

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**April 16, 2020**

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 2:03 pm with an electronically linked social media source by Chairman Scullin. The following members of the Board were in attendance.

John Scullin - Chairman  
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 (Jeffco 911), Michael Prater (Jeffco911), Ralph Samples

**Agenda** –Chairman Scullin presented the agenda. A Motion by David Kennedy, seconded by Gary Wright to approve the Agenda. All present were in favor.

**Minutes** – Chairman Scullin presented the minutes of the regular session meeting of March 19, 2020. A Motion was made by David Kennedy, seconded by Vernon Cherry to approve the regular session minutes of March 19, 2020. All present were in favor.

**Guest Forum & Comments:** None

**Committees:**

**Jefferson County Emergency Services-** No meeting

**PSC Meeting** –No meeting

**Operations Committee** – A video meeting was held. Discussions were held with regards to COVID-19 practices.

**Chief's Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 27 employees with perfect attendance for the month March 2020.

**Public Relations Report** –Chief Williams reported the Public Relations events were canceled due to the COVID-19 virus.

**Education Report**– Chief Williams presented the Education Report. He stated we had 5 employees complete the APCO CTO training. All outside classes have been canceled.

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

**March 2020                      20,778 Total Calls              6,255 9-1-1 Calls**

Chief Williams advised, we had 700 more 911 calls than March of 2019.

The agency is not experiencing an increase in calls due to the COVID-19 virus, more domestic calls.

**Legal:** None

**Unfinished Business:**

**LOGISYS CAD** - Chief Williams reported, Assistant Chief Bieser has been working out of the backup center and has about three more agencies to finish the set-up of the responses. Hardware is scheduled to arrive next week, however, may get pushed back a few days due to the pandemic. Installation date will be determined upon the lifting of the stay at home orders throughout the states. We are conducting conference calls every two weeks as the system is being built. Once the system is built, go-to-meetings will be scheduled to log into the new CAD from Montana to run some testing. The new projected time frame for completion and to go live would be September or October, 2020. The dates all hinge upon the stay at home and fly orders currently in place.

**MDT Proposal:** Chief Williams informed the board, he has been working with Sergeant Tindall with regards to the RFP they have on the street for the MDT purchases. The RFP has a cooperative purchasing agreement included, so Jefferson County 9-1-1 Dispatch will be able to purchase our MDT'S through their contract.

**Amended Budget –** Chief Williams stated, the board had discussed creating some additional lines in the budget to allocate funds for future projects and operating expenses. An amended budget was presented to the board. The budget sheet reflected the fund balance at the top of the budget and the following items were added to the expenses in the budget.

Reserve Inter Op's	\$1,000,000.00
Reserve Vision Plans	\$1,200,000.00
Reserve Tax Recession	\$2,250,000.00
Reserve Technology Refresh	\$4,100,000.00
Reserved Operating Expense	\$1,870,000.00

This would bring the Amount for Appropriation to \$22,549,607.97 and the expenses to \$16,679,557.80

A motion was made by David Kennedy, seconded by Gary Wright to approve the amended 2020 budget as presented. Board Member Kennedy inquired if any line items had changed other than the five new line items added. Chief Williams stated that was correct, no other changes. Board Member Mayer inquired about the \$9,000,000.00 in the Sales Tax Revenue line item and the amount placed in the Reserve Tax Recession line item. Board Member Mayer stated, these amounts would need to be adjusted if things change with the lawsuit. Chief Williams stated, it may not affect us too much in 2020, because the sales tax revenue collection we receive is always a couple months behind and the number reflects just a few months of that loss. Chief Williams stated we would need to re-visit these numbers in July or August to evaluate the effect of the pandemic on our revenue. Board Member Mayer stated, more and more people are getting familiar with shopping online and this is going to have an impact on our revenue. The vote was as follows:

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

**New Business:**

**Pandemic Operations –** Chief Williams reported, we are running operations out of both facilities. This allows for more distance between dispatchers and deters the chance of an entire crew becoming exposed. By only have four employees at each facility, it lowers the risk for affection. Assistant Chief Bieser is working from the back-up facility to allow for separation of the management. and to protect the continuity of operations. We have Woodard Restoration spraying both centers with Enviro Shield every two weeks. Only 9-1-1 personnel are allowed in the building unless an

emergency. Deliveries are being left outside the fence. Working daily with the EOC, Health Department to track COVID-19 cases and assisting with the manning of the EOC desk. EOC is working with St. Louis City and County with regards to the pandemic.

**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 April 2020 bills presented in the amount of \$370,039.99. Checks #14875-14915 (14880 Voided) including EFTS. The vote was as follows:

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

**Monthly Audit Report** – No Report.

**Sales Tax Revenue:** Chief Williams reported the sales tax revenue for the month of March 2020 was \$784,345.82.

**Announcements:** Chief Williams informed the board, lunch was provided to the dispatchers for National Dispatcher Appreciation Week. Agencies also bought food for the crews. John and Sue Whitehead bought the crew lunch. Our dispatchers are working in trying times and are greatly appreciated.

A Motion was made by Paul Mayer, 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:

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

**Report from Executive Session** – Nothing to report.

A Motion was made by David Kennedy, seconded by Brian Taylor to adjourn the open session of the meeting. All present were in favor.

Respectfully Submitted

John Scullin  
Chairman

Vernon Cherry  
Secretary