

DELAWARE COUNTY 911 BOARD
MINUTES
October 7, 2008
DELAWARE COUNTY EOC

In attendance at the meeting was: Tom Homan, Glenn Evans, Steve Lutz, Sheriff Davis, Chief Martin, Chief Vest, Chief Honeycutt, Chief Morris (for Chief McIntire), Chief Donahue and Director Lyons.

Absent: Chief Farmer and. Bill Shively

- I. Chairman Homan called the meeting to order at 1:10 p.m with the Pledge of Allegiance.
- II. Motion to approve the minutes of September 16, 2008 as submitted by Chief Vest, seconded by Chief Honeycutt, and passed unanimously.
- III. 911/Communication Director Report

- A. Porter-Kingston FD Letter – Director Lyons stated that he received a letter from Chief Thompson from Porter Kingston FD about concerns involving the 911 Center during the windstorm. From his investigation, he plans on instituting changes. These changes have been discussed with Chief Thompson and were found to be acceptable.

The first change is the ability to access the communication center in an emergency. Director Lyons has established a backdoor telephone number to be used only if the other numbers are not accessible. This number should only be used by the Chief or their designee. Number was provided to the Board. This line is a recorded line.

The second issue dealt with the denied request for mutual aid. Director Lyons stated that he is instituting a new directive that all requests for mutual aid will require the nature of the call, and other pertinent information, and then will be provided to the agency for direction.

Chief Honeycutt questioned how the Communication Officers would be notified. Director Lyons stated that this would be done through a memo and followed through with a SOP.

Director Lyons stated that Chief Thompson did share a concern that the number would be distributed and ultimately be abused.

Chief Donahue stated that there were concerns related to a Nextel phone being used for communication, and asked that be researched. Director Lyons stated that he would look into this, but that redundancy needs to be provided.

- B. Director Lyons distributed the 2008 Budget status. Director Lyons stated that he is still waiting access to the software. Of greatest concern are the Overtime costs. He hopes to have a better understanding for next months meeting. He is also preparing for the 2009 budget.
- C. Director Lyons also stated that he has also begun looking into the ALERTS CAD system. He is using the National Institute of Justice guidance. He hopes to have information to review at the next meeting. The NIJ information does not cover specific performance details on the CAD. During the Technology Meeting, Capt. Vance stated that consideration should be given to why the system is locking up. Capt Vance stated that this maybe the result of networking set-up with the County. Sheriff Davis asked if this was possibly a training issue. Director Lyons stated that he did not believe this to be the case. Chief Vest asked what the frequency of this happening. Director Lyons stated that this happens 3-5 times each day. ALERTS has been provided this information. Tom Homan asked that Director Lyons get with Steve Lewis with the County IT. Chief Donahue stated he would send over the NFPA and ISO information.
- D. Director Lyons stated that he had stopped in at Delaware PD and saw the demand for operations. Chief Martin expressed his appreciation and stated that he has received good feedback from the City Dispatchers from Director Lyons meeting.
- E. On October 21, Director Lyons will be going to Miami County for a tour and review of their operation. This is what Delaware's consolidation was based on. He welcomes all who would be interested. Currently Capt Pijanowski and Chief Donahue from the Technology Committee are planning to attend. Chairman Homan recommended all that can attend do so. This is our regularly scheduled meeting, and we will do this in lieu of the meeting.
- F. The Center's policies and procedures are in the process of being reviewed and updated by Staff. He has found them to be very dated. He asked the board if they would like to review prior. Consensus from the board was that they would be reviewed.
- G. Chief Vest discussed the need for the policies and procedures to be specific to the needs for APCO Accreditation. Director Lyons stated that he is familiar and would like to pursue Accreditation, as these establish the highest standards.
- H. Commissioner Evans asked for clarification on two issues. First was on the private number and how it would be rolled out and used. Director Lyons stated that it would only be used if all other lines were not available. Chief Honeycutt asked that a policy be developed on the use. The second issue was with the mutual aid and how this was resolved. Chief Donahue clarified that the information would be received and provided to the agency to make the decision on whether they are capable of responding.

- I. Chief Honeycutt asked for the development of a means for the recall of dispatchers in emergency situations. Director Lyons stated that he had already completed this on his 1st day of work.

IV. Committee Reports

- A. Technical Committee – Chief Donahue stated that a brief overview of the Technical Committees direction was provided. Included with this was the need to see Delaware’s Communication set-up. As stated previously, a trip to Miami County is scheduled for October 21.
- B. Standards and Protocols – Discussion on the implementation of policies was discussed. The Committee will review the policies prior to being presented to the Board.
- C. Administrative –A meeting will need to be set-up concerning budget.

V. Unfinished Business

- A. None

VI. New Business

- A. Chief Donahue stated that Chief Jensen will be contacting Director Lyons to attend the County Fire Chiefs Meeting. This is scheduled for November 19. Sheriff Davis also asked to be present.

- VII. Motion by Chief Honeycutt and seconded by Chief Vest to move into Executive Session pursuant to Ohio Revised Code Sections 121.22 (G) (4) personnel. Approved unanimously at 1:45 p.m. All listed parties in attendance were included in the Executive Session.

- VIII. Board reconvened from the Executive Session at 2:37 p.m. Sheriff Davis was no longer present.

- IX. Motion by Chief Morris and seconded by Glenn Evans to accept and confirm the recommendation of Director Lyons to the Delaware County Board of Commissioners on the hiring of the proposed 3 new dispatchers. Passed unanimously.

- X. There being no further business before the Board, they adjourned at 2:40 p.m. Next meeting is scheduled for November 4.

Object Level Budget to Actual
as of 09/26/2008

Object Level	Prior Year Carry-Over	Budget	YTD	Encumbrances	Balance	% YTD
4720 OTHER REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
4730 OTHER MISCELLANEOUS REVENUE	0.00	15,000.00	8,527.20	0.00	6,472.80	56.84
Total	0.00	15,000.00	8,527.20	0.00	6,472.80	56.84
5001 COMPENSATION	0.00	154,647.17	78,590.09	0.00	76,057.08	50.81
5004 OVERTIME	0.00	25,000.00	19,972.00	0.00	5,028.00	79.88
Total	0.00	179,647.17	98,562.09	0.00	81,085.08	54.86
5101 HEALTH INSURANCE	0.00	51,825.24	23,560.08	0.00	28,265.16	45.46
5102 WORKERS COMP	0.00	3,592.94	2,750.84	0.00	842.10	76.56
5120 COUNTY SHARE/OPERS	0.00	25,150.60	13,763.85	0.00	11,386.75	54.72
5131 COUNTY SHARE/MEDICARE	0.00	2,604.88	1,399.32	0.00	1,205.56	53.71
Total	0.00	83,173.66	41,474.09	0.00	41,699.57	49.86
5201 GENERAL SUPPLIES	22.26	2,500.00	723.49	798.77	1,000.00	60.35
5208 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
5215 PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
5224 UNIFORMS AND CLOTHING	0.00	0.00	0.00	0.00	0.00	0.00
5238 SAFETY & SECURITY SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
5250 MINOR TOOL,EQUIP,FURN <\$1000	0.00	0.00	0.00	0.00	0.00	0.00
5255 OFFICE FURNITURE <\$1000	0.00	0.00	0.00	0.00	0.00	0.00
5260 INV TOOL,EQUIP,FURN 1000-4999	0.00	0.00	0.00	0.00	0.00	0.00
5265 INV OFF FURNITURE >\$1000-4,999	0.00	0.00	0.00	0.00	0.00	0.00
5270 EQUIPMENT PARTS	0.00	0.00	0.00	0.00	0.00	0.00
Total	22.26	2,500.00	723.49	798.77	1,000.00	60.35
5301 CONTRACTED PROF. SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5305 TRAINING & STAFF DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00
5308 MEMBERSHIP,SUBSCRIPTIONS,DUES	0.00	0.00	0.00	0.00	0.00	0.00
5309 TRAVEL MILEAGE REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0.00
5310 TRAVEL NONTAXABLE	0.00	0.00	0.00	0.00	0.00	0.00
5312 ADVERTISING & LEGAL NOTICES	0.00	0.00	0.00	0.00	0.00	0.00
5313 PRINTING AND RELATED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5315 SATELLITE,CABLE,INTERNET,AIRCA	0.00	0.00	0.00	0.00	0.00	0.00
5316 APPLICATION AND LICENSE FEES	0.00	0.00	0.00	0.00	0.00	0.00
5317 PUBLIC RELATIONS & PROMOTIONS	0.00	0.00	0.00	0.00	0.00	0.00
5320 DATA PROCESSING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5325 MAINT CONTRACTS & AGREEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
5328 MAINT & REPAIR SERVICES	0.00	2,000.00	0.00	0.00	2,000.00	0.00
5330 COMMUNICATION SERVICES	60.46	2,000.00	131.81	53.65	1,875.00	9.00
5331 POSTAL AND FREIGHT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5333 INSTALLATION CHARGES	0.00	500.00	0.00	0.00	500.00	0.00

Object Level Budget to Actual
as of 09/26/2008

Object Level	Prior Year Carry-Over	Budget	YTD	Encumbrances	Balance	% YTD
5335 RENTAL SERVICES	0.00	8,500.00	8,964.00	0.00	-464.00	105.45
5338 UTILITIES	0.00	0.00	0.00	0.00	0.00	0.00
5340 LAB & TESTING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5342 MEDICAL & HEALTH RELATED SERV	0.00	0.00	0.00	0.00	0.00	0.00
5345 SAFETY & SECURITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5370 INSURANCE PREMIUMS & CLAIMS	0.00	0.00	0.00	0.00	0.00	0.00
5380 OTHER SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total 530 SERVICES AND CHARGES	60.46	13,000.00	9,095.81	53.65	3,911.00	70.05
5450 MACHINERY & EQUIP (>\$5,000)	0.00	0.00	0.00	0.00	0.00	0.00
Total 540 CAPITAL OUTLAY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
5801 MISCELLANEOUS CASH TRANSFERS	0.00	1,414,375.00	1,414,375.00	0.00	0.00	100.00
Total 580 TRANSFERS	0.00	1,414,375.00	1,414,375.00	0.00	0.00	100.00

Object Level Budget to Actual
as of 09/26/2008

Object Level	Prior Year Carry-Over	Budget	YTD	Encumbrances	Balance	% YTD
4101 REAL PROPERTY TAX	0.00	2,120,000.00	2,120,114.58	0.00	-114.58	100.00
4102 TANGIBLE PERS PROP TAX	0.00	10,000.00	6,845.92	0.00	3,154.08	68.45
4103 MOBILE HOME TAX	0.00	2,500.00	1,849.10	0.00	650.90	73.96
Total 410 TAXES	0.00	2,132,500.00	2,128,809.60	0.00	3,690.40	99.82
4521 STATE REIMBURSEMENTS - A	0.00	250,000.00	276,025.20	0.00	-26,025.20	110.41
4522 STATE REIMBURSEMENTS - B	0.00	30,000.00	39,229.35	0.00	-9,229.35	130.76
4541 LOCAL GOVERNMENT FUND RECEIPT	0.00	200,000.00	256,772.42	0.00	-56,772.42	128.38
Total 450 INTERGOVERNMENTAL	0.00	480,000.00	572,026.97	0.00	-92,026.97	119.17
4701 DONATIONS/GIFTS	0.00	0.00	0.00	0.00	0.00	0.00
4720 OTHER REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
4731 MISCELLANEOUS REVENUE A	0.00	0.00	0.00	0.00	0.00	0.00
Total 470 MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
5001 COMPENSATION	0.00	930,177.10	583,163.59	0.00	347,013.51	62.69
5004 OVERTIME	0.00	75,000.00	104,628.31	0.00	-29,628.31	139.50
Total 500 SALARY	0.00	1,005,177.10	687,791.90	0.00	317,385.20	68.42
5101 HEALTH INSURANCE	0.00	312,659.14	177,254.57	0.00	135,404.57	56.69
5102 WORKERS COMP	0.00	20,103.54	17,802.31	0.00	2,301.23	88.55
5120 COUNTY SHARE/OPERS	0.00	140,724.79	96,138.88	0.00	44,585.91	68.31
5131 COUNTY SHARE/MEDICARE	0.00	14,575.07	9,793.87	0.00	4,781.20	67.19
Total 510 BENEFITS	0.00	488,062.54	300,989.63	0.00	187,072.91	61.67
5200 PC MATERIAL SUPPLIES	0.00	0.00	0.00	2,160.06	-2,160.06	0.00
5201 GENERAL SUPPLIES	22.27	4,000.00	2,111.86	1,936.41	-26.00	100.64
5208 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
5215 PROGRAM SUPPLIES	0.00	500.00	558.78	0.00	-58.78	111.75
5217 BOOKS AND PERIODICALS	143.00	0.00	409.00	0.00	-266.00	286.01
5220 SOFTWARE <\$5,000	330.00	0.00	330.00	0.00	0.00	100.00
5222 JANITORIAL SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
5224 UNIFORMS AND CLOTHING	0.00	4,000.00	3,518.40	481.60	0.00	100.00
5228 VEHICLE MAINT & REPAIR SUPPLY	0.00	0.00	869.13	2,291.87	-3,161.00	0.00
5234 BUILD MAINT & REPAIR SUPPLIES	0.00	5,000.00	0.00	0.00	5,000.00	0.00
5238 SAFETY & SECURITY SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
5250 MINOR TOOL,EQUIP,FURN <\$1000	1,513.11	70,000.00	4,315.80	3,869.45	63,327.86	11.44
5255 OFFICE FURNITURE <\$1000	0.00	2,000.00	0.00	0.00	2,000.00	0.00
5260 INV TOOL,EQUIP,FURN 1000-4999	0.00	150,000.00	93,548.15	11,085.25	45,366.60	69.75
5265 INV OFF FURNITURE >\$1000-4,999	0.00	0.00	0.00	0.00	0.00	0.00
5270 EQUIPMENT PARTS	258.84	1,000.00	258.84	0.00	1,000.00	20.56
Total 520 MATERIALS AND SUPPLIES	2,267.22	238,500.00	105,919.96	21,824.64	113,022.62	53.05

Object Level Budget to Actual
as of 09/26/2008

Object Level	Prior Year		Budget	YTD	Encumbrances	Balance	% YTD
	Carry-Over						
5300 PC CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	87.86	-87.86	0.00
5301 CONTRACTED PROF. SERVICES	45.32	345.20	4,000.00	345.20	700.12	3,000.00	25.84
5305 TRAINING & STAFF DEVELOPMENT	1,065.00	7,582.00	10,000.00	7,582.00	3,910.00	-427.00	103.85
5308 MEMBERSHIP,SUBSCRIPTIONS,DUES	0.00	119.00	500.00	119.00	200.00	181.00	63.80
5309 TRAVEL MILEAGE REIMBURSEMENT	0.00	77.60	0.00	77.60	7.36	-84.96	0.00
5310 TRAVEL NONTAXABLE	0.00	4,069.57	5,000.00	4,069.57	0.00	930.43	81.39
5312 ADVERTISING & LEGAL NOTICES	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
5313 PRINTING AND RELATED SERVICES	0.00	161.75	500.00	161.75	78.00	260.25	47.95
5315 SATELLITE,CABLE,INTERNET,AIRCA	0.00	0.00	500.00	0.00	0.00	500.00	0.00
5316 APPLICATION AND LICENSE FEES	0.00	0.00	1,000.00	0.00	50.00	950.00	5.00
5317 PUBLIC RELATIONS & PROMOTIONS	0.00	50.00	500.00	50.00	0.00	450.00	10.00
5320 DATA PROCESSING SERVICES	0.00	18,750.00	18,750.00	18,750.00	0.00	0.00	100.00
5325 MAINT CONTRACTS & AGREEMENTS	1,990.00	753,910.46	746,500.00	753,910.46	4,201.80	-9,622.26	101.28
5328 MAINT & REPAIR SERVICES	0.00	6,421.49	10,000.00	6,421.49	5,868.26	-2,289.75	122.89
5330 COMMUNICATION SERVICES	603.58	35,098.04	15,000.00	35,098.04	5,130.54	-24,625.00	257.81
5331 POSTAL AND FREIGHT SERVICES	0.00	88.07	500.00	88.07	411.93	0.00	100.00
5332 CELL PHONE INTERNET ALLOWANCE	0.00	783.00	500.00	783.00	0.00	-283.00	156.60
5333 INSTALLATION CHARGES	0.00	1,325.00	3,000.00	1,325.00	0.00	1,675.00	44.16
5335 RENTAL SERVICES	0.00	0.00	500.00	0.00	0.00	500.00	0.00
5338 UTILITIES	1,210.81	34,479.45	50,000.00	34,479.45	11,731.36	5,000.00	90.23
5340 LAB & TESTING SERVICES	0.00	0.00	500.00	0.00	0.00	500.00	0.00
5342 MEDICAL & HEALTH RELATED SERV	114.00	318.00	0.00	318.00	196.00	-400.00	450.87
5345 SAFETY & SECURITY SERVICES	0.00	0.00	25,000.00	0.00	0.00	25,000.00	0.00
5361 ATTORNEY SERVICES	3,191.55	3,191.55	0.00	3,191.55	4,000.00	-4,000.00	225.33
5370 INSURANCE PREMIUMS & CLAIMS	0.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
5375 ELECTION & SETTLEMENT SERVICES	0.00	34,727.38	50,000.00	34,727.38	0.00	15,272.62	69.45
5380 OTHER SERVICES	0.00	66.00	0.00	66.00	134.00	-200.00	0.00
Total	8,220.26	901,563.56	953,250.00	901,563.56	36,707.23	23,199.47	97.58
5410 BUILDING AND IMPROVE >25,000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5450 MACHINERY & EQUIP (>\$5,000)	33,784.06	80,534.81	50,000.00	80,534.81	0.00	3,249.25	96.12
Total	33,784.06	80,534.81	50,000.00	80,534.81	0.00	3,249.25	96.12

Porter Kingston Fire District

12844 Olive Green Road
Sunbury, Ohio 43074
Phone (740) 524-5050
Fax (740) 524-1272
WWW.PKFD.ORG



September 17th, 2008

Dave Cannon
Gary Lyons
911 Center Supervisors
911 Advisory Board

To All It May Concern:

I am writing this letter to address several serious issues that Porter Kingston Fire District experienced in regards to the 911 center operation during the wind storm that occurred on September 14th, 2008.

As everyone is aware, the 911 center as well as the radio system experienced an extremely high call volume and communications became sporadic at best due to the number of trees and wires down at the time. The dispatchers for the most part seemed to be doing a good job in what was undoubtedly a very stressful situation.

The first problem was with getting the initial run in the District dispatched, the tones were not set for us, we only knew that there was a run in progress because some of our firefighters were monitoring the high band radios. I advised the center of this and got an "AFFIRMATIVE" as the only reply, and still no tones. I attempted repeatedly by phone as well as by radio to contact the center and was unable to get any response. Upon arriving at the station, I was able to call our firefighters on the phone in order to respond to the emergency and subsequently we were able to get three trucks on the road during the event. Approximately an hour later I talked to Patrick Brandt via cell phone, through his efforts and an off duty dispatcher we finally got the pagers tripped for the District, this is unacceptable and needs corrected.

The biggest problem that needs immediate attention occurred when the surrounding counties requested mutual aid from Porter Kingston and the 911 Center replied that we were not available.

Chief Porter of Central Ohio Joint Fire District talked to the center by radio and asked if Porter Kingston or BST&G were available for mutual aid. The center replied that there were no Delaware County departments available for mutual aid, this was stated to Chief Porter without the center asking what type of aid was being requested or for what type of emergency it involved.

Porter Kingston Fire District

12844 Olive Green Road
Sunbury, Ohio 43074
Phone (740) 524-5050
Fax (740) 524-1272
WWW.PKFD.ORG



Morrow County also called and requested Porter Kingston for a transformer fire at 1833 hours and the Delaware County 911 Center replied that Porter Kingston was not available to respond without calling to inquire about our status for this run either.

Porter Kingston had enough people that we could have responded to any requested aid, we also could have quit cutting up trees to respond to a life safety type of event in any of the surrounding areas.

The 911 Centers job is not to decide what Porter Kingston Fire District can or cannot respond to nor is that a decision that Porter Kingston will have the center making, this above all needs corrected immediately so that any future decisions regarding Porter Kingston's response capabilities are left to the District to make.

Please feel free to contact me if you need any further information or have any questions regarding this letter.

Respectfully,

Chief Thompson
Porter Kingston Fire District

Cc : Chief Porter - COJFD
Delaware County Fire Chiefs