

DELAWARE COUNTY 911 BOARD
MINUTES
October 6, 2009
DELAWARE COUNTY COMMISSIONERS MEETING ROOM

In attendance at the meeting was: Chairman Tom Homan, Commissioner Ken O'Brien, Steve Lutz, Sheriff Davis, Lt. Hrytzik (for Chief Vest), Capt Pijanowski (for Chief Martin), Chief Donahue, Chief Morris (for Chief McIntire), Chief Farmer, County Administrator Dave Cannon, and 911 Director Greenlaw.

Also Present: Lt Shelly Phan DCSO, and Karla Jacobs and Matt Fletcher DC911,

Not Present: Phil Panzarella

- I. Chairman Homan called the meeting to order at 1:04 p.m with the Pledge of Allegiance.
- II. Introduction
 - A. Chief Donahue introduced Tracey Wilson the new Executive Director of the Delaware County Chapter of the American Red Cross.
 - B. Dispatcher Matt Fletcher was presented with a Commendation from the 911 Board. Chief Farmer explained the commendation was for Matt's work in keeping a Delaware County Medic unit that was responding to an emergency incident, a breast of a separate law enforcement emergency that was also occurring in the immediate vicinity. The information was invaluable to the responding Medics.
 - C. Dispatcher Carla Jacobs represented her shift and was presented a Commendation by the 911 Board for the work on a recent reported fire. Chief Honeycutt explained that the dispatchers identified a situation as the Genoa firefighters were responding to a structure fire. Due to another agencies commitment to a separate response, the dispatchers immediately took action that necessitated the calling of additional units. The dispatchers work reduced the lead time of responding units, which is instrumental in emergency work. The other dispatchers were; Kathy Jewell, Kathy Price, and Kathy Parke.
- III. Reading and Approval of Minutes
 - A. Motion to approve the minutes of September 15, 2009 as presented by Chief Honeycutt, seconded by City Manager Lutz. Motion passed unanimously.
- IV. Public Comment - None

V. 911 Director Report

Director Greenlaw stated that the draft 2010 Budget was sent out today to the 911 Board. The Budget is being submitted to the County Administrator for review. If there are any questions concerning the budget, please contact Director Greenlaw.

Director Greenlaw reported on the status of the 2009 goals for the 911 Center.

1. Hire 911 Director - Completed
2. Dispatch times reduced – Times have been reduced and are meeting the goal.
3. Improve quality assurance – 10% of all calls are being reviewed. Additionally, major calls including fatalities are also being reviewed.
4. Test the Mobile Communication Vehicle – Vehicle is being tested on a monthly basis. The vehicle is old and consideration for a chassis replacement is needed.

Director Greenlaw stated that he has received a commitment from fire, EMS and law enforcement personnel to assist with the training of the dispatchers.

Director Greenlaw reported that the application period has closed for the four open dispatch positions. Over 30 applications were received. Director Greenlaw also has posted internally the position for Accreditation Manager, and this will be a special assignment position.

Director Greenlaw stated that he has evaluated the back-up communication site. He is not currently happy with the Sunbury site. He is considering an alternate site and the costs should not be significant. Further information will be forthcoming.

Director Greenlaw reported that he and Patrick Brandt met with Region 4 Homeland Security Interoperability Committee. The Committee is working on improving interoperability. The Committee has requested Delaware County be represented. Director Greenlaw has asked that he serve as the primary and Patrick serve as the alternate. This will be handled under New Business.

Director Greenlaw stated that the County Commissioner's have approved moving forward with the 8th channel. This will increase the availability of the radio system by 12.5%.

Director Greenlaw reported that he has begun working on a consolidation template/Gantt chart that Capt. Pijanowski began. This was also distributed in the email with the 2010 budget. Dates still need to be entered. Work on the personnel consolidation has begun and a technology sub-committee between the City and County is scheduled for later in the week. One of the areas of adjustment will include the dispatchers going to 12 hour shifts and having 4 crews.

Director Greenlaw concluded his report with an overview of implementation of psychological testing for dispatchers. This will be conducted as part of the pre-employment screening, promotional testing, and as part of a fitness-for-duty

examination. Chairman Homan commented that the City uses psychological testing and it is a beneficial tool, but not fool proof.

Due to time constraints of Chief Honeycutt, the agenda was modified to allow questions to be answered about the communication Council of Government (COG) Agreement that was recently approved by the County Commissioners.

Chief Honeycutt explained that the 911 Board had heard little about the COG and the original comments had come from Dublin's Jay Summerville several years ago. Concerns about the COG were raised at a County Fire Chiefs' meeting last week.

The first question raised is that there are rumors of Dublin and Worthington merging communication centers. What impact will this have on Delaware County's system? County Administrator Cannon stated that all three entities signed an agreement to share the system. This would not have any impact. The COG was started several years ago by Brian Galligher to improve communication and interoperability.

The second question was how this will benefit Delaware County? It is understood that a grant of \$1.5 million was received and Delaware County will reimburse Dublin. County Administrator Cannon stated that Dublin is fronting the funds upfront and the grant is reimbursing Dublin for Delaware County's costs. Director Greenlaw stated that the grant was based on regionalization. The system is going to add radio tower sites in Franklin County for Delaware County and Delaware County's towers will be used to assist Dublin and Worthington. County Administrator Cannon stated that the way the COG is set-up is that all three political agencies need to agree on the issue for any action to be taken. Director Greenlaw commented that he has received many comments on the fact that the COG is set-up with a focus on technical expertise, not political interests.

Chief Honeycutt asked if the local political subdivisions will be responsible for any costs. County Administrator Cannon stated that it has not been the intent to charge the local subdivisions for any of the costs of the radio system. The radio system is funded by the existing levy and by grants.

VI. Committee Report

- A. Technical Committee – Chief Donahue provided a brief overview of the Committee's September meeting. Chief Donahue also stated that the County Fire Chiefs have approved a radio template for all Fire Departments. Interoperability was the focus, and the last Zone will be reserved for each Department to customize their own needs. Chief Donahue stated that the law enforcement has also received this and Lt Hrytzik stated he has not received any feedback. The plan is to also have a bank of portable radios available in the Communication Van and the template will ensure additional consistency and interoperability when these radios would be deployed on a large scale emergency. Chief Donahue stated that the Technical Committee supported the template to be brought forth. No formal action is needed by the 911 Board.

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

VII. Unfinished Business

- A. Recording Replacement – No report.
- B. 800 MHz Rebanding – No report.
- C. 800 MHz Additional Channel – No report. Covered during the Director's report.
- D. By-Laws – None

VIII. New Business

- A. Chairman Homan and Director Greenlaw stated that the budget has been drafted and is scheduled for presentation to the County Commissioners in two weeks. County Administrator Cannon stated that the Commissioners are committed to consolidation moving forward. He believes that they understand that not all the costs are clearly identified. Director Greenlaw stated that the 2010 budget includes the funding for the City Dispatchers and an additional person to provide back-up for Patrick.
- B. Chairman Homan stated that we earlier heard about the Region 4 Homeland Security Interoperability Committee, and Director Greenlaw's recommendation. Motion by Chief Honeycutt and seconded by Chief Farmer to recommend to the County Commissioners that Director Greenlaw be appointed as Delaware County's primary representative and Patrick Brandt as the secondary. Motion approved unanimously.
- C. Chief Donahue reported that a letter was received by the Township Association that Trustee Bill Shively will serve as the alternate to Trustee Panzarella.
- D. Director Greenlaw reported that Chief Martin and he met with Lt Church of the Delaware County OSP Post. Lt Church will begin planning on attending the 911 Board Meetings.
- E. Chairman Homan asked about the need for an additional meeting. After discussion, it was determined the next meeting would be November 3.

IX. There being no further business before the Board, the meeting was adjourned by the Chairman at 2:00 p.m.

X. Next meeting is scheduled for November 3, 2009.