

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

**May 13, 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  
Nathan Davis – Treasurer  
Gary Wright - Secretary  
Glenn Boyer – Member  
David Kennedy – Member

Absent: George Engelbach – Member

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

**Guests:** Chief Paul Mayer, (Desoto Rural F.P.D.), Vince Zagarri, Geri Mayer, Shawn Legens, Brian Smith, Janet Smith

**Agenda** –Chairman Kemp presented the agenda for approval. A Motion was made by John Scullin seconded by Glenn Boyer, to approve the agenda. All present were in favor.

**Minutes** – Chairman Kemp presented the minutes from the regular session of April 9, 2010. A Motion was made by John Scullin, seconded by Glenn Boyer to approve the open session minutes of April 9, 2010. The vote was as follows:

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

Chairman Kemp presented the minutes from the executive session of the April 9, 2010. A Motion was made by John Scullin, seconded by Glenn Boyer to approve the executive minutes. The vote was as follows:

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

Chairman Kemp presented the minutes from the regular session of April 15, 2010. A Motion was made by Glenn Boyer, seconded by David Kennedy to approve the open session minutes of April 15, 2010. The vote was as follows:

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

Chairman Kemp presented the minutes from the executive session of the April 15, 2010. A Motion was made by David Kennedy, seconded by John Scullin to approve the corrected executive minutes. The vote was as follows:

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

**Guests Forum & Comments:** None

**Union Negotiation Meeting Report** – Shop Steward Smith informed the board, the union attorney is reviewing the contract and should be ready to sign at the June meeting.

**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 April, 2010.

**Statistic Report** – Chief Shular presented the statistic report.

**Public Relations** – Chief Shular presented the public relations report

**Legal:**

**Interagency Agreements** – Chairman Kemp presented the Interagency Agreements for the following agencies:

Hillsboro F.P.D.  
North Jefferson Ambulance  
Rock Community F.P.D.  
Goldman F.P.D.  
Rock Township Ambulance  
Kimmswick Police

A Motion was made by John Scullin, seconded by Nathan Davis to approve the Interagency Agreements presented. All present were in favor.

### **Old Business:**

**Project Time Line** – Chief Shular presented the time line to the board. Chairman Kemp reported to the board, Alcatel Lucent informed STARRS the microwave design is completed. He also reported on the progress of the microwave backbone and the radio project progress being completed by STARRS.

**By-Law Committee** – Committee met before the board meeting. They have scheduled a meeting on June 17th at 12 p.m. prior to the board 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.

**(CAD RFP) & (Digital Phone RFP)** – Chief Shular inquired if the board had any questions regarding the two RFP's that were going to be released. Board Member Wright suggested having the on-site technical support changed from one year to six months. Chief Shular explained to the board the importance of having the on-site support for a complete year. Board Member Kennedy inquired how the RFP will be published. Chief Shular stated, the RFP will be placed in the paper, on the website and packets would be sent out to vendors. Board Member Kennedy inquired if it would be placed on the NENA website. Brenda stated, the RFP is placed on NENA, APCO and several 9-1-1 related websites.

**Radio Reception** - Chief Shular stated, the radio reception problem with Antonia is being addressed. The report from Wireless USA did not identify any problems that we were not already aware of; therefore, she is working on a solution with Doug Bell for the problem. Chairman Kemp stated, we need to stay on top of the problem.

### **New Business:**

**Code Red (Automated Weather Warning)** - Chairman Kemp stated the Code Red System is an excellent system and worked very well during the last storm with the tornado. Board Member Wright commended Dispatcher Johnston on the articulation and clarity of his Code Red Broadcast. Chief Shular stated, the center has received numerous calls with positive response regarding the Code Red and thankful they voted for the sales tax to be able to have such a service. Brenda stated, the storm went through the county so fast, a particular area was contacted first, and then the severity of the storm resulted in a countywide all call Code Red notification. The agency initially purchased a block of 200,000 minutes from Code Red for our notifications. This storm notification used one half of those 200,000 minutes. Chief Shular informed the board, many things were learned that night. One being, the purchase of the automated weather notification needs to be considered. With the purchase of the automated weather notification, each notification does not count against your minutes purchased. Chief Shular requested the board consider purchasing the automated weather system. After a discussion, a motion was made by Nathan Davis, seconded by Gary Wright to purchase the automated weather notification provided the funds would be available in the existing budget. Board Member Boyer stated he was not opposed to the purchase, but wanted to know where the funds were in the existing budget. Brenda stated there are funds available in the election line item. All present were in favor.

A Motion was made by Glenn Boyer, seconded by John Scullin to amend the 2010 budget to purchase the automated weather notification out of the election expense line item. All present were in favor.

Board Member Davis inquired about the emergency operations policy. Chief Shular informed the board, additional man power is called in when bad weather is anticipated. Brenda stated, putting the center in emergency operations only disrupts the operation of the radio room. Brenda stated the agencies should know not to call up here for times when this type of situation is occurring, but some agencies still call. So it does not matter if you go into emergency operations. Chief Shular suggested Board Member Davis attend the Operations Committee meeting with his frequency suggestions.

**Presentation of Plaque** – Chairman Kemp presented a plaque to Chief Paul Mayer for his years of service on the 9-1-1 Board of Directors.

**Financial:**

**Sales Tax Revenue** – Chief Shular informed the board, the revenue for last month was \$435,564.54

**Bills of the Session** - Chairman Kemp presented the bills of the session. A Motion was made by Nathan David, seconded by David Kennedy to approve the bills totaling \$205,250.36 (Checks #9719-9760). Board Member Davis inquired about the Leon Uniform invoice. Chief Shular informed the board, the employees have been placed in the dark blue uniforms and the funds were budgeted in this 2010 budget. Board Member Boyer inquired about the St. Johns Mercy and Quality Reprographics invoices. All present were in favor.

**Announcements:**

Chief Shular informed the board, Ross and Kummer was unable to attend the meeting due to the meeting being re-scheduled. Brenda will schedule them for the June meeting.

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: None**

A Motion was made by Glenn Boyer 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