

DELAWARE COUNTY 911 BOARD
MINUTES
June 3, 2008
DELAWARE COUNTY EOC

In attendance at the meeting was: Tom Homan, Steve Lutz, Glenn Evans, Sherriff Walter Davis Chief Russ Martin, Chief Gary Vest, Chief Gary Honeycutt, Chief John Donahue, Chief Morris (for Chief McIntire) and Chief Farmer.

Excused: Bill Shively

Absent: Dave Cannon

Also in attendance: Jay Somerville Dublin 911 Center, Lisa Iannotta DCHR, and Mike Schuiling DCEMS

- I. Chairman Homan called the meeting to order at 1:15 p.m. with the Pledge of Allegiance.

Chairman Homan acknowledged Jay Somerville from Dublin 911 and Lisa Iannotta from Delaware County HR as guests.

Glenn Evans asked the board to acknowledge Bill Shively to be excused due to schedule conflict.

- II. Minutes – Motion by Glenn Evans and seconded by Chief Martin to approve the minutes as presented. Motion passed unanimously.

III. Committee Report

Technology Committee – Chief Donahue reported that the Technology Committee met last week and that they have drafted revisions to the Gantt chart and the proposed consolidation costs. They are being reviewed by the 911 Committee. Once completed it will be brought to the 911 Board.

a. *Standards and Protocol* – No Report

b. *Administration* – No Report

IV. Unfinished Business

- a. *Job Description* – Chairman Homan stated that the applications have been distributed to all Board Members. Interviews are scheduled for July 1. Copies of the applications were distributed to all Board Members. Chairman Homan stated that an additional application was received after

the deadline. The Board agreed to disqualify the application as it was past due the deadline.

With the Board having the opportunity to previously review the applications, the attending Board members identified their top 5 picks. Discussion entailed whether the number should be increased in case of a drop out. During the discussion, Chief Farmer, who was late, presented his top candidates. The list was reassessed and the board identified the top 6 candidates as a result of a tie for # 5. (Ranking sheet attached).

Motion by Gary Vest and seconded by Sheriff Davis, that the top 6 applicants be accepted and brought in for the July 1 assessment. Motion passed unanimously.

Chairman Homan stated that Lisa Iannotta will be sending out letters to the candidates for the July 1 interviews. He questioned whether we would like the candidates to conduct a written questionnaire that would be brought with them to the interviews. This would provide an assessment of the writing capability and provide us the opportunity to obtain answers to specific questions. Examples of questions could be what would your entry plan be, or explain your leadership style.

Sheriff Davis stated that he was on-board with the process; however, felt that it was better if we did the process while the candidates were present. If we had the candidates do it prior to coming, we do not know that it is their work.

Chief Vest concurred and stated that each group could do one written question. Chief Honeycutt stated that it may be better that we allow them to answer the questions while they are present for the interviews, but not during the interview. The candidates will have plenty of time to complete while they are present.

Jay Somerville was asked about the process. Jay stated that the proposed process is a fair assessment. We are well ahead of the curve of the typical hiring process that characteristically has an interview. Jay stated that the interview and assessment will validate what we believe and know of the candidates.

Questions revolved around the background check. Sheriff Davis stated that he could do the fingerprinting; however, he is unable to commit the time and personnel to do the full background. Chief Vest asked if Delaware and Powell would commit Detectives to assist, could it get done. The Sheriff agreed that it would.

Chairman Homan stated that it is now time to begin compiling the questions for the interview. Glenn Evans asked if it was beneficial to have representatives from all three components be mixed together to provide diversity among the groups. Chief Vest stated that the reason why the interviews were set-up in the fashion they were was to have each group focus on their individual interests. Once that was completed and the groups put together their assessment, a true top candidate would emerge as it did through the process today. Glenn Evans stated that he felt there needed to be some consistency and standardization in the process. Sheriff Davis stated that the questions were another piece to the puzzle in determining the best candidate.

Steve Lutz asked if Lisa could facilitate in putting together the format for the assessment. Lisa Iannotta stated that she could. She further stated that each of the 3 groups have their own interests, and have separate questions, but there would need to be some common questions.

Chief Vest asked if there could be a designated Chair for each group and a scribe. Chairman Homan asked that all questions be submitted to Lisa by June 10. This will allow the final process to be completed by June 17 at our next Board Meeting.

The interview panel would consist of the following.

First Responders – Sheriff Davis, Chief Martin, Chief Honeycutt, Chief McIntire and Chief Farmer.

Administrative – Steve Lutz, Chairman Homan, a representative from the Commissioners Office and Townships.

Dispatchers – A dispatcher from the Sheriff's Office, County 911 Center and the City 911 Center.

Chairman Homan recapped the process and stated that the final program will be presented on June 17 to the Board.

- b. **Vision Statement** – Chief Donahue stated that in light of the 911 Director that we wait and allow them the opportunity to develop. It was suggested that the creation of a vision statement could be one of the exercises in the process.
- c. **Monthly Reports** – None.

V. New Business

- a. None

- VI. The top 6 candidate were again reviewed. The question was raised concerning the reimbursement of travel expenses. After discussion, motion by Chief Vest and seconded by Chief Donahue, to recommend to the Board of Commissioners to fund the travel and necessary expenses of the applicants. Motion past unanimously.
- VII. Motion by Chief Martin and seconded by Chief Honeycutt to adjourn. Approved unanimously. Meeting adjourned at 2:45 p.m.
- VIII. Next Meeting is scheduled for June 10, 2008 at 1:00 pm. Delaware County EOC.

Director Applicants (Summary)

Last Name	Education	5 yr Exp	Supervisory Exp	Homan	Lutz	Evans	Shively	Davis	Vest	Martin	Honeycutt	Donahue	Farmer	Total
Banks	Some College	Yes	No											0
Brooks	Unknown	Not as Dispatch	Yes											0
Brown	Bachelors (Broadcast Comm)	Yes	No											0
Deck	Diploma	Yes	Yes											0
Durieux, Jr	Masters (Business)	Not as Dispatch	Yes											0
Dye	Bachelors (Education)	Not as Dispatch	Yes											0
Eggeman	Diploma	Yes	No											0
Harrington	Some College	Yes	No											0
Herrera	Bachelors (Electronic Systems)	No	Yes (Military)											0
Kelley	Some College	No	Yes											0
Leitch	Masters (Business)	No	Limited											0
Moser	Masters (Business)	No	Yes											0
Nethers	Bachelors (Agriculture)	Not as Dispatch	Yes											0
Pool	Some College	Not as Dispatch	Limited											0
Roberts	Some College	Not as Dispatch	Limited											0
Shearman	? In Business Management	Not as Dispatch	Limited											0
Shugart	Masters (Business)	Yes	Yes											0
Spence	Some College	No	No											0
Sullivan	Bachelors (Home Economics)	No	No											0
Weigert	Masters (Business)	No	Yes											0
Edwards	Bachelors (Criminal Justice)	Not as Dispatch	Limited					1						1
Smith	Bachelors (Accounting)	No	Yes					1						1
Broadway	Some College	Yes	Limited								1		1	3
Medley	Masters (Emergency Health)	Yes	Yes		1	1			1					4
Lyons	Bachelors (Public Safety Manage)	Not as Dispatch	Yes	1	1				1			1		4
Bynum	Bachelors (Manage Info System)	Yes	Yes	1		1			1				1	6
Kent	Working on Masters?	Yes	Yes	1	1	1			1		1	1	1	9
Wayt	Bachelors (Social Work)	Yes	Yes	1	1	1			1		1	1	1	9
Avsec	Masters (Exec Fire)	Yes	Yes	1	1	1			1		1	1	1	10