

DELAWARE COUNTY 911 BOARD
MINUTES
March 2, 2010
DELAWARE COUNTY COMMISSIONERS MEETING ROOM

In attendance at the meeting was: Chairman Gary Honeycutt, City Manager Homan, Commissioner Ken O'Brien, Trustee Phil Panzarella, Chief Vest, Captain Pijanowski (for Chief Martin), Chief McIntire, Chief Donahue, Chief Farmer, County Administrator Dave Cannon and 911 Director Greenlaw.

Also Present: Brittany Craig and Lt Shelley Phan

Not Present: City Manager Lutz, Sheriff Davis, Lt Church

- I. 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 February 2, 2010 as presented by Trustee Panzarella, seconded by Commissioner O'Brien. Motion passed unanimously.
- III. Public Comment - None
- IV. 911 Director Report

Director Greenlaw introduced the new 911 Operations Manager Brittany Craig. She began work with the 911 Center on March 1. She comes to us from the Delaware County Sheriff's Office.

Director Greenlaw stated the 911 Center will be converting to the planned 12 hour shift rotation in the next week. As part of the change, each platoon will end up having a Tour Commander to oversee the operation. The promotion to Tour Commander goes before the County Commissioners on Thursday, March 4 for approval. Director Greenlaw expressed his appreciation to the Promotional Board personnel. Director Greenlaw presented the new organizational chart that includes all personnel as a result of the consolidation of the Center and the conversion to the 12 hour shift. The Telecommunicators hired earlier this year will begin their shift assignments on March 6.

Director Greenlaw reported that they are currently beginning the training of the City employees on the CAD system, in anticipation of the March 30 consolidation.

Director Greenlaw stated that there is a problem with completing the installation of the CML Plant phone system prior to the consolidation. They are making modifications to

the existing phone system to accommodate and allow the consolidation to continue as scheduled.

Director Greenlaw reported that he has received a request from the US Marshal's office requesting access to the Delaware County radio system. Discussion followed and the Standards and Protocol Committee will be reviewing and drafting a policy for the 911 Board to review.

Director Greenlaw stated that OWU has requested that Delaware County 911 handle their dispatching on nights and weekends. They would like to start this on July 1. OWU is planning to pay for the start up costs and pay \$10,000 annually for the costs. Chief Vest questioned if this has been discussed with the Prosecutors Office. His concern is that the Center is funded by taxes and the college is not a public entity. Director Greenlaw will follow-up concerning this. The Board had no problem with Director Greenlaw continuing discussions.

Director Greenlaw reported that the Fire Working Group has been meeting and have had great dialogue. The next meeting is March 3.

City Manager Homan asked if the City agencies were planning on having a meet and greet with the Dispatchers. Chief Donahue stated that he would schedule this with his personnel.

V. Committee Report

A. Technical Committee – Chief Donahue provided the following update from the Technology Group.

- Software Integration – ALERTS/Meeting w/Recommended Company
 1. Fire Department – Project is now planned to be delivered by March 10. This is the next project that ALERTS is working on.
Police Department – Project is now planned to be delivered by March 10. This is the next project that ALERTS is working on.
CAD History – The download of the HTE CAD history is still being researched by ALERTS. A meeting is also scheduled with them on Thursday to see the feasibility of importing the Run Card Areas and Reporting districts.
- Hardware
 1. City Equipment Transfer – (See monitors below)
 2. Purchase Additional Monitors – Parts are continuing to come in. Monitors have been installed, and work is starting on the transfer of the equipment from the back-up position to the new law enforcement positions. This will make these operational. Once consolidation occurs, the City's equipment will be transferred from the Justice Center and placed operational in the backup positions. Work is starting on 2/24. Once this is completed, Patrick will be completing the set-up of the monitors.
 3. Fire Alarm Monitoring – This was approved by City Council on Monday night.
 4. Tornado Sirens – PO's have been issued and material has been ordered.
 5. Redundancy – Work continues to be done on this. This is not dependent upon consolidation; however, will be completed shortly after the time consolidation occurs.
 6. Transfer of the radio consoles - - (See monitors above)
 7. FD Recall – A meeting is being scheduled between City FD and Delcom to coordinate and review any questions each agency may have.

8. DPD Base Radio – This was provided is being installed.
9. City PW and Utilities Call Out – Meeting was held with all parties and the protocol and work equipment set-up is being worked on.
10. Patriot System - We received an email from Patriot stating that they will not be able to make the deadline as previously stated. A meeting is scheduled for 2/25/10 in the afternoon.
11. ALERTS Training – Schedule for the City training is needed.

- B. Standards and Protocols - None
- C. Administrative – None

VI. Unfinished Business

- A. Patrick Brandt was unable to be in attendance for the meeting. Bob Greenlaw reported that they are working on the technology aspect to ensure that it is seamless. Much of the items under Unfinished Business are being worked on to support the consolidation.

VII. New Business

- A. Chief Farmer stated that he met with the Coroner's new Field Officer. He stated that he has expressed that he will be more visible, as this will provide better organization and support to the Coroner's Office. The focus of the position will be during normal working hours, as the Coroner will not have to face schedule conflicts with his private practice.
- B. Trustee Panzarella stated that he has been working with Bob Greenlaw concerning the positioning of the Mobile Communication Van at the Berlin Twp Fire Station.

VIII. There being no further business before the Board, motion by Trustee Panzarella, seconded by Chief Farmer to adjourn. Motion passed unanimously. The meeting was adjourned by the Chairman at 1:44 p.m.

IX. Next meeting is scheduled for April 6, 2010.