



**TENTATIVE AGENDA**  
**October 15 2020**  
**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS**

Notice Posted October 8, 2020 at 2pm

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

**October 15, 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 (September 17, 2020)**

**Executive Session (September 17, 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 Cutover**

**MDT Rollout**

**Air Quality Assessment**

New Business

**2021 Budget**

Financial

**Current Expenses (October, 2020)**

**Monthly Audit Report**

**Sales Tax Revenue (September, 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**  
**September 17, 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 Chairman John 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  
Gary Wright – Member

Absent: Andy Sides

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

**Guests:** Angie Edmond, (Jeffco 9-1-1)

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

**Minutes** – Chairman Scullin presented the minutes of the regular session meeting of August 20, 2020. A Motion was made by David Kennedy, seconded by Vernon Cherry to approve the regular session minutes of August 20, 2020. All present were in favor.

**Guest Forum & Comments:** Angela Edmond introduced herself to the board and thanked them for being promoted to the position of Accreditation Manager. She also informed the board, she will be in charge of the Public Relations for the agency. Angie informed the board of her history with Jefferson County 9-1-1 Dispatch and stated she was glad to be back full-time with the administrative staff.

**Committees:**

**Jefferson County Emergency Services-** Meeting was held via ZOOM and discussions were held regarding CAD upgrade and Emergency Operations.

**PSC Meeting** –Radio Technician Tom Nahlik has submitted his application to the County Council for approval to be appointed to the PSC board representing Jefferson County 9-1-1 Dispatch.

**Operations Committee** – ZOOM meeting. CAD discussions were held. Agencies have been meeting with Assistant Chief Bieser and Chief Williams to go over their responses.

**Chief's Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 31 employees with perfect attendance for the month August 2020.

**Public Relations Report** –No Report

**Education Report**– Chief Williams stated we are in the process of training four new employees. We still have two openings to fill.

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

**August 2020**                      **24,076 Total Calls**                      **7,492 (9-1-1 Calls) (up over 400 from last year)**

**Legal** - None.

**Unfinished Business:**

**LOGISYS CAD** - Chief Williams informed the board, LOGISYS cutover has been pushed back to September 22, 2020. We still have some interfaces that need to be worked out.

**MDT Proposal** – MDT's will be rolled out two weeks after cutover. We have 173 computers on site that will need to be programmed with the MDT software. The MDT software for the Sheriff's Office has been completed and given to them to begin programming. They will then deploy their laptops and perform testing.

**Pandemic Operations** - Chief Williams informed the board, we are continuing to wear masks, checking temperatures and operating according to the CDC Guidelines. We are continuing to have the building sprayed every two weeks. We have had 5 employees that have had COVID-19 or someone in their home has had COVID-19. If an employee or immediate family member within the home test positive, we are mandating quarantine for 14 days with pay.

**Air Quality Proposal** - Chief Williams has obtained a quote for an air quality assessment. The quote from TRANE is \$3,700 for a Bipolar Air Ionizer system to equipped both HVAC systems at the main facility. This system is installed in large buildings such as schools and commercial buildings. Chairman Scullin stated, he trusted the system had been researched and anything we can do to provide clean air will be great. David Kennedy was of the opinion a filtering system was a good idea, he also suggested contacting Mercy Hospital South (the one in Jefferson County) to gather information on what type of system they utilize in their sensitive areas of the building. He was a little concerned with the \$3,700 price of this system and perhaps there are other systems out there. Chairman Scullin inquired if an air study was performed on our buildings. Chief Williams stated, they did not take any air samples. Chairman Scullin stated, he would like to have an air quality report done on both centers, once the systems are installed. He also stated, over the years, several of the Fire and EMS agencies have found black mold in their buildings. Gary Wright suggested having the air quality check before and after when installing a system to verify the system is working.

**Festus Police Radio** – Chief Williams informed the board, we did meet with Festus and the Motorola contract has been signed. Attorney Sweeney has submitted the Interagency Agreement to the Festus attorney for review and approval. Console and back office Radio equipment will be ordered shortly for an anticipated operation date of March 2021.

**New Business:** None

**Financial**

**2021 Budget** - Chief Williams presented the 2021 budget to the board for review and approval at an upcoming board meeting. Chief Williams stated, Board Member Taylor had requested a salary study be performed for the board's review. Chief Williams informed the board, he was working on the study and will submit it to the board. Chief Williams stated, he is in favor to increase the starting salary for a dispatcher and add an additional step. He also stated, we are not getting quality applications. We may receive six or eight applications and more than half of those applicants do not pass the test. Chief Williams stated, if we increase the starting salary from \$32K to \$35K it may help. We are still towards the bottom of the salary range when comparing to St. Charles, St. Louis County. We also are in the third year of the union contract, and we may want to wait for contract negotiations. Chairman Scullin stated, he did not have a problem with increasing the starting pay now and the union sub-committee can work on the following year during contract negotiations. He also stated, we cannot grow the amount overnight, but if we do not keep it in our sights, we will find ourselves at the bottom. We need to look at salaries more frequently when we are preparing the yearly budgets. David Kennedy stated, he had discussions with Chief Williams and he helped him understand the retention problem is never going to go away. We hire employees that the career destination is dispatching and then we hire employees that have Fire, EMS or Police career destinations. Gary Wright inquired if we recruit from the Fire and Police academies. Chief Williams informed the board we do attend job fairs. When someone goes through an academy, they have spent money on tuition

and want to be a police officer, paramedic or firefighter. Chief Williams stated, being a dispatcher is a difficult job, it is stressful, you never know the ending result of a call taken.

**Bills of the Session** –The bills of the session were presented. A Motion was made by David Kennedy seconded by Vernon Cherry to approve the September, 2020 bills presented in the amount of \$1,277,576.44. Checks #15097-15143 (including EFTS). The vote was as follows:

David Kennedy	Yes
Vernon Cherry	Yes
Brian Taylor	Yes
Gary Wright	Yes
Paul Mayer	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 August 2020 was \$1,079,058.19. We are up year to date approximately \$276,000.

**Announcements:** Chief Williams informed the board, he will be meeting with Pevely within the next couple weeks to discuss the radio system. Davis Kennedy complimented Addressing Manager John Lewis on his assistance to the census takers over the past few weeks. David Kennedy states John Lewis is a gold mine of knowledge when it comes to addresses in the county.

A Motion was made by David Kennedy, 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:

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

**Report from Executive Session** – The board voted unanimously to approve an expenditure of \$4,792 (Dura Seal) to pave a portion of the driveway at the Winterwood site. This expenditure is to satisfy our obligation to the Winterwood subdivision indenture requirements.

A Motion was made by David Kennedy 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