

**JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting**

January 21, 2010

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 1:30 pm at Jefferson County 9-1-1 Dispatch Center by Chairman Ed Kemp. The following members of the Board were in attendance.

Ed Kemp – Chairman
David Kennedy – Vice-Chairman
Nathan Davis – Treasurer
George Engelbach – Member
Paul Mayer – Member

Absent: Glenn Boyer, Member
John Scullin – Secretary

Also present: Brenda Shular – E-911 Chief
Travis Williams – Chief of Staff
Bob Sweeney – Attorney

Guests: Assistant Chief Ken Baker (Rock Community F.P.D.), John Lakin, (High Ridge F.P.D.), Doug Bell (Midwest Radio), Heidi Mayer (Leader Newspaper), Gary Wright, Janet Smith, (Shop Steward), Brian Smith (Jeffco 9-1-1), Tim Hoffman, (I.A.F.F.), Keith Goldstein, (I.A.F.F.), Marty Brockmann, (Motorola), Vince Zagarri, Penni May (Jeffco 9-1-1), Geri Mayer (Jeffco 9-1-1), Tina Peebles (Jeffco 9-1-1),

Agenda –Chairman Kemp presented the agenda for approval. A Motion was made by George Engelbach seconded by Nathan Davis to approve the agenda. Board Member Kennedy requested the agenda be amended to include a project manager (STARRS) and interim back up center be added to new business. Board Member Engelbach and Board Member Davis amended their motion to include the additional items to the agenda. All present were in favor to approve the amended agenda.

Minutes – Chairman Kemp presented the minutes from the regular session of December 17, 2009. A Motion was made by David Kennedy, seconded by George Engelbach to approve the open session minutes of December 17, 2009. All present were in favor. Board Member Kennedy requested the approval of the executive minutes be tabled until later in the meeting.

Guests Forum & Comments:

Union Negotiation Meeting Report – Board Member Davis stated, the union representatives were at the meeting today to discuss the contract. Nathan informed the board, the minutes from December, 2009 indicated the board was going to continue with

the same contract they had approved in March, 2008. He also stated, nothing the committee had discussed was in that contract. Chairman Kemp stated, the board would discuss the contract with the union representatives in closed session.

Committees:

Fire/EMS Committee – None

Operating Committee – None

Public Safety Commission – None

Chief's Report:

Perfect Attendance – Chief Shular informed the board, the agency had 22 employees with perfect attendance for the month of December, 2009.

Statistic Report – Chief Shular presented the statistic report.

Public Relations - Chief Shular presented the Public Relations Report.

Legal:

Arnold Triangle (TIF) – Attorney Sweeney informed the board, with the passing of the sales tax, Jefferson County 9-1-1 received a cursory invoice from the City of Arnold for the TIF District. The city is requesting Jefferson County 9-1-1 make a pass through payment for their portion. Attorney Sweeney informed the board, they should not act upon this request until a formal agreement with the City of Arnold is put into place. Attorney Sweeney stated, he will draft a letter to the City of Arnold.

Old Business:

By-Law Committee – Board Member Engelbach informed the board, the committee had not met. He also stated, he was in the process of reviewing the previous draft by-laws.

Emergency Notification System Report – Chief of Staff Williams informed the board, the system was activated on December 30th to approximately 2,600 homes to alert and notify them of a missing mentally challenged female. Travis reported the female was located. Board Member Engelbach inquired if the system is being utilized when there is a situation at the high schools. Travis stated, if the police department request the system it would be activated. He also stated, Festus, Pevely and Herculaneum have their own Code Red system and he was not sure if they had theirs up and running yet. Board Member Davis was of the opinion, a large amount of the residents were still unaware of the system. Brenda informed the board, the information is being given out with the public relations events. The information has also been placed in all the local newspapers. Travis informed the board, a press release was also sent to the local news stations (Channel 2, 4 & 5). Chairman Kemp suggested sending a second press release with the story of the missing female. Board Member Davis suggested, placing the information on Face book and Twitter. Travis advised, the data base has 57,000 phone numbers already and people are joining the system daily.

PSAP Technology Consultant (RFP) – Board Member Kennedy presented a two page summary regarding the consultant. He informed the board, back in September the board agreed to hire a consultant locally to oversee the Jefferson County 9-1-1 projects of radios, towers, digital phones and emergency notification. At that time a RFP was put out and bids were due back on December 16, 2009. Board Member Kennedy informed the board, the appointed committee had reviewed the proposal from twelve companies. The committee found that all the responders found the scope of the RFP to be much larger than the board had envisioned. A Motion was made by Board Member Kennedy, seconded by George Engelbach to exercise the reservation in the RFP and reject all of the proposals, due to the fact the proposals were not responsive to the need or the goals of the district as received. All present were in favor.

Radio Evaluation - Chief Shular informed the board, at the last meeting the board instructed her to contact another radio vendor to evaluate the system. Brenda stated, Wireless USA will be at the center on February 3rd to meet and discuss the evaluation with Doug Bell (Midwest Radio). Doug Bell informed the board, he does not have a problem with meeting with Wireless USA and showing them the sites, but he did have concerns with how much of his radio knowledge the board was expecting him to divulge to the competitor. Chairman Kemp stated, the board has some concerns with the radio problems and the dead spots. He explained to Doug, the board wants to bring in a second opinion to evaluate the system and verify that the system is functioning properly. Chairman Kemp stated, it will be at least three more years before the new radio system is up and running. If the board has to make upgrades to the current system, then that may have to be done. Board Member Mayer requested notification be sent to the agencies to update them about the evaluation being done to the radio system.

RCC (Paging & Simulcast) – Chief Shular informed the board, she had been contacted by RCC with regards to the paging system. Brenda stated, the board had not contracted or approved for RCC to work on the paging system. Chairman Kemp stated, the paging does not fall under the STARRS project or the current contract with RCC and if the board wanted RCC to include the paging that would be a separate project. Chairman Kemp explained their estimated cost for this project. After a discussion, a Motion was made by Paul Mayer, seconded by Nathan Davis to approve an amount not to exceed \$6,500 for RCC to include the paging system. All present were in favor.

Board Member Engelbach stated, he was at an area in Cedar Hill and there was no cell phone service to call or report an emergency. Chairman Kemp stated, there are several areas within the county with no cell service. Brenda suggested he contact AT & T and discuss the issue.

Employee Annual Total Compensation Reports – Chief Shular stated, the software had been purchased, but there was a hardware problem and that was being rectified. The reports should be completed in February.

New Business:

Project Manager for STARRS – Board Member Kennedy informed the board, RCC does project management from the regional perspective and some of the concerns of the board is the need for someone to do that with a Jefferson County focus. Board Member Kennedy requested the board put that idea on the side for a moment.

Board Member Kennedy stated, back when the vision was created, one of the issues that was identified was a backup function. Included in that vision were some short term immediate priority things. One being the structure of the building housing the radio equipment that now has been replaced with a stand alone concrete structure. Second being the emergency power at the tower sites, which now all have generators and emergency power in place. Mapping was an issue that has been resolved.

One issue that has not been completed is a backup function. There is an immediate need for an interim back-up function. Currently the center can utilize two work stations from the Arnold Police Station. The recent plan that was received from Kozeny-Wagner, whether it be the AT&T site or a new green field site, would be at least two to three years away. That would be based on having funds available. A Motion was made by Board Member Kennedy, seconded by George Engelbach to task Chief Shular to develop an operating scenario and a proposal for a backup function that would allow us to operate at the same level in which we are currently operating and to be functional for at least one month. This would be with the assumption, the current building is not accessible, the radio towers and radio building are intact, and the function needs to be completed in six months. He also stated, to have a target of \$300,000 to complete the project. All present were in favor. Chairman Kemp requested a preliminary report by the February meeting.

A Motion was made by David Kennedy, seconded by George Engelbach to authorize Chief Shular to enter into an agreement with Vince Zagarri Consulting to project manage the backup function and the STARRS project during the next three months not to exceed \$27,000. After a discussion, the vote was as follows:

David Kennedy	Yes
George Engelbach	Yes
Nathan Davis	No
Paul Mayer	No

The Motion was defeated

A Motion was made by David Kennedy, seconded by George Engelbach to authorize Chief Shular to enter into an agreement with Vince Zagarri Consulting to project manage the backup function and the STARRS project not to exceed six months and not to exceed \$27,000. After a discussion, the vote was as follows:

David Kennedy	Yes
George Engelbach	Yes
Nathan Davis	No
Paul Mayer	No

Motion passed with Chairman Kemp voting Yes.

Board Member Davis stated, he was not totally opposed to having a consultant, but would like the agency to work toward researching an in house employee to assist with these types of projects.

Financial

Interagency Agreements – Chief Shular informed the board, the Interagency Agreements were in the process of being sent out. Brenda also informed the board, Attorney Sweeney changed the wording in the agreement to read, that all agencies will pay \$1.00 per year for the dispatching service. Attorney Sweeney was of the opinion the \$1.00 keeps the consideration between the agencies. Chairman Kemp has concerns with the fact, the agencies were told the dispatching service would be free of charge. Attorney Sweeney explained the funding could still be insufficient and not allow for free dispatching. After a discussion, Attorney Sweeney stated he would take the board suggestions into consideration and reword the contracts.

Chairman Kemp presented the bills of the session. A Motion was made by Nathan Davis, seconded by Paul Mayer to approve the bills totaling \$153,704.86 checks #9567-9599 (9568 voided). All present were in favor.

2009 Amended Budget – Chief Shular presented the amended 2009 budget. Brenda informed the board, the annual audit was conducted and the accountants recommended the budget be amended to reflect the actual revenue and expenditures. The amendment was tabled.

Announcements:

Board Member Engelbach informed the board of a meeting being held at the Fox High School center that evening in regards to the utility increase AmerenUE was proposing.

A Motion was made by George Engelbach seconded by David Kennedy to adjourn the open session portion of the meeting into closed session. The vote was as follows:

George Engelbach	Yes
David Kennedy -	Yes
Paul Mayer -	Yes
Nathan Davis	Yes

Report from Executive Session:

Union Negotiations – A meeting was scheduled for January 26, 2010 at 1:00 pm for further union negotiations

2009 Amended Budget:

A Motion was made by John Scullin, seconded by David Kennedy to approve the 2009 amended budget. All present were in favor.

Executive Minutes: A Motion was made by David Kennedy, seconded by George Engelbach to approve the executive session minutes of December 17, 2009. All present were in favor with the exception of Nathan Davis abstaining

A Motion was made by George Engelbach seconded by David Kennedy to adjourn the open session portion of the meeting. All present were in favor.

Respectfully Submitted

Ed Kemp
Chairman

John Scullin
Secretary