

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**June 25, 2026**

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 1:00 pm at Jefferson County 9-1-1 Dispatch Main Center including an electronically linked social media source (Teams) by Chairman John Scullin. The following members of the Board were in attendance:

John Scullin - Chairman  
David Kennedy – Vice-Chairman  
Brian Taylor – Secretary (Teams)  
Greg Brown – Member  
Alan Leaderbrand – Member

Absent: Andy Sides – Member  
Jamie Guinn – Member

Also present: John Whitehead – Chief  
Bob Sweeney – Counsel  
Angie Edmond – Business Manager

**Guests-** Adrienne Mayberry, Chris Hermann, Shawn Legens, Kara Lewis, Michelle Caraway, Sarah Shearin, Julie Blechle (Teams) and Travis Missey (Teams)

At the request of Board Member Alan Leaderbrand, the Pledge of Allegiance will be recited at all Board Meetings before the Agenda is accepted.

**Agenda** –Chairman John Scullin asked for a motion to accept the agenda with two proposed additions to new business-Saline Valley FPD iPad request and tree trimming for the hill quotes. Greg Brown made the motion with a second by Alan Leaderbrand. All present were in favor.

**Minutes** –Chairman John Scullin presented the minutes of the regular session meeting of May 28, 2026. A Motion was made by David Kennedy seconded by Alan Leaderbrand, to approve the regular session minutes of May 28, 2026. All present were in favor.

**Guests Forum & Comments:**

**Jefferson County Emergency Services** - Chief Whitehead advised the Board this committee met last month and will be meeting the following week, no updates at this time.

**Operations Committee** – Chief Whitehead advised the committee held tactical discussions and CAD system updates were provided.

**Chief's Report:**

**Life Saving Awards** – Chief Whitehead recognized Sarah Shearin for a clinical save for her role in providing CPR to an unconscious diabetic with agonal breathing. Chief Whitehead also advised the Board Antonia FPD states the patient has made a full recovery.

**Telecommunicator Success** - Chief Whitehead advised the Board that Julie Haines was highlighted this month. She has been with our agency for two years. Prior to that, she worked for Perry County. Julie likes being a part of the team.

**Work Anniversaries** - Chief Whitehead reported there were a couple of anniversaries in April. They are as follows: Sabrina Harris – 1 year and Andrea Duncan – 1 year, Jenny Trost – 5 years and Bailey Epple – 11 years. Chief Whitehead explained the hiring process, reporting to the board HR Manager Mayberry follows CALEA standards to make sure everything is handled consistently.

**Overtime Report** – Chief Whitehead presented the Overtime Usage vs Budget report. Chief Whitehead advised there was an increase in overtime this month, however overall, we are still under budget.

**Call Statistics Report** – Chief Whitehead presented the call statistics for the month of May advising the number of calls are staying consistent, with a steady increase in calls throughout the day, before dropping off steadily after midnight. Chief Whitehead advised the Board, the calls keep coming in.

**Total Non-Emergency Calls-13,123**

**Total 9-1-1 Calls- 6,653**

**Total Calls-19,776**

**Public Relations and CALEA Report** – Chief Whitehead reported Accreditation/PR Manager, and the PR team have been busy attending Rock Township's "Safe Summer" and Rock Community's "Kids' Fire Camp," as well as Festus' Senior Expo and an open house at Hillsboro Fire. Chief Whitehead reported to the Board that the current CALEA re-accreditation cycle is going well, with 147 of 210 Communications Standards remaining.

**Training Report** – Chief Whitehead presented the education report, advising fourteen telecommunicators were able to go through APCO's Basic Telecommunicator Course at the agency with our own employees teaching the courses. Six telecommunicators participated in a CIT for Dispatch Course. Five telecommunicators completed EMD remotely and received their initial certification. The agency also participated in two tactical dispatch operations, one at Kimmswick's Strawberry Festival and the other at the Jefferson County Rodeo in Hillsboro.

**QA/QI Report** – Chief Whitehead presented the QA report, advising 3,470 calls were evaluated and 99% of the calls were compliant. 1% fell in the low compliant category. Chief Whitehead explained to the Board reasons why a call might land in the low compliance category.

**Legal** – Missouri Ethics Ordinance 2026-02 – Chief Whitehead advised we have an Ethics Ordinance needing approval. Attorney Sweeney advised the ordinance needs to be read by title. Chairman Scullin read the ordinance as follows:

"An ordinance of the Jefferson County 911 Dispatch, Missouri, to establish a procedure to disclose potential conflicts of interest and substantial interest for certain officials." A motion was made by David Kennedy with a second by Greg Brown. A roll call vote was taken. Chairman Scullin advised the motion passed. The vote was as follows:

|               |     |
|---------------|-----|
| David Kennedy | Yes |
| Greg Brown    | Yes |
| John Scullin  | Yes |

|                  |     |
|------------------|-----|
| Alan Leaderbrand | Yes |
| Brian Taylor     | Yes |

### **Unfinished Business:**

**Ford Explorer delivered** – Chief Whitehead reported the 2026 Ford Explorer, which was ordered in January has arrived. Chief Whitehead advised the Board the vehicle was purchased for quite a bit less than the budgeted amount. He also advised the vehicle will be used for PR events, training and for errands by the administrative staff.

**Radio/MDT Committees-** Chief Whitehead advised the radio committee is pushing forward. They are tightening up their numbers, exploring different brand options and talking with the SLATER group on options as well.

**Building/Upgrade Feasibility Study** - Chief Whitehead advised the Board representatives from FGMA will be at the July board meeting and will present three possible options.

### **New Business –**

**Election of Officers (Vice Chairman and Secretary)** – Chief Whitehead advised the Board that because we have new members on the Board following the election, we need to elect a Vice Chairman and a Secretary. Chairman Scullin opened the floor for nominations for Vice Chairman. Greg Brown nominated David Kennedy with a second from Brian Taylor. There were no further nominations. Chairman Scullin pronounced David Kennedy as Vice Chairman. Chairman Scullin opened the floor for nominations for Secretary. David Kennedy nominated Brian Taylor with a second by Alan Leaderbrand. There were no further nominations. Chairman Scullin pronounced Brian Taylor as Secretary.

**Mid-Year 2026 Budget Adjustment** – Chief Whitehead explained the current adjustments to the current 2026 budget to include reducing the following categories: Annual Audit under Accounting, Technical Consulting under Consulting, EAP and FMLA under HR Expense, Hardware under IT, Liability, Crime/Theft and Cyber under General Insurance, and Management/HR Education under Training. Reductions also occurred in Capital Expenses. These categories include Primary Center Chairs, 2026 Explorer, and Shelter AC replacement.

There was one category eliminated in Expenses: Election.

There were two categories eliminated in Capital Expenses: Translation/Transcription and St. Luke's Land Sale.

Positive adjustments occurred in the following Expense categories: Mileage under Conventions/Meetings, Property Insurance and Workers Comp Insurance under General Insurance, SAAS and Miscellaneous under IT, Local/Regional Associations under Membership Dues, and Continuing Education under Training,

Positive adjustments occurred in the following Capital Expense: Business Intelligence.

There was one category added due to an item which was approved in 2025 but not completed or paid for. That category is CAD Upgrade (2025). With the previously notated adjustments discussed, Chairman Scullin asked for a motion to approve the amended 2026 budget. David Kennedy made the motion after a clarifying discussion regarding whether there would be any foreseeable administrative staff changes (Chief Whitehead advised there are none), with a second by Greg Brown. Chairman Scullin called for a roll call vote with the motion passing. Votes were as follows:

|                  |     |
|------------------|-----|
| David Kennedy    | Yes |
| Greg Brown       | Yes |
| John Scullin     | Yes |
| Alan Leaderbrand | Yes |
| Brian Taylor     | Yes |

**STARRS Appointment Approval by the Board** – Chief Whitehead advised the Board he has met with STARRS representatives. A discussion was led by Board Member Brown regarding STARRS' responsibilities, items they have purchased and historically who has served on the Board. Chief Whitehead advised the Board, STARRS requires the Board to nominate him for a Board position with STARRS. Greg Brown made the nomination with the second by David Kennedy. Chairman Scullin asked for discussion, there was none. He called for a roll call vote with the motion passing. Votes were as follows:

|                  |     |
|------------------|-----|
| Greg Brown       | Yes |
| David Kennedy    | Yes |
| John Scullin     | Yes |
| Alan Leaderbrand | Yes |
| Brian Taylor     | Yes |

**Saline Valley Fire Protection District iPad Request** – Chief Whitehead advised the Board he has received a request from Chief Dunn for the consideration of reimbursing the department for the purchase of four iPads in September of 2025. A discussion was held regarding best practices for current and future requests on items purchased in previous years. Board Member Taylor, who is on the MDT committee advised he would like to take this request back to the committee for further discussion. Everyone present agreed to pass this request on to the MDT committee, who will bring a recommendation back to the Board. Chairman Scullin advised no action taken by the Board at this point; item is tabled.

**Tree Trimming of the Main Center Hill** – Chief Whitehead reported to the Board he has obtained bids for having the hill at the main center cleared for safer passage. A discussion was held regarding the difference in the bids. Greg Brown made a motion with a second by Alan Leaderbrand to accept the lowest bid which was submitted by Bauman Tree Service. All present were in favor.

#### **Financial -**

**Monthly Reconciliation Report** – Chief Whitehead presented the monthly reconciliation report along with some additional finance reports for the month.

**Bills of the Session** – The bills of the session were presented by Chief Whitehead. A Motion was made by David Kennedy, seconded by Alan Leaderbrand to approve the June 2026 bills presented in the amount of \$567,365.14, checks 18363 through 18413 with 15 EFTs. A roll call vote took place with the motion passing. Votes were as follows:

|                  |     |
|------------------|-----|
| David Kennedy    | Yes |
| Alan Leaderbrand | Yes |
| John Scullin     | Yes |
| Greg Brown       | Yes |
| Brian Taylor     | Yes |

**Operating Income Report** – Chief Whitehead presented the Operating Income Report.

**Income/Expenses Trending (24 Month)** – Chief Whitehead presented this report. Chief Whitehead advised the Board that the agency's expenses are still on track and in line with our budget.

**Sales Tax Revenue** – Sales Tax Revenue for the month of May 2026 was \$1,031,728.33.

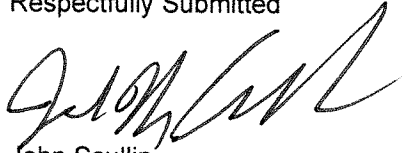
**Announcements** – No announcements.

**Executive Session** – No executive session.

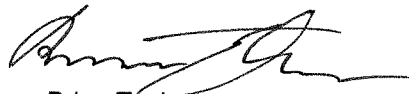
**Report from Executive Session** – No meeting to report on.

A Motion was made by Alan Leaderbrand, seconded by Greg Brown, to adjourn the open session of the meeting at 1:51pm. All present were in favor.

Respectfully Submitted



John Scullin  
Chairman



Brian Taylor  
Secretary