

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**August 20, 2020**

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 2:00 pm with an electronically linked social media source by Chief Williams. The following members of the Board were in attendance.

John Scullin - Chairman (Arrived at 2:07 pm)  
Paul Mayer –Vice-Chairman  
Vernon Cherry – Secretary  
David Kennedy – Member  
Brian Taylor -- Member  
Andy Sides – Member  
Gary Wright – Member

Absent: None

Also present:

Travis Williams - Chief  
David Bieser—Assistant Chief  
Bob Sweeney – Counsel  
Penni May – Business Manager

**Guests:** Shawn Legens

**Agenda** –Vice-Chairman Mayer presented the agenda. Chief Williams requested to add Festus Police Department under Unfinished Business. A Motion by David Kennedy, seconded by Brian Taylor to approve the amended Agenda. All present were in favor.

**Minutes** – Vice Chair Mayer presented the minutes of the regular session meeting of July 16, 2020, 2020. A Motion was made by David Kennedy, seconded by Gary Wright to approve the regular session minutes of July 16, 2020. All present were in favor.

**Guest Forum & Comments:** None

**Committees:**

**Jefferson County Emergency Services-** Meeting was held via ZOOM and an update was given on the new CAD system and discussions were held with regard to building the responses.

**PSC Meeting** –No meeting.

**Operations Committee** – ZOOM meeting. Nothing to report

**Chief's Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 34 employees with perfect attendance for the month July 2020.

**Public Relations Report** –Chief Williams presented the Public Relations report

**Education Report**– Chief Williams presented the Education Report.

**Statistic Report:** Chief Williams reported the following statistics for July 2020.

**July 2020**                      **25,526 Total Calls**              **7,812 9-1-1 Calls**

**Addressing Department Report** – Chief Williams informed the board, a request was made by a board member to give a report on the Addressing Department and the following statistics were presented.

- 2018**            **1,109 new addresses were issued which included 9 new development plats.**
- 2019**            **380 new addresses were issues which included 10 new development plats**
- 2020**            **410 new addresses issued to date which includes 4 new development plats**

This also includes field checking, entering into the CAD Map and notifications to agencies. John Lewis has been pretty busy this year, a large amount of the new construction is from plats developed and paid for in previous years.

Board Member Kennedy thanked Chief Williams for the information just one time. He also stated it was not something he needed every board meeting.

**Radio System Report** – Chief Williams reported the following radio statistics.

1,223,853 key ups on the radio for police (Sheriff’s Office, Arnold Police and Herculaneum Police)

327,986 key ups on the radio for Fire/EMS

Chief Williams stated, this is the reason we are moving towards a new talk group for the municipalities.

**Legal** - Attorney Sweeney informed the board, he had nothing for the open session.

**CHAIRMAN SCULLIN JOINED THE MEETING AT 2:07**

**Unfinished Business:**

**LOGISYS CAD** - Chief Williams informed the board, LOGISYS was on site during the current week for on-site training for the senior dispatchers. They will then train the remainder of the dispatchers in the radio room. Cutover is scheduled for the week of August 31<sup>st</sup> thru September 4<sup>th</sup>. We still have some interfaces that need to be worked out.

The Mobile Data Terminals for the Sheriff’s Office will roll out the following week so they can be programmed.

**MDT Proposal** - Chief Williams presented the board with the proposal for the purchase of the Mobile Data Terminals. The total cost for the project would be \$856,914.00. This will include the 178 devices, chargers and the NetMotion licenses for the Fire, EMS and Municipalities. (Does not include the City of Arnold, they operate on a different CAD system). The cost also includes the reimbursement to the Sheriff’s Office for 166 units they have already purchased. Jefferson County 9-1-1 Dispatch will also be incurring a monthly cost of approximately \$1,100 for the continuing NetMotion service. Chief Williams made a recommendation to the board to proceed with the purchase/reimbursement. He also informed the board, the funds are allocated in this year’s budget. A Motion was made by David Kennedy, seconded by Vernon Cherry to proceed with the purchase/reimbursement for the Mobile Data Terminals. The vote was as follows:

- |               |     |
|---------------|-----|
| David Kennedy | Yes |
| Vernon Cherry | Yes |
| Andy Sides    | Yes |
| Brian Taylor  | Yes |
| Gary Wright   | Yes |
| Paul Mayer    | Yes |
| John Scullin  | Yes |

**Pandemic Operations** - Chief Williams informed the board, we are continuing to wear masks, checking temperatures and operating according to the CDC Guidelines. Chief Williams stated, he did have a meeting with the HVAC company TRANE to research a clean air system for the air handler. Chief Williams stated, he will have a proposal at the next board meeting. Chairman Scullin explained

how the systems work and stated, this would be a good system to have for the general health of our employees.

Chief Williams informed the board the crews are all working out of the main facility due to the CAD training being held at the back-up center. He also stated, if the COVID-19 numbers do not start going down, we will separate the crews again. We have had some employees out due to a positive test or a family member being positive. Chairman Scullin inquired about the pre-cautions with a trainee. Chief Williams stated the trainer is wearing a mask depending on the stage of training.

**CALEA Position Interview** - Chief Williams stated, the interviews for the CALEA position were held and conducted by himself and representatives from Washington University, Sheriff's Office, and Jefferson College. Angela Edmond has been promoted to the position of CALEA Accreditation Manager. Angie will also be working in the radio room some when needed. Vice-Chairman Mayer suggested some type of public relations announcement be sent out announcing the position.

**Leadership Meetings** – Chairman Scullin stated, he would have an update on the meetings for Executive Session. Chief Williams stated, the classes went well and he was of the opinion all the employees that attended took something away with them. He also stated, it was well worth the time spent.

**Festus Police Radio** – Chief Williams informed the board, he has received the updated numbers from Motorola for the Festus back office radio equipment and two dispatch consoles. The total cost is \$495,390.00. This equipment would put them at the same level of SUAll as Jefferson County 9-1-1 Dispatch. There would also be an additional cost of \$37,000 per year for the SUAll. This would be for years two through five. Festus Police will be purchasing all of their own portable radios. Attorney Sweeney is working on an Interagency Agreement between Jeffco 9-1-1 and the City of Festus. This Agreement will outline the terms for payments to Jefferson County 9-1-1 Dispatch for the back office equipment. Board Member Kennedy asked the Chief to go over the numbers again. Chairman Scullin suggested discussing the contractual business in Executive Session.

**New Business:**

**Tower Road Maintenance** - Chief Williams informed the board, some of the tower site roads are in the need of repair. He informed the board, we just had the asphalt road at SRF9 sealed. The entrance to Rovin Acres (NRF3) is in need of repair. The residents on the road have inquired if Jefferson County 9-1-1 Dispatch will be willing to incur some of the cost to have the road paved. The road continues to wash out and repair is needed. Chief Williams stated the total project is \$26,000 and he recommended the board approve an amount of \$5,000 towards the road repair. Chief Williams stated, he does have the funds in the budget. Board Member Mayer suggested to inquire if the residents have an HOA for the road. Chairman Scullin stated, let's make sure the repair is in compliance with the county. Chief Williams stated, the road is a private road. Member Wright suggested bringing the road up to county standards, so we could pass the road onto the county. Chief Williams stated, he would touch base with the residents to inquire if that is something they would be interested in pursuing.

**9-1-1 Vehicle** – Chief Williams informed the board, a new vehicle was placed in the 2020 budget. He has received the price off the county bid for a 2020 Ford Truck. The cost is \$35,510.00. This will be replacing our 2008 Ford Escape that is used for mapping and addressing. The Chief will receive the new truck and the others will be moved down to the Radio Technician and Addressing. A Motion was made by Paul Mayer, seconded by Gary Wright to purchase the new truck. The vote was as follows:

Paul Mayer	Yes
Gary Wright	Yes
Andy Sides	Yes
Brian Taylor	Yes
David Kennedy	Yes
Vernon Cherry	Yes
John Sculling	Yes

**Financial**

**Bills of the Session** –The bills of the session were presented. A Motion was made by Gary Wright seconded by Vernon Cherry to approve the August 2020 bills presented in the amount of \$319,624.35. Checks #15045-15096 (including EFTS). Checks 15048 & 15050 (Voided). The vote was as follows:

Gary Wright	Yes
Vernon Cherry	Yes
David Kennedy	Yes
Andy Sides	Yes
Paul Mayer	Yes
Brian Taylor	Yes
John Scullin	Yes

**Monthly Audit Report** – Monthly Audit report presented (Sent in the packet)

**Sales Tax Revenue:** Chief Williams reported the sales tax revenue for the month of July 2020 was \$812,277.51. We are up year to date approximately \$197,000.

**Announcements:** Chief informed the board, tomorrow was Penni May’s birthday.

A Motion was made by David Kennedy, seconded by Paul Mayer to adjourn the open session into closed session for the purpose of Contracts, Litigation and Personnel. The vote was as follows:

David Kennedy	Yes
Paul Mayer	Yes
Brian Taylor	Yes
Vernon Cherry	Yes
Gary Wright	Yes
Andy Sides	Yes
John Scullin	Yes

**Report from Executive Session** - None

A Motion was made by Paul Mayer seconded by Andy Sides to adjourn the open session of the meeting. All present were in favor.

Respectfully Submitted

John Scullin  
Chairman

Vernon Cherry  
Secretary