

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
March 26, 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 Vice Chairman David Kennedy. The following members of the Board were in attendance:

David Kennedy – Vice-Chairman
Brian Taylor – Secretary
Rachelle Roe – Member (Teams)
Andy Sides – Member
Jamie Guinn – Member (Teams)

Absent: John Scullin (Chairman)
Greg Brown - Member

Also present: John Whitehead – Chief
Bob Sweeney – Counsel (Teams)
David Bieser – Assistant Chief
Penni May – Business Manager
Angie Edmond – Business Manager

Guests- Adrienne Mayberry, Chris Hermann, Michelle Caraway, Jackie Manley, Randall Martin, Shawn Legens, Tom Nahlik, John Lewis, Travis Missey, Alec Gryglewski, Alan Leaderbrand, Chief Bob Dunn (had to depart during the meeting), Jenny Trost attended via Teams. Guests attending at the end of the meeting were: Kara Lewis, John May, Cory Prindeville, Kasey Prindeville and Cori Haverstick.

Agenda –Vice Chairman David Kennedy asked for a motion to accept the agenda. Andy Sides made the motion with a second by Brian Taylor. All present were in favor.

Minutes –Vice Chairman David Kennedy presented the minutes of the regular session meeting of February 26, 2026. A Motion was made by Andy Sides seconded by Brian Tylor, to approve the regular session minutes of February 26, 2026. All present were in favor.

Guests Forum & Comments:

Jefferson County Emergency Services - Chief Whitehead reported he attended the meeting and that status checks and numbering apparatus names were discussed.

Operations Committee – Chief Whitehead advised he attended the meeting and the committee approved the numbering system for the apparatus. Status checks on responding apparatus were also approved for testing.

Chief's Report:

Telecommunicator Success - Telecommunicator Danielle Beiter-Laube was recognized as a night shift telecommunicator who loves the work she does with the agency.

Work Anniversaries - Chief Whitehead reported there were several anniversaries in March. They are as follows: Adrienne Mayberry, 19 years, Michael Prater and Rebecca Presnell both with 18 years, Caleb Massey with 3 years, Jon Appel with 2 years and Fletcher Wideman and Chief John Whitehead both with 1 year.

Overtime Report – Chief Whitehead presented the Overtime Usage vs Budget report. Chief Whitehead stated that overtime is still in a manageable area with no cause for concern. Even with sick time call outs during winter season, we are remaining under our budgeted numbers. Next month the report will come in above the red line on the bar graph report due to March having 3 pay periods.

Call Statistics Report – Chief Whitehead presented the call statistics for the month of February advising the number of calls received was average.

Total Non-Emergency Calls-10,475

Total 9-1-1 Calls-5,223

Total Calls-15,698

Public Relations and CALEA Report – Chief Whitehead reported the Little Heroes program is working well. Six people have completed training and will be going to the schools in groups of two. The PR team has also presented at a few career days in the county. Chief Whitehead further reported the agency has been meeting with the Northwest School district with plans to remain active in their schools. Chief Whitehead reported that Kara is working on proving the standards needed for the next CALEA assessment. There are 188 of 210 standards remaining to be proved this year.

Training Report – Chief Whitehead presented the education report, advising 6 employees attended the recent MPSCC conference. While this number seems high, 2 people were selected (Randall Martin and Matt Amos) to give presentations at the conference. Caleb Massey won a grant on his own and was able to attend free of charge. Training Coordinator Randall Martin has also been chosen to present at the National APCO conference. Chief Whitehead advised for the first time in over two years, all telecommunicators have completed first level training. Three telecommunicators have recently been released on their third position. Four telecommunicators are working on their second and third positions.

QA/QI Report – Chief Whitehead presented the QA report, advising the GovWorx program reported on 1900 calls in the month of February with 99% of them being compliant and zero calls being non-compliant. Chief Whitehead reported the crews are using this as a friendly competition to see which crew can score the highest.

The citizen surveys are showing how well the telecommunicators are doing as call takers. Chief Whitehead reported out of 2163 surveys, the agency received 900 surveys back and received score of 98.32%.

Legal - Nothing for legal this month.

Unfinished Business:

Radio/MDT Committees- Chief Whitehead advised the Board the committees have met and are working on gathering accurate numbers of radios and MDTs in circulation. Members of the committees have been speaking with different vendors as well. Chief Whitehead further reported the committees have been speaking with the agencies about their preferred methodology and everything seems to be going well.

Septic Tank Update-Chief Whitehead advised the Board the vendor with the lowest bid was selected, who happens to be the same person who put in the septic system. They gave an anticipated start date later in April. Chief Whitehead reported to the Board that the company working on the feasibility study asked for some modifications to the plan of roughing in bathrooms, just until the study is complete.

Building/Upgrade Feasibility Study Update – Chief Whitehead advised the Board there is nothing new to report. The sites have all been visited and they are working on the report currently.

Non-Emergency AI – Chief Whitehead advised the Board he thought they had a forerunner for this project but have decided more research is warranted. Chief Whitehead explained the difference between the two primary companies and advised he expects to have a recommendation before June. Brian Taylor asked if the agency knows what percentage of calls the AI software should be able to handle. Chief Whitehead explained he has been advised that between 40 and 50% of non-emergency calls could be handled by the AI software. Chief Whitehead further explained this will alleviate the radio telecommunicators from having to answer phones while on the radio, as well as allowing the call takers to focus more on emergency calls.

New Business –

2025 Financial Audit-Chief Whitehead reported the audit went well. He also reported to the Board there was a fund set aside for the Fire Association over 20 years ago which still shows up in our books. There is an upcoming expense for the fire departments regarding Xalt Report Writing. These funds will be used towards that purchase. Vice Chairman David Kennedy asked the Board if anyone had any questions or comments. No one had any questions. Jamie Guinn made the motion to approve the annual financial audit report with a second by Andy Sides with no discussion. All present voted in favor of approving the audit.

Precision Lawn and Weed Mitigation-Chief Whitehead reported to the board Tom Nahlik spoke with 4 companies and Precision Lawn's bid, (who also takes care of our roads in the winter), was accepted with the best price. Chief Whitehead reported to the board we are under our budget with this company, as well. There was a discussion held regarding our lawn equipment, including a tractor and whether we should keep it. Chief Whitehead stated he believes we should hold on to the equipment for now.

GIS Position-Chief Whitehead explained to the Board that the agency is beginning to prepare for some redundancy in the addressing department. The open position (previously approved by the Board) was advertised on social media platforms, including LinkedIn. The agency received 3 resumes, all internally. Each of the 3 has some type of background that could assist them in the position. John Lewis is going to have each applicant sit in with him for a week to give them an idea on what the job entails. Brian Taylor asked what a reasonable training time frame would be. John Lewis spoke on some formal training he would like the employee to have before he starts to work with them. Chief Whitehead advised the Board that he believes an adequate time frame to be 18 months given the number of tasks the employee will have to learn. Brian Taylor inquired why it would take that long. There was a discussion held regarding how individualized John's position is and the fact he has built the job around him for the past 30 plus

years. Andy Sides inquired what the starting salary would be. Chief Whitehead advised the starting salary will depend on experience. The budget is set for the top amount the agency is willing to pay.

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 Brian Taylor, seconded by David Kennedy to approve the March 2026 bills presented in the amount of \$309,110.65, checks 18188 through 18260 with 10 EFTs. A roll call vote was taken with the following results:

Brian Taylor	Yes
Dvid Kennedy	Yes
Rachelle Roe	Yes
Andy Sides	Yes
Jamie Guinn	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.

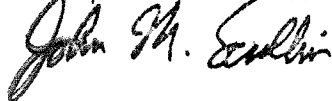
Sales Tax Revenue – Sales Tax Revenue for the month of February 2026 was \$1,177,200.40.

Announcements – Chief Whitehead presented Penni May with a retirement gift purchased by the agency, as well as many employees and friends. Penni's family joined the meeting, and she was very surprised and appreciative. Chief Whitehead spoke on her amazing career and thanked her for her many years of service. Penni May thanked everyone and wished the agency the best.

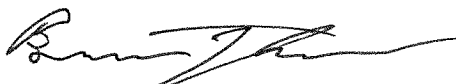
Executive Session – An executive session was not held in March 2026.

A Motion was made by Jamie Guinn, seconded by Andy Sides, to adjourn the open session of the meeting at 1:49pm. All present were in favor.

Respectfully Submitted



John Scullin
Chairman



Brian Taylor
Secretary