

Delaware County 9-1-1 Board March 18, 2008

In attendance at the meeting was: Sheriff Walter Davis, Trustee Bill Shively, Tom Homan, Chief Marv McIntire, Chief Russ Martin, Chief Gary Vest, Chief John Bernans (Chief Gary Honeycutt) and Chief John Donahue,

Absent: Steve Lutz, Rob Farmer, Glenn Evans, Dave Cannon, Lt. Heidi Marshal

- I. Tom Homan called the meeting to order at 1:10.
- II. Tom Homan asked the Board its pleasure on the Election of Officers. With the limited amount of people in attendance at this meeting, it was decided to hold the elections at the April 1, 2008 meeting
- III. 911 Directors Job Description Review
 - a. Chief Martin distributed an updated job description to all in attendance. The distributed job description differed from the previous one sent via e-mail and was more updated and included some of the changes previously recommended.
 - b. Discussion of the job description followed.
 - c. Sheriff Davis questioned the role of 911 Board.
 - d. Tom Homan provided an overview of the 911 Board and how the Board concept was created as a result of the Mediation. This included the concept of how the Board was a governing board underneath the County Commissioners. The 911 Director reported to and worked under the direction of the 911 Board.
 - e. Sheriff Davis indicated that he understood the Board to serve more as an advisory board. He expressed concern and stated that he did not feel the 911 Board should be dealing with the personnel issues of the 911 Center. He further questioned who the dispatchers and call takers reported to.
 - f. Chief Martin provided an overview of the chain of command. This began with the County Commissioners, 911 Board, 911 Director and then the employees of the 911 Center.
 - g. Sheriff Davis questioned the 911 Boards involvement dealing with the internal personnel issues of the 911 Center.
 - h. Tom Homan stated that the County Commissioners ultimately are the ones that hire and fire employees of the 911 Center.
 - i. Chief Martin further clarified that he would expect the 911 Director to bring forth the names for hiring and firing; however, the role of the 911 Board was to establish direction, and policy of the Center, with the 911 Director to follow through.
 - j. Tom Homan further explained that the 911 Center personnel worked for the 911 Director.

- k. Sheriff Davis expressed concern that he thought the 911 Board was an advisory board, not a governing board. He did not want his time bogged down dealing with personnel issues. Sheriff expressed that he was not ok with what is happening here with the board being a governing board.
- l. Chief Vest expressed that this set-up is no different than any other board. The 911 Board has to establish the direction and policies of the 911 Center. The hiring/firing issue concern is no different than what is done throughout most organizations. The Director would bring this forth and the County Commission would make the final determination.
- m. Chief Donahue stated that the whole purpose of the Boards establishment was so the users of the system had a say in the operation. Previously, direction was given to the Director, but no action was taken, and there was no recourse. This is why it was established as a governing board. He further stated he agreed with Chief Vest that the Board needed be appraised of the personnel issues, but not be hands on. The Board would ultimately hold the 911 Director accountable for the operation.
- n. Sheriff Davis stated that he would continue to walk with the Board until he no longer felt comfortable.
- o. Discussion returned to the Job Description review. Tom Homan expressed that the description is scheduled to be presented to the County Commissioners on Thursday. Once this is approved, this would be posted as previously discussed.
- p. The Job Description was reviewed and changes made. (Copy of the modifications attached)
- q. Motion by Chief Donahue and seconded by Chief Vest to accept the Job Description as modified. Motion was approved by the board unanimously.

IV. Hiring Process

- a. Chief Vest presented the proposed hiring process for the 911 Director. Chief Vest indicated that a sub-committee had met on March 10 at the Powell PD. At that meeting, it was recommended that a mini-assessment be established. The sub-committee suggested that the top 5 candidates +/- will be invited to participate in a “mini-assessment process” consisting of three separate interview panels:
 - i. Dispatchers/technical – consisting of possibly Jay Summerville, the Dublin communications supervisor and three dispatchers; one dispatcher each from Delaware City, Delaware County 9-1-1, and the Delaware County Sheriff’s dispatch center.
 - ii. First Responders – Sheriff Davis, one police chief, one full-time fire chief, one part-time/volunteer fire chief, and one from EMS/EMA (note: should a part time/volunteer chief not be available, a second full time chief may serve as the alternate).
 - iii. Administration – City manager(s), a county commissioner, and a township trustee.
- b. All three panels would develop about five standard questions with a predetermined rating system to be used with each candidate to facilitate

standardized scoring. Each interview would last approximately 45 minutes with a fifteen minute break. All the interviews should be scheduled on the same day and each candidate can move from one interview to the next in a round-robin fashion.

- c. We could meet back as a larger group and have one representative from each of the group report out on their assessment.
- d. Discussion followed and the board agreed with the concept.
- e. Chief Donahue asked about the overall selection process.
- f. The following is what was discussed.
 - i. Applications would be received by the County HR Department.
 - ii. Upon closure of the Application deadline, the County HR Department would make copies of all the received applications for each of the 911 Board Members.
 - iii. The 911 Board Members would then review all the applications and identify the top 5 (+/-).
 - iv. The 911 Board would meet and each member would present their top five. The Board would then identify the Board top 5 (+/-).
 - v. The 911 Board would then establish a date and location to conduct a mini-assessment center.
 - vi. The 911 Board would also finalize and notify the mini-assessment center assessors.
 - vii. The County HR would then schedule the 911 Director Candidates for the mini-assessment center.
 - viii. The mini-assessment center assessors would complete the assessment center and rank the 911 Director Candidates.
 - ix. The Assessors would present the findings back to the 911 Board. The 911 Board would establish a small interview panel to interview the top candidates (2-3).
 - x. The 911 Board's small interview panel would then finalize a ranking order and present the 911 Board with the recommended top candidate.
 - xi. The 911 Board would then recommend to the County Commissioners the hiring of the 911 Director.
 - xii. The County Commissioners would then enter into negotiations with the candidate, and provide a contingent offer based on the successful completion of a physical, and background check.
 - xiii. In the top candidate list would continue to be used in the event the top candidate was not hired or accepted the position.
- g. The 911 Board agreed with the process.

V. Other Business – None

VI. Next Meeting is scheduled for April 1, 2008 at 1:00 pm. Delaware County EOC.

VII. Meeting adjourned at 3:10 pm