

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

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 2:05 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 (Joined meeting at 2:07)  
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:** None

**Agenda** –Chairman Scullin presented the agenda. Chief Williams requested to add Municipal Talk Group under New Business. A Motion by Brian Taylor, seconded by Paul Mayer to approve the amended Agenda. All present were in favor.

**Minutes** – Chairman Scullin presented the minutes of the regular session meeting of June 18, 2020, 2020. A Motion was made by David Kennedy, seconded by Andy Gary Wright to approve the regular session minutes of June 18 2020. All present were in favor.

**David Kennedy joined the meeting at 2:07**

**Guest Forum & Comments:** None

**Committees:**

**Jefferson County Emergency Services-** Discussions held regarding the COVID-19 pandemic and an Anthrax vaccine. Discussion of trainings offered at the fire academy.

**PSC Meeting** –No meeting. Assistant Chief Bieser has submitted his application to represent our agency at the meeting.

**Operations Committee** – ZOOM meeting was held and an update was given on the CAD and the MDT's

**Chief's Report:**

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

**June 2020**                      **23,818 Total Calls**              **7,404 9-1-1 Calls**

**9-1-1 calls were up approximately 150 from last year and incoming calls were down from last year.**

**Legal** - Attorney Sweeney informed the board, there have been some cases of COVID at the courthouse which will probably slow things down there.

**Unfinished Business:**

**LOGISYS CAD** - Chief Williams informed the board, four of our personnel are currently in Montana being trained on the administrative side of the CAD system. Cut over is still scheduled for late September. Dispatcher training will begin a week prior to the cut over.

**MDT Proposal:** Chief Williams informed the board, he did not meet with the committee last month. It was his understanding we are waiting until we get the next couple months of sales tax revenue. Board Member Kennedy inquired, if we had a reserve line in the budget for the purchase of the MDT's. Chief Williams stated, that was correct. Chief Williams stated, our last sales tax collection was about the same as last year. Board Member Kennedy suggested to press forward with the planning and present purchase numbers at the next board meeting. Attorney Sweeney stated the allocations have been placed in the 2020 budget, therefore a motion was not needed to purchase the MDT's. Board Member Kennedy suggested having Travis meet with the experts, obtain numbers and to also consolidate the reimbursement cost for the agencies that have already purchased their hardware and bring that total number to the board at the August meeting. Board Member Sides stated he would like for the MDT committee to meet and discuss the numbers prior to the August board meeting.

**Pandemic Operations:** Chief Williams informed the board, a mask mandate has been put in place for everyone entering the building. All employees will be allowed to take the mask off while at their desk, however, must be worn when up and moving around the building. Woodard continues to spray the building. Temperatures are being taking for anyone entering the building. Wiping down of surfaces continues.

**CALEA Position Interview:** Chief Williams stated, the interviews for the CALEA position will begin next week. The panel will be three CALEA professionals from outside agencies to assist with the process. He will be making a recommendation to the board for the position at the August meeting.

**New Business:**

**Municipality Talk Group** – Chief Williams informed the board, over the past few years the Sheriff's Office radio channel has gotten very busy with having both the Sheriff and all the municipalities on one channel. Chief Williams recommended to the board to create a new Municipal Talk Group channel for the municipalities. This will require an additional dispatcher position in the radio room, increasing the crews to nine dispatchers with a minimum of 8 dispatchers on at one time. When the remodel was developed, the anticipated growth was included with extra consoles in the radio room. The cost for additional personnel will be reflected in the 2021 budget. Chief Williams stated the new channel should be up and running by the October time frame once all the radios are programmed. Chief Williams stated, we have always budgeted a planning wedge for extra positions in our salary line, and now the time has come to use those funds. Board Member Taylor inquired if the new position would include running people on the new channel and be all encompass with radio traffic. Chief Williams stated, it would all be on the same channel and not Channel 3. They will still be able to scan the Sheriff office channel.

**Financial**

**Bills of the Session** –The bills of the session were presented. A Motion was made by David Kennedy seconded by Andy Sides to approve the July 2020 bills presented in the amount of \$329,046.62. Checks #15000-15044 (including EFTS). The vote was as follows:

David Kennedy	Yes
Andy Sides	Yes
Gary Wright	Yes
Paul Mayer	Yes

Vernon Cherry 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 June 2020 was \$968,608.88.

**Announcements:** None

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 David Kennedy, seconded by Paul Mayer to adjourn the open session of the meeting. All present were in favor.

Respectfully Submitted

John Scullin  
Chairman

Vernon Cherry  
Secretary