



TENTATIVE AGENDA
November 19, 2020
JEFFERSON COUNTY 9-1-1 DISPATCH
REGULAR MEETING OF THE BOARD OF DIRECTORS

Notice Posted November 18, 2020 at 2pm

Notice is hereby given that the Jefferson County 9-1-1 Dispatch will conduct a meeting at 2pm

November 19, 2020 (electronically with a link to be provided via social media)

at Jefferson County 9-1-1 Dispatch, 5475 Buckeye Valley Road, House Springs, MO 63051

Jefferson County 911 works to comply with the American with Disabilities Act requirements. Individuals who require accommodations to attend meetings should contact Jefferson County 911 at 636-797-9797 48 hours prior to the meeting date.

The tentative agenda of this meeting includes:

Call to Order – **Chairman Scullin**

Acceptance of Agenda

Meeting Minutes

Regular Session (October 15, 2020)

Executive Session (October 15, 2020)

Guest Forum & Comments

Committees

Jefferson County Emergency Services Association

PSC

Operations Committee

Chief's Report

Perfect Attendance Report

Statistic Report (Monthly)

Public Relations/Education Report

Legal

Unfinished Business

CAD

MDT Rollout

Air Quality Assessment

Pandemic Operations

Festus Radio Update

New Business

Financial

Current Expenses (November, 2020)

Monthly Audit Report

Sales Tax Revenue (October, 2020)

Announcements

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Sections 610.021.1 RSMo, for the purpose of discussion concerning litigation, personnel & contracts.

Adjourn to Closed Session

Reconvene to Open Session

Report on Closed Session

Adjournment

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
October 15, 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 Vice-Chairman Mayer. The following members of the Board were in attendance.

Paul Mayer –Vice-Chairman
Vernon Cherry – Secretary
David Kennedy – Member
Brian Taylor -- Member
Gary Wright – Member

Absent: John Scullin - Chairman
Andy Sides - Member

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

Guests: Geralyn Mayer, (Jeffco 9-1-1)

Agenda –Vice-Chairman Mayer presented the agenda. A Motion by David Kennedy, 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 September 17, 2020. A Motion was made by David Kennedy, seconded by Vernon Cherry to approve the regular session minutes of September 17, 2020. All present were in favor.

Guest Forum & Comments: None

Committees:

Jefferson County Emergency Services- Meeting was held via ZOOM and discussions were held regarding open CAD upgrade items and a plan for MDT deployment coming later this month.

PSC Meeting – No meeting

Operations Committee – ZOOM meeting. Discussions were held regarding closest equipment and CAD issues.

Chief's Report:

Perfect Attendance – Chief Williams reported, the agency had 32 employees with perfect attendance for the month September 2020.

Public Relations Report –Presented

Education Report– Presented

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

September 2020 23,637 Total Calls 6,664 (9-1-1 Calls) 2 calls fell in the unacceptable category

Legal - None.

Unfinished Business:

LOGISYS CAD - Vice-Chairman Mayer informed the board, he has been hearing some concerns regarding the CAD from the fire side. He also stated, Chief Williams has stated he is addressing those concerns. Vice-Chairman inquired if Chief Williams felt that LOGISYS was doing everything they could to rectify the problems. Chief Williams stated, LOGISYS is working on the problems. He also met with Chief Wingbermuehle the day prior to discuss the chiefs concerns. LOGISYS does quarterly updates and one was coming out soon. Chief Williams stated, we are hitting some speed bumps, but nothing major. The dispatchers are adapting to the new CAD pretty well. Chief Williams stated, if he had to do the project over, he would have taken smaller steps in rolling out the CAD. Board Member Kennedy asked Vice-Chairman Mayer, with regards to the fire agencies perspective, where are the problems on a scale of 1-10? Vice-Chairman Mayer stated, there was an issue with a call involving his old department. The dispatchers did an amazing job, however, getting the equipment to the call was a problem.

Chief Williams stated, we are currently working on some reporting issues with Active 911 and some of the other third party reporting software. We have an issue with the spacing between the tones, LOGISYS is working on the issue. The Sheriff's Office has deployed about one-half of their MDT's to the field. LOGISYS is developing a training video for the users in the field. Board Member Wright requested the training video be sent to the board when available. October 19th, we will begin deploying MDT's to the fire agency duty officers. Chief Williams stated it will take some time to work out the kinks in the CAD system.

Air Quality Testing- Chief Williams informed the board, an air quality test has been performed on the building and he is awaiting the report. He also informed the board, Crane will be installing an air filtering system in the building.

Board Member Taylor inquired how the employees are doing health wise. Chief Williams stated we currently do not have any active COVID cases. We have had some overtime shifts due to employees being out at the same time. We are still trying to get fully staffed.

New Business: None

Financial

2021 Budget - Chief Williams informed the board, he had presented the 2021 budget earlier in the day for review. He stated it was similar to the one he had submitted a couple months prior. The revised proposed budget contained two additional dispatch positions. A Motion was made by David Kennedy, seconded by Gary Wright to accept and approve the budget as presented for purpose of discussions. All present were in favor. Vice-Chairman Mayer inquired about the Addressing Revenue line item. We have collected \$11,590 to date this year. Why is the 2021 proposed addressing revenue at \$2,200 for next year so low. Chief Williams stated, the amount is low because of the uncertainty. Many of the new houses being built are in subdivisions that have already been addressed. Vice-Chairman Mayer also inquired about the Interest Income line item. We have collected \$108,868 this year and the 2021 budget has been lowered to \$45,000. Chief Williams stated, the interest rates have dropped and the bank has been calling some of the C/D's we currently have with the larger interest rates. Vice-Chairman Mayer inquired about the Long Term Disability line item. Chief Williams stated, the proposed line item is probably high. It is based on salary amounts.

Vice-Chairman Mayer inquired, what is the increase this year for union employees' percentage wise. Chief Williams stated, the topped out union employees and salaried employees are receiving a 1.4% cost of living increase. The other union employees will receive the step increase according to the scale.

Vice-Chairman Mayer also inquired, Does the training line item include the new changes that were recommended for the dispatcher training program and the management team training as discussed in the leadership meetings. Chief Williams stated, the money in the training budget is mainly for dispatcher training such as EMD, CPR, the training program that we use in house, St. Louis County Police training classes. Management training would not come out of that line item.

Vice-Chairman Mayer inquired about the proposal for the training academy, where new dispatchers are placed in a four or six-week training program not in the radio room. He also stated, he would assume funds have been allocated in the budget for the new hire along with personnel cost for staff to train the new hires. Along with allocated funds for the additional personnel needed while other employees may be assisting with the training. He stated, he wants to make sure this has all been

figured into the budget for this type of program. Chief Williams stated, the funds have been allocated in the 2021 budget.

Board Member Kennedy inquired if Chief Williams is replenishing the reserve funds as needed to maintain a certain level. Chief Williams stated, those reserve funds are being replenished. Board Member Kennedy inquired if the deferral of Social Security payments has an impact on our agency? Chief Williams stated they do not have an impact on our agency. The vote on the 2021 budget was as follows:

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

Bills of the Session –The bills of the session were presented. A Motion was made by David Kennedy seconded by Gary Wright to approve the October, 2020 bills presented in the amount of \$166,856.51. Checks #15044-15189 (including EFTS) (Check 15145 Replaced lost check). The vote was as follows:

David Kennedy	Yes
Gary Wright	Yes
Vernon Cherry	Yes
Brian Taylor	Yes
Paul Mayer	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 September 2020 was \$841,527.98. We are up year to date approximately \$53,000.

Board Member Kennedy asked the question, with the current investment interest rates being so low, would there be any advantage to pre-paying any funds we owe to municipalities? Just something for the Chief to consider.

Board Member Kennedy also requested, Chief Williams gather some information on St. Charles having a 9-1-1 outage and the reason behind that issue. He requested Chief Williams bring that information to the board.

Announcements: Chief Williams informed the board, Geri Mayer will be retiring after the first of the year.

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

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

Report from Executive Session – None

A Motion was made by David Kennedy 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