished Business

- A. Hiring of New 911 Director – Lisa Iannotta reported Delaware County HR has received 34 applications for the 911 Director. These have come in from Ohio and several other states. Approximately 2/3 are within the State of Ohio. There are a few repeats.
- B. 911 Phone System –Interim Director Pijanowski reported that they have received the final quotes from Windstream and Verizon. Both provide the same product and service capabilities. Windstream is less expensive. Kathy Coy stated that this will bring capabilities back to the Delaware County and is being set-up to facilitate the consolidation. Back-up capabilities were also discussed should the need arise to relocate from the 911 Center. A site visit is planned in Mercer County to review this product and their experience.
- C. Recording Replacement –Interim Director Pijanowski reported that a final quote from Motorola will be received soon. This is on state-term contracting. There is only 1 vendor who supports the next generation of Motorola.

- D. 800 MHz Rebanding – Patrick Brandt stated that they are moving forward with the rebanding; however, we are waiting on Motorola. This is a current status throughout Ohio due to the volume.

VI. New Business

- A. Commissioner O'Brien stated that the issues for consolidation still need to be dealt with and planned. Commissioner O'Brien stated that he would recommend for a later time a motion directing Interim Director Pijanowski to begin creating a timeline to facilitate consolidation. The 911 Board needs to have a list of these items to memorialize. Chief Honeycutt stated that the Kimball reported identified these issues. Interim Director Pijanowski stated that the Appendixes in the report provided much of the commented information. It was recommended that the Technical Committee also review these items and bring to the next meeting.
- B. Chief Farmer stated that the County is currently finalizing plans for a new Medical Director. Ne noted that the 911 Center needs to also have a Medical Director to over see the pre-arrival instruction. He asked if this should be included under the County EMS contract or a separate contract. Discussion followed concerning the need for the Medical Director to sign-off on the EMD cards. Chief Vest stated there are a multitude of issues that need to be addressed including the Medical Direction. Chief Vest recommended that we do not do anything long-term. It was recommended that this become a separate contract.
- C. Chief Martin asks that plain language communication be added to the agenda at a future meeting.

VII. There being no further business before the Board, motion by Trustee Panzarella, seconded by Chief Martin to adjourn. Motion approved and meeting was adjourned at 1:45 p.m.

VIII. Next meeting is scheduled for June 16, 2009.