

DELAWARE COUNTY 911 BOARD
MINUTES
May 20, 2008
DELAWARE COUNTY EOC

In attendance at the meeting was: Tom Homan, Glen Evans, Chief Russ Martin, Chief Gary Vest, Chief Gary Honeycutt, Chief John Donahue, Chief McIntire and Captain Vance (for Sherriff Davis).

Excused: Steve Lutz and Bill Shively

Absent: Dave Cannon, Rob Farmer, and Lt. Heidi Marshal

Also in attendance: Gloria Rose-James Delaware PD-911, Chief Morris Tri-Twp Fire Department and Bill Owens Delaware County Prosecutors Office

- I. Chairman Homan called the meeting to order at 1:12 p.m. with the Pledge of Allegiance.

Chairman Homan acknowledged Bill Owens as a guest. Bill was part of the negotiating team that helped develop the Consolidation Agreement.

Chairman Homan asked the board to acknowledge that both Steve Lutz and Bill Shively have asked to be excused due to schedule conflict. Motion by Chief Vest and seconded by Chief Martin to excuse Steve Lutz and Bill Shively from the meeting. Motion passed unanimously.

- II. Minutes – Motion by Chief Martin and seconded by Chief Vest to approve the minutes as modified. Motion passed unanimously.

III. Committee Report

- a. **Technology Committee** – Chief Donahue reported that the Technology Committee has met twice since our last meeting. The first was our regularly scheduled meeting. Work is continuing on obtaining pricing for the consolidation. The plan is to present a budget and complete picture at the Boards next meeting on the anticipated costs.

Captain Vance clarified the Sheriff's office comment at a recent 911 technology meeting, as he thought it may have been confusing.

- b. **Standards and Protocol** – No Report

- c. Administration – No Report

IV. Unfinished Business

- a. Job Description – Chairman Homan reported that a total on 29 applicants have been received for the position of 911 Director. Copies of the applications were distributed to all Board members.

Chairman Homan asked Chief Vest to review the remainder of the hiring process. Chief Vest reviewed the process with the first step taken by the board, which will identify the top 5 candidates. A mini-assessment will then be conducted, followed by a smaller interview process by representatives of the board prior to a recommendation to the County Board.

Chairman Homan stated that he had asked if Lisa Iannotta from Delaware County HR could be present for the meeting. He stated that their support and help is needed. Chief Honeycutt asked if they could have a representative present and be the single point of contact for this project. Further, the hiring process should be handled by them.

Captain Vance asked what types of backgrounds were going to be taken. Discussion followed on this. It was further discussed that we may have the applicants submit to finger printing and complete the necessary release paperwork when they are present for the interviews.

After further discussion, it was decided by the board that Chairman Homan, Chief Vest, Chief Martin and Chief Honeycutt would meet after the meeting with Lisa Iannotta and review the proposed process and to bring it under the County HR process.

- b. Vision Statement – Chief Donahue asked that this be tabled to the next meeting.
- c. Monthly Reports – Chief Morris stated that he had spoken with Patrick concerning a monthly report. Chief Morris passed out a copy of the report for January through April and reviewed the information.
- d. Radio System Access – The question was again raised from the previous meetings about who authorizes new agencies onto the County radio system. After discussion, the board felt that this was something that was under their responsibility and should be considered after the new 911 Director was on-board.

V. New Business

- a. Commissioner Evans stated that it appears we are delayed in consolidating the two dispatch centers. This was not intentional by any party. With that,

is there anything that needs to be done? Chief Martin stated that according to the Consolidation Agreement (pg 4), the agreement understood this and no action is needed. Bill Owens concurred with the statement.

- b. Commissioner Evans also asked with the delay, if an Interim Director was needed to manage the day-to-day operations. Chief Vest stated that we need to stay focused on getting someone hired and in place. Chief Martin stated that he had recommended this a while ago and Jay Sommerville would have been an excellent candidate; however, that time has passed. Chairman Homan stated he is encouraged by the applicants.

VI. Motion by Chief Martin and seconded by Chief Honeycutt to adjourn. Approved unanimously. Meeting adjourned at 2:28 p.m.

VII. Next Meeting is scheduled for June 3, 2008 at 1:00 pm. Delaware County EOC.

Zone Summary

Created: 5/6/2008 2:27:57PM
 Time range: 1/1/2008 12:00:00AM 4/30/2008 12:00:00AM
 Interval Length: Monthly

Zone Alias: ZONE001

Zone ID: 1

Time	Total Active Calls	Duration	Calls	Total Busy Duration	Total Push To Talks	Average Voice Call Duration	Data Channel Duration	MCEG Utilization	Percent Usage	Percent Complete
1/1/2008 12:00:00AM	133,661	403:13:16	0	0:00:00	294,596	0:00:11	0:00:00	0	8	100
2/1/2008 12:00:00AM	130,270	384:30:18	3	0:00:01	287,763	0:00:11	0:00:00	0	8	100
3/1/2008 12:00:00AM	138,139	408:58:29	4	0:00:05	307,113	0:00:11	0:00:00	0	8	100
4/1/2008 12:00:00AM	136,014	404:38:09	0	0:00:00	302,997	0:00:11	0:00:00	0	8	100
Summary:	538,084	1,601:20:12	7	0:00:06	1,192,469	0:00:11	0:00:00	0	8	100