

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**2/18/2021**

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 Board Member John Scullin. The following members of the Board were in attendance.

John Scullin – Chairman  
Paul Mayer – Vice-Chairman (Arrived at 2:03)  
Vernon Cherry – Secretary  
David Kennedy – Member  
Andy Sides – Member  
Brian Taylor – Member  
Gary Wright – Member

Absent: Andy Sides - Member

Also present: Travis Williams – Chief  
David Bieser – Assistant Chief  
Penni May – Business Manager  
Bob Sweeney - Counsel

**Guests:** Tanya Moder, Kara Lewis, Michael Prater, Natalie Lewis, Angie Edmond, Chris Hermann, Janet Smith, (Jeffco 911), Chief Bob Dunn, (Saline Valley F.P.D.), Chief Brian Gaudet, (Hillsboro F.P.D), Chief Dave Brown, (Mapaville Fire)

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

**Minutes** – Chairman Scullin presented the minutes of the regular session meeting of January 21,2021. A Motion was made by Vernon Cherry, seconded by Brian Taylor to approve the regular session Minutes of January 21,2021. All present were in favor.

**Guests Forum & Comments** – None

**Jefferson County Emergency Services** – Chief Williams informed the board; discussions were held regarding the CAD and the MDT's. The Health Department gave an update on the COVID vaccinations. A presentation was given by a Drug Assistance Rehab facility.

**PSC Meeting** – No Meeting

**Operations Meeting** – Discussions were held regarding the new CAD and Mobile Data Terminals. Tone issues for officers and dispatch verbiage were discussed. Two new call types will be added for ice rescues. Some personnel in the field are having an issue with portable radios cutting off during transmission. Chief Williams informed the board, this may be a lapel mic issue.



items will be enhancements and will require Logysis to develop those functions. This will be months down the road. Chairman Scullin requested a more thorough report from Logysis at the March meeting and to have someone from their company present the report to the board. Chief Williams stated, he agrees.

**MDT Rollouts** Chief Williams informed the board, we are approximately 95% done with Fire/EMS on the MDT rollout. We had a bit of a delay, due to the need of obtaining more NetMotion licenses. Chairman Scullin inquired about the feedback from the field, is it good or bad? His second question being, how long does it take for the tough books to refresh and boot. If a unit is on a call and closes their Toughbook out by mistake, how long to boot the program back up. It seems like some people in the field are having issues. Chief Williams stated, it should only take 30 to 45 seconds to launch. He also stated, you might be dealing with a connectivity issue. Chief Tom Fitzgerald stated the connectivity is a big issue. Board Member Brian Taylor stated, he has experienced about 30 to 40 seconds lag time when he is in a good service area.

**Pandemic Operations** – Chief Williams informed the board, due to the snow storms this month, we were unable to have the facilities sprayed. He will be scheduling them in the upcoming week. We are still taking temperatures of employees upon their entrance to the building. We did work with Comtreia and the Health Department to have vaccines available to our employees. At the current time we have no COVID-19 related cases in the building.

**Leadership Development Course** – Chief Williams informed the board; the main management staff has received their 360 evaluation and will be working with Donna on their goals. A Leadership Workshop has been scheduled for the upcoming week. The crew leads will receive their 360 evaluations in the upcoming week. We have also scheduled two days of communication training for all the employees. Donna Forgy has requested a meeting with the board to discuss the results of the evaluations.

#### **New Business:**

**Tower Maintenance/Repair** – Chief Williams informed the board, inspections have begun on the 18 tower sites. These inspections are required by our insurance provider and the towers are approximately 8 years old, therefore, inspections are needed. Approximately one-half of the sites have been inspected and some issues have been found that will need repair. Chief Williams stated, \$120,000 was placed in the annual budget for this project. He will keep the board apprised of the inspections and repairs as we move forward.

#### **Financial:**

**Bills of the Session** – The bills of the session were presented. A Motion was made by Paul Mayer, seconded by Vernon Cherry to approve the February 2021 bills presented in the amount of \$142,857.85, checks 15334-15374 (Including EFT's). The vote was as follows:

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

**Monthly Audit Report** – The monthly audit report was presented to the board.

**Annual 2020 Audit Report** – Chief Williams presented the 2020 annual audit. He stated if anyone had any questions, please let him know. Chairman Scullin stated, he would like to express his thanks to Penni and the Chief for all of their hard work on the financials and the budget during the year. He knows that is a lot of work. Chief Williams stated, there is a lot more work, then ten years ago. Chairman Scullin stated, the audit report always shows how clean the financials are and that's a good thing. A Motion was made by Brian Taylor, seconded by Vernon Cherry to approve and accept the 2020 Annual Audit as presented. The vote was as follows;

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

**Sales Tax Revenue** – Chief Williams reported the sales tax revenue for the month of January 2021 was \$784,579.61. Our revenue was up \$66,000 from last year.

**Announcements** – Chief Williams thanked the employees for working during the snow storms.

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

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

**Report from Executive Session – None**

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

Respectfully Submitted

John Scullin  
Chairman

Vernon Cherry  
Secretary