

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

June 17, 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
John Scullin – Vice-Chairman
Gary Wright - Secretary
David Kennedy – Member
George Engelbach – Member

Absent: Nathan Davis – Treasurer
Glenn Boyer – Member

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

Guests: Chief Matt Mayer (Rock Community F.P.D.), Assistant Chief John Lakin (High Ridge F.P.D.), Keith Goldstein, (I.A.F.F.), Vince Zagarri, Jim Terry, Greg Spinner (Ross & Kummer), Doug Bell, (Midwest Radio) Bob Kurtz, (Wireless USA), Amir Kurtovic, (Leader Newspaper), Penni May (911), Tina Peebles (911), Shawn Legens (911), Janet Smith (911)

Agenda –Chairman Kemp presented the agenda for approval. Chief Shular requested the agenda be amended to include Antonia Fire under Old Business and to change the date of the minutes being presented at the meeting. A Motion was made by John Scullin seconded by David Kennedy to approve the amended agenda. All present were in favor.

Minutes – Chairman Kemp presented the minutes from the regular session of May 13, 2010. A Motion was made by John Scullin, seconded by Gary Wright to approve the open session minutes of May 13, 2010. The vote was as follows:

John Scullin – Yes
Gary Wright – Yes
David Kennedy - Yes
George Engelbach - Abstained

Chairman Kemp presented the minutes from the executive session of the May 13, 2010. A Motion was made by John Scullin, seconded by David Kennedy to approve the executive minutes. The vote was as follows:

John Scullin – Yes
David Kennedy – Yes
Gary Wright - Yes
George Engelbach – Abstained

Guests Forum & Comments:

Ross & Kummer - Greg Spinner presented the 2009 annual audit to the board of directors. Greg reported to the board that Brenda and Penni have the records in excellent shape and well organized. He informed the board the service received an unqualified opinion, which is a clean opinion and the best they are allowed to give.

Union Negotiation Meeting Report – Contract will be discussed in closed session.

Committees:

Fire/EMS Committee – None

Operating Committee – Assistant Chief Williams reported the meeting was cancelled for the month of June.

Public Safety Commission – Chief Matt Mayer reported the PSC is currently working with a volunteer group called the Exercise Design Team for Jefferson County. They are putting together a table top exercise drill scheduled for August 28, 2010. The drill will be called Shake, Rattle and Roll. The exercise is dealing with an earthquake scenario.

Chief's Report:

Perfect Attendance – Chief Shular informed the board, the agency had 18 employees with perfect attendance for the month of May, 2010.

Statistic Report – Chief Shular presented the statistic report.

Public Relations – Chief Shular presented the public relations report

Map Roll – Chief Shular informed the board the map has been rolled and is very close to being 100% accurate. Brenda stated, Intergraph worked very close and well with John Lewis and Travis in completing the map roll.

Legal:

Interagency Agreements – Chief Shular informed the board, several of the agencies have not returned their signed Interagency Agreement. Attorney Sweeney informed the board, he would forward a letter to the agencies with the outstanding agreements.

Old Business:

Project Time Line – Chief Shular presented the RCC time line to the board.

By-Law Committee – Attorney Sweeney reported to the board while reviewing the by-laws, it became apparent the current governing statutes are inadequate considering the modification to the county's governing system. The committee will be proposing an election change structure for the 9-1-1 board to match the seven districts. A member from each district would be elected and the chairman of the board would be selected from the seven elected members. The proposal would be to have all members up for election in 2012 and have the even number districts be elected for four years and the

odd number districts be elected for two years. Attorney Sweeney informed the board the By-Laws would be placed on hold and revamped after this election change was put into place. Attorney Sweeney informed the board that according to Board Member Engelbach, some modifications to the governing statute would be needed. He also stated that all the governing statutes would need to be reviewed to determine if anything else needed to be cleaned up. Board Member Engelbach stated, the board needs to determine which council districts each of the current board members reside. A By-law Committee meeting was scheduled for noon on July 15, 2010. Chairman Kemp instructed Chief Shular to notify all of the board members of the meeting.

Backup Function – Chairman Kemp informed the board, a letter has been forwarded to AT&T with the board's recommendation and we are waiting for a response. He will attempt to contact the real estate contact from Hillsboro to address the status of the board's proposal.

(CAD RFP) & (Digital Phone RFP) – Chief Shular informed the board, the bids for the CAD and Digital Phone systems have been received. Brenda stated she, Travis and Vince Zagarri have begun the review process on the bids. There is a lot of information to review and she would like to visit some sites that are currently utilizing the vendor's product. Vince Zagarri presented a chart of the responding vendors and the grading matrix for the phone and CAD system that will be used to determine the vendor recommendation.

Radio Reception – Chief Shular informed the board, she has met with Doug Bell regarding the radio problem at Antonia Fire. Doug has recommended placing a uni-directional antenna on the station house. The estimated cost for this antenna would be on the low end \$7,526 for an antenna that could be returned if the problem is not solved. On the high end, an antenna for \$9,246 that is not returnable. After a discussion, the board instructed Chief Shular to contact Chief Newsome to discuss the possibility of Antonia Fire sharing the cost of the antenna with 9-1-1 Dispatch.

New Business:

Chairman Kemp requested the road at the bottom of Buckeye Valley Road be repaired.

Announcements: Board Member Kennedy informed the board, he will not be in attendance at the board meeting for the next three months.

A Motion was made by John Scullin, seconded by Gary Wright to adjourn the open session of the meeting into closed session. Vote was as follows:

John Scullin	-	Yes
Gary Wright	-	Yes
Nathan Davis	-	Yes
Glenn Boyer	-	Yes
David Kennedy	-	Yes

Report from Executive Session: The Board of Directors approved the invoice for Zagarri Consulting which resulted in an overage from the original contract.

Financial:

Bills of the Session - Chairman Kemp presented the bills of the session. A Motion was made by John Scullin, seconded by David Kennedy to approve the bills totaling \$106,306.34 (Checks #9761-9798). Board Member Kennedy inquired about check #9775. Chief Shular informed the board, the payment was for the Code Red Alerting System. The vote was as follows:

John Scullin – Yes
David Kennedy - Yes
George Engelbach – Yes
Gary Wright – Yes

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

Respectfully Submitted

Ed Kemp
Chairman

Gary Wright
Secretary