

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
August 15, 2019

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 2:06 pm at Jefferson County 9-1-1 Dispatch by Vice-Chairman Paul Mayer. The following members of the Board were in attendance.

Paul Mayer –Vice-Chairman
Vernon Cherry – Secretary
Andy Sides - Member
Brian Taylor – Member
Gary Wright – Member

Absent: John Scullin - Chairman
David Kennedy – Member

Also present:

Travis Williams – Chief
Bob Sweeney – Attorney
Penni May – Business Manager

Guests: Assistant Chief David Bieser (Jeffco 9-1-1), Janet Smith (Jeffco 9-1-1), Kevin Carberry (Leader Publications), Jim Terry

Agenda –Vice-Chairman Mayer presented the agenda. A Motion was made by Vernon Cherry, seconded by Brian Taylor to approve the agenda. All present were in favor.

Minutes – Vice-Chairman Mayer presented the minutes of the regular session meeting of July 18, 2019. A Motion was made by Gary Wright, seconded by Andy Sides to approve the regular session minutes of July 18, 2019. All present were in favor.

Guest Forum & Comments:

25 Year Recognition - Chief Williams presented Janet Smith with a gift in recognition of her 25 years of service with the agency. Janet has been a dispatcher, crew lead and served several years on the public relations team. Chief Williams congratulated Janet on her achievement.

Committees:

Jefferson County Emergency Services – Chief Williams informed the board there was nothing to report. Chief Tom Fitzgerald is now the president of the committee.

PSC Meeting – No report

Operations Committee – Chief Williams reported, discussion was held regarding the new IRIS program for apparatus typing. Discussed post incident reports and the new CAD.

Chief's Report:

Perfect Attendance – Chief Williams reported, the agency had 27 employees with perfect attendance for the month July 2019.

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 2019.

July 2019 **24,938 Total Calls** **7,135 9-1-1 Calls**
(Calls are up 442 from last year)

Legal: None

Unfinished Business:

LOGISYS CAD - Chief Williams informed the board, the kick off meeting for LOGISYS was the week prior. They were on site for data gathering and to create an expectations and time line sheet. Lists were distributed, containing information that will be needed to build the CAD. Chief Williams stated, there will be a large amount of work involved in building the CAD. We have reached out to the departments to create some liaisons for the build out. They also met with John Lewis to discuss placing speed limits on our map. This is needed for the select and recommend feature. Chief Williams stated, he and two employees will be going to Montana for system training.

New Business:

East West Gateway Sub Award – Chief Williams stated, in February 2019 a resolution was adopted authorizing the Chief to execute documents to receive financial sub-award assistance from East West Gateway for the upgrading of the microwave system routers. Since that time the sub-award has been amended to include the installation cost. Chief Williams requested the board’s approval to expand his authority and grant permission to sign off on the documents needed for the amendment. A Motion was made by Gary Wright, seconded by Brian Taylor to expand Chief Williams’ authority and grant him permission to sign off on the documents needed for the amendment. The vote was as follows:

| | |
|---------------|-----|
| Gary Wright | Yes |
| Brian Taylor | Yes |
| Andy Sides | Yes |
| Vernon Cherry | Yes |
| Paul Mayer | Yes |

Medical Control – Chief Williams informed the board, in the past, we have always fallen under Rock Township Ambulance District for our Medical Control through St. Anthony’s (now Mercy South) to provided protocol review which is needed for Emergency Medical Dispatching. The doctor at Mercy South has left and Rock Township Ambulance is moving their Medical Control to Washington University. Chief Williams stated, he has met with Dr. Tan from Washington University to discussed the services they would provide our dispatch center. Dr. Tan would be much more involved with providing in house training and reviewing our compliance. We would no longer fall under the Rock Township Ambulance umbrella. We would enter into our own contract with Washington University. Chief Williams stated, he will bring more information and a cost back to the board. Chief Williams stated, one of our vision was to become a fully accredited dispatch center, so our next step would be to become ACE Accredited (Accredited Center of Excellence). This will require a lot more medical control than we have had in past years.

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 2019 bills presented in the amount of \$358,901.80. Checks 14517-14561 (14518 Voided) and EFTs. The vote was as follows:

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|---------------|-----|
| Gary Wright | Yes |
| Vernon Cherry | Yes |
| Brian Taylor | Yes |
| Andy Sides | Yes |
| Paul Mayer | Yes |

Monthly Audit Report – Vice Chairman Mayer presented the monthly audit report.

Sales Tax Revenue: Chief Williams reported the sales tax revenue for the month of July 2019 was \$650,126.11. We are down \$4,985.00 year to date.

Announcements: None

A Motion was made by Gary Wright, seconded by Brian Taylor to adjourn the open session into closed session for the purpose of Contracts, Litigation and Personnel. The vote was as follows:

| | |
|---------------|-----|
| Gary Wright | Yes |
| Brian Taylor | Yes |
| Andy Sides | Yes |
| Vernon Cherry | Yes |
| Paul Mayer | Yes |

Report from Executive Session:

The Board of Directors authorized co-counsel for a pending litigation

The Board of Directors awarded the administrative staff some comp time for their additional work done during the renovation period.

A Motion was made by Gary Wright, seconded by Vernon Cherry to adjourn the open session of the meeting. All present were in favor.

Respectfully Submitted

John Scullin
Chairman

Vernon Cherry
Secretary