

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
July 21, 2022

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 10:00 am at Jefferson County 9-1-1 Dispatch including an electronically linked social media source (ZOOM) by Chairman John Scullin. The following members of the Board were in attendance.

John Scullin – Chairman (Zoom)
Paul Mayer – Vice-Chairman (Zoom)
Brian Taylor – Secretary
Jamie Guinn - Member
David Kennedy – Member
Andy Sides - Member
John Whitehead - Member

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

Guests: Chris Hermann (911), Angie Edmond (911), Michelle Caraway (911), Shawn Legens (911), Mike Prater (911),

Agenda –Chairman Scullin presented the agenda. A Motion was made by Jamie Guinn, seconded by John Whitehead to approve the amended Agenda. All present were in favor.

Minutes –Chairman Scullin presented the minutes of the regular session meeting of June 23, 2022. A Motion was made by Jamie Quinn seconded by David Kennedy to approve the regular session Minutes of June 23,2022. All present were in favor.

Guests Forum & Comments: None

Committees:

Jefferson County Emergency Services – Chief Williams reported the Jefferson County Emergency Services committee adopted updated By-Laws. Discussion were held regarding the man down button on the radios. Discussed radio replacement proposal.

PSC Meeting – Discussion regarding the Emergency Operations.

Operations Meeting – Nothing to report

Chief's Report:

Perfect Attendance – Chief Williams reported, the agency had 35 employees with perfect attendance for the month June 2022.

Call Statistics

Total Calls 20,537

9-1-1 Calls 6,549 (1 call was answered outside of our standard answering time)

Education Report – Chief Williams submitted the Education Report. Chief stated we are now fully staffed. We have three or four employees in training and working on getting them released from their first position. Board Member Whitehead inquired if the Chief has had any discussion about having overlay employees staffed to be prepared in the event someone leaves. Chief Williams stated, we have increased the staff within the last year, where we have 9, 10 or 11 on a crew. We also have a group of part-time personnel. Chief Williams stated, we have three or four applicants that will be testing and interviewed to create a hiring list. Board Member Kennedy inquired how long is the process to bring a new hire on board. Chief Williams stated, it takes about two to three weeks. A discussion was held regarding the length of time it takes for a dispatcher to be released on call taking and one position. Board Member Guinn suggested starting a program at the high school level to have the student shadow a dispatcher and explain the training needed to become a dispatcher. Chief Williams stated, six months ago we lowered the required age to 18yrs of age. We also do job fairs at the high schools and college. Board Member Kennedy, stated, he knows the pre-hire process is important, however, if there would be anyway to shorten it that would be great. Board Member Whitehead stated, this industry has shown the need for dispatchers. So if we have a really good person that we want for a position and there is not an open slot, perhaps it is worth our while to hire them in that overlay position.

Public Relations Report – Chief Williams submitted the report.

Unfinished Business:

Subscriber Refresh – Chief Williams reported, the committee did meet and the proposal has come in with 297 Law Enforcement, 534 Fire/EMS along with chargers and Lapel mics. The total cost for this proposal is \$5,570,121.00. This price includes a 5-year maintenance contract and the device management services. This software will allow for radios to be programmed via Wi-Fi, Radio Technician Nahlik will be able to program the radios without hands on. Once the radio unit is within Wi-Fi range it will automatically update. The Wi-Fi feature will also assist when a radio is in a dead spot, such as a hospital or school, it can be switched to Wi-Fi and get communication back to us over the Wi-Fi. Chief Williams stated, the package also allows for three of our staff to be trained on the radio software. Board Member Kennedy inquired if this cost is in the budget. Chief Williams stated, this expenditure is in the ten-year plan. Chief Williams stated, we do have the funds earmarked in the technology refresh plans. Chief Williams stated he would like to recommend the board move forward with the project. A Motion was made by David Kennedy, seconded by Paul Mayer to approve the radio replacement expenditure and make the appropriate adjustments to the line item within the budget. Board Member Taylor inquired if Motorola is pretty confident about the 12-week time frame for delivery. Chief Williams stated, the radios are available, it's the batteries that will cause the delay if any. Board Member Mayer inquired about the old radios. Chief Williams stated, the current plan is to have the radios remain with the original agencies in which they were distributed. It will be up those agencies to maintain the old radios. Once they quit working, they will probably not be able to be fixed, due to end of life. Chief Williams stated, there has been some talk of creating a cache of radios for the north and the south to use for large scale event.

Board Member Mayer inquired if Tom will still be able to program the old radios. Chief Williams stated, yes he will. Chief Williams stated, this price also includes Joachim Platin Ambulance and Festus Fire. The vote was as follows:

David Kennedy	Yes
Paul Mayer	Yes
Andy Sides	Yes
Brian Taylor	Yes
Jamie Guinn	Yes
John Whitehead	Yes
John Scullin	Yes

Legal:

UMB Resolution – Chairman Scullin presented Resolution 07-02-22 UMB Commercial Deposit Account and Related Services to be adopted. This resolution and new signature cards were presented for approval and signatures of the board. A Motion was made by David Kennedy, seconded by Brian Taylor to adopt the Resolution 07-02-22 and approve the new signature cards. The vote was as follows:

David Kennedy	Yes
Brian Taylor	Yes
Andy Sides	Yes
John Whitehead	Yes
Jamie Guinn	Yes
Paul Mayer	Yes
John Scullin	Yes

Missouri Ethics Ordinance – Attorney Sweeney read Missouri Ethics Ordinance 07-01-22 by title for adoption. Attorney Sweeney read the second reading by title. A Motion was made David Kennedy, seconded by Andy Sides to adopt the Missouri Ethics Ordinance 07-02-2022. The vote was as follows:

David Kennedy	Yes
Andy Sides	Yes
Brian Taylor	Yes
Jamie Guinn	Yes
Paul Mayer	Yes
John Whitehead	Yes
John Scullin	Yes

New Business:

Syntrio Lighthouse Hotline – Chief Williams stated he and Penni had a brief Zoom meeting with the representative from Syntrio Lighthouse. Chief Williams stated, he thought North Jefferson Ambulance utilized the product. Board Member Guinn stated, it is a compliance hotline used by his district. They implement it with their annual 360 surveys done on leadership. It is a tool to allow the employees to voice their concerns. Jamie stated, North Jefferson

Ambulance's hotline goes to the Attorney and the Chairman of their Board. Board Member Guinn thought it would be a good tool for Jefferson County 9-1-1 Dispatch. Chief Williams stated, they also offer some E-training for management that can go along with their product. Chief Williams stated, he does not know if he is ready to purpose this to the board. A discussion was held regarding, who would have access to the information. Board Member Guinn stated, only the attorney and the Chairman of the Board have access to the program. Attorney Sweeney stated, the program would need to be well educated. It is not to be used for a grievance procedure. It is intended to be used as a safe guard over higher level issues. Chairman Scullin was of the opinion, it's a good tool to have in place and if it helps with insurance, then why not. Board Member Whitehead inquired if this type of tool opens the agency up for a liability issue. Example: "I reported it and the board did not act upon my complaint". Attorney Sweeney stated, no more than, Example: "I have this complaint and I cannot go to anyone". Board Member Sides inquired about the policy we already have in place. Chief Williams stated, we do have a policy in place and the agency is small enough that most of the employees know someone on the board and they can always call them if needed. A Motion was made by David Kennedy, seconded by John Whitehead to ask Chief Williams to look at the bigger picture (CALEA, Policies, Union Grievance Procedure) and come back to a future board meeting with the pros and cons of this type of program. Chief Williams stated, the cost is like \$1500.00 for the hotline portion. Board Member Guinn stated, you can have policies in house, however, you still need some type of Whistle Blower Policy and this type of program serves that purpose. In the event, someone is doing something wrong, it gives the employee the outlet without being fearful of retribution. This is why the information goes to the attorney, because they are obligated to act upon something. Board Member Whitehead, stated, there was mentioned about the management training side of the program and he would like to know more about that for our agency. Annual and ongoing training is a must in today's world. We need our management train on all the latest and greatest methodologies that are available today. Board Member Whitehead suggested the Chief bring in some key people of the staff for a meeting to discuss the product and gather their thoughts. David Kennedy and Paul Mayer withdrew their motion at that time. Board Member Guinn inquired how often the 360 evaluations are done. He was of the opinion those should be done every year. Board Member Whitehead, stated we need to look at what management training we have available to our management staff.

30th Anniversary Celebration – Board Member Sides inquired about the date of the 30th Anniversary Celebration. Chief Williams stated, we do not have a date set yet. Chairman Scullin complemented Shawn on the design of the 30th Anniversary challenge coin. Chief Williams stated, we have ordered a new sign for the outside of the building and will be doing some updating to the outside of the building prior to the event. Board Member Guinn suggested updating the board room. Board Member Taylor stated, the new Jeffco 911 website looks really nice. Shawn did a great job.

Financial:

Bills of the Session – The bills of the session were presented. A Motion was made by David Kennedy, seconded by Jamie Guinn to approve the July 2022 bills presented in the amount of \$294,081.01 checks 16075-16118 (Including EFT's). The vote was as follows:

David Kennedy	Yes
Jamie Guinn	Yes
Brian Taylor	Yes

Andy Sides	Yes
John Whitehead	Yes
Paul Mayer	Yes
John Scullin	Yes

Sales Tax Revenue – Chief Williams reported the following sales tax:

July 2022 \$956,936.64 (Up \$142,000 for the year)

Announcements -None

A Motion was made by Jamie Guinn, seconded by Brian Taylor to adjourn the open session into closed session for the purpose of Personnel. The vote was as follows:

Jamie Guinn	Yes	
Brian Taylor	Yes	
Andy Sides	Yes	
David Kennedy		Yes
John Whitehead	Yes	
Paul Mayer	Yes	
John Scullin	Yes	

Report from Executive Session – The approval of a gate purchase for the Winterwood property was approved in furtherance of the litigation settlement.

A Motion was made by David Kennedy seconded by Jamie Guinn to adjourn the open session of the meeting. All present were in favor.

Respectfully Submitted

John Scullin
Chairman

Brian Taylor
Secretary