

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**April 20, 2023**

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 01:00 pm 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  
Paul Mayer – Vice-Chairman (via zoom)  
Jamie Guinn – Member  
David Kennedy – Member  
Andy Sides, Member (via zoom)  
Brian Taylor – Member (via zoom)  
John Whitehead - Member

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

**Guests:** Angie Edmond, Michelle Caraway (via zoom), Mike Prater, (via zoom), Kelly Drury, Raya Martin, Nichole O'Harver, Tanya Moder (via zoom), Jeffco 911 and Jim Ladlie, Security Benefits Advisor (via zoom) Chief Bob Dunn (Saline Valley Fire)

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

**Minutes** –Chairman Scullin presented the minutes of the regular session meeting of March 16, 2023. A Motion was made by Brian Taylor seconded by John Whitehead to approve the regular session Minutes of March 16, 2023. All present were in favor.

**Guests Forum & Comments:** None

**Committees:**

**Jefferson County Emergency Services** – Chief Williams reported, discussions were held regarding strike forces and radio deployment. The committee also inquired about the 9-1-1 board's plan on replacing the radios one for one as done originally.

**Operations Meeting** - Follow up on the portable deployment and the one for one and the warranty date on the radios. Discussions were held regarding fire station alerting, brush move-ups and strike teams.

**Chief's Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 29 employees with perfect attendance for the month March 2023.

### Call Statistics:

**Total Calls      20,003**

**9-1-1 Calls 6,402 (Two calls answered with the unacceptable time frame)  
(Average answer time is less than six seconds)**

**Public Relations Report** – Chief Williams submitted the Public Relations Report. Chairman Sculling commented, it was nice to see us on the News Channel Five with a segment pertaining to text to 9-1-1. Chief Williams stated, he and Assistant Chief Bieser were also on KJFF to discuss the text to 9-1-1 option.

**Education Report** – Chief Williams submitted the Education Report.

**Microwave Upgrades** – Chief Williams reported, the microwave upgrade is progressing. The project should be completed within the week.

**Painting of the Building (Interior)** – Chief Williams reported the painting of the interior of the building will start within the next week.

**New Board Room Chairs** – New board room chairs have been purchased.

**Intergraph** – We are currently working with Intergraph to schedule a map roll and server upgrades. We are looking at a May, 2023 timeframe.

**Radio Deployment Report** – Radio Technician Nahlik reported to the board, all law enforcement radios have been deployed, currently working on completing EMS. He is still waiting on the MOSWIN IDs for the fire radios. His goal is to have all radios deployed by the end of May or early June. Chief Williams stated, each radio actually has two identifiers, the Slater ID allows the radio to function on the tri-county system that we are currently in and the MOSWIN ID allows the radio to function on the state level.

## Unfinished Business:

**CALEA Position** – Chief Williams informed the board, six employees have applied for the CALEA position. We are currently in the process of testing, and then interviews will be awarded. He will report his selection to the board at the May meeting.

**Radio Deployment** - Chief Williams informed the board, the agencies have requested, the Board of Directors consider replacing the radios one for one, as we did at the initial deployment. The radio committee originally decided to only replace the radio per apparatus. Chief Williams stated, he did budget the funds to replace radios one for one, he was originally in favor of only replacing the radios per apparatus, however he does not want to interfere with the operations of the Fire/EMS agencies. So at this time he would recommend to the board to go ahead and replace radios one for one. This would allow them to have extra radios that are blue toothed to the masks. A Motion was made by David Kennedy, seconded by John Whitehead to approve the Chief recommendation and deploy the radios one for one. Chief Williams stated, the additional cost will be approximately 1.2 million dollars. This includes radios and licensing. A discussion was held regarding the number of departments that have these masks and whether it

would benefit the agencies to hold off on purchasing additional radios for the departments that do not have masks yet. Chairman Scullin stated, it is more than just the mask, if we do not deploy the radios one for one, it leaves the agencies with some personnel not having a radio. Chief Williams stated, the time frame for when the radios are delivered is so long, we would be better off the order all at once. Board Member Taylor inquired if this deployment is for Fire and EMS. Chief Williams stated, it is for both. The roll call vote was as follows:

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

### **Legal:**

**Retirement VEBA Resolution (2013-2)**– Chief Williams present a VEBA resolution to the board for approval. The Plan specifics were sent out to the board for review. This Plan would allow for contributions into a Retirement VEBA plan for an employee that has reached a level of seniority and age. It assists an employee to utilize the 80 and out rule with their LAGERS and move onto the next chapter of their retirement. Chief Williams stated, the plan is nearly a zero cost benefit, because when it allows for an employee to retire, you would be replacing a higher paid employee with a new hire salary and lower cost of benefits. A Motion was made by David Kennedy to adopt Resolution 2013-02 reading by title “A Resolution Adopting the Jefferson County 911 Dispatch VEBA Plan and Authorizing the Chair to Execute all Documentation Necessary to Secure the Adoption of the Plan” seconded by Jamie Guinn. The Motion was tabled. Once the information was reviewed, the roll call vote was as follows:

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

**Interagency Radio Resolution (2023-1)** – Chairman Scullin presented Resolution 2023-01 to the board for approval. The resolution was to authorize the Chief to enter into Interagency Agreements with City of Arnold, City of Byrnes Mill, City of Crystal City, City of DeSoto, City of Hillsboro, Jefferson County Sheriff’s Office and the Jefferson College Police Department. A Motion was made by David Kennedy, seconded by John Whitehead to adopt Resolution 2023-01 “Authorizing a Series of Interagency Agreements”. The roll call vote was as follows:

David Kennedy	Yes
John Whitehead	Yes
Paul Mayer	Yes
Jamie Guinn	Yes

Brian Taylor	Yes
Andy Sides	Yes
John Scullin	Yes

### **New Business:**

**Fire Station Alerting System** – Chief Williams informed the board, he has been researching a new fire station alerting system. We have been looking at three different options. It allows for the dispatcher to dispatch and not use the two tone VHF system. It would be a signal sent to the engine house with an automated voice alerting them of a call. Unfortunately, not all the fire stations are manned so we will still be required to utilize the two tone VHF for some calls. Chief Williams stated, North Jefferson Ambulance is already using West Net Alerting system. Board Member Guinn stated, he also has been acquiring some quotes to add the system to his House 2. He spoke with Zetron and Phoenix G2. He informed the board Phoenix G2 is currently installing their alerting system in 97 engine houses and all three dispatch centers in St. Louis County. He asked the sales representative, if Jefferson County agencies could have the same rate. This would allow us to have interoperability with St. Louis County. Chief Williams agreed the interoperability would be a bonus. Central County also utilizes this system. The cost for Phoenix G2 to install in our main dispatch center and the back-up center would be approximately \$80,000. Board Member Guinn was of the opinion, this product would definitely assist the dispatch center by cutting down on traffic and all the tones going off at the same time. He also stated, some of the agencies in the south of the county would not be able to afford this system, so as a 9-1-1 board, is this something the board would consider purchasing for the agencies. Chairman Scullin stated, that is a lot of money, like 1.3 million. Chief Williams stated, having the capability of having another county be able to activate our tones would be an asset to the system and could help the fire agencies with their ISO ratings. Board Member Whitehead inquired if we have obtained comparable quotes. Chief Williams stated, he has only obtained costs for the equipment at our center, not the entire county. Board Member Kennedy requested some research be done prior to making this type of decision. Board Member Whitehead stated, if every engine house in our county goes with this system, there is going to be more interface cost. If we are considering bringing in a product like this, again this is an additional IT product. This product has to work 100% of the time. This is why this agency needs a IT position within this agency. The board agreed. The board instructed the Chief to bring back an informational packet with numbers for the alerting system

**MDT Replacements** – Chief Williams informed the board, upon the initial deployment of the MDT's we reimbursed the Sheriff Office for the MDTs they purchased back in 2017 and 2018, this was prior to us purchasing MDTs for all the other agencies. The Sheriff Office MDT's have come to end of life and they are requesting Jefferson County 9-1-1 Dispatch purchase 25 replacement MDT's for their department. Chief Williams stated, he would like to start a program that would begin replacing the MDT's for all the agencies as they become end of life. The cost to replace the 25 for the Sheriff's Office would be approximately \$78,000. The Fire/EMS MDT's are good for approximately two or three more years. Board Member Kennedy inquired if the Chief's plan was to evaluate the replacement plan and bring back a timeline and estimated cost for this ongoing plan. Chief Williams concurred and stated the funds would come out of technology refresh. Board Member Whitehead inquired if the replacement cost can be staggered over years or will we have one year with a large expense. Chief Williams stated, the first couple of years would be 25 per year, then it would jump up, due to all the MDT's that were deployed at one time to the Fire/EMS. Chairman Scullin stated, some agencies will be

purchasing iPads and 9-1-1 would just need to purchase the license. After a discussion, a Motion was made by John Whitehead, seconded by Jamie Guinn to purchase the 25 MDTs for the Sheriff's Office at an approximate cost of \$78,000. The roll call was as follows:

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

Attorney Sweeney reminded the board, these determinations are made by the current board, this is not a guarantee this replacement service will continue with new and upcoming 9-1-1 boards.

**REJIS Managed Services** – Chief Williams informed the board, he will be renewing the REJIS Managed Services. REJIS monitors the health of our work stations and servers, it also includes some additional virus threat protection. The annual cost is \$24,000. They do provide weekly and monthly reports. If something bad happens, we get a report automatically.

**Mass Notification** – Chief Williams informed the board, he and Shawn have been researching some options to replace Code Red. He was of the opinion; the Code Red system is not as reliant as it used to be. Citizens have been calling and stating they are receiving the notifications after the storm is over. They are also not receiving the notification at all. Their information has to be re-entered. Chief Williams stated, they have looked into Everbridge, RAVE and one other system. All of the companies offer the weather warning and the IPAWS interface. Everbridge would be an additional \$10,000 per year at a cost of \$68,000 annually. At that time Chief Williams recommended to change our mass notification system to Everbridge. We would need to get a media campaign started, for the citizens to sign up. Code Red will not allow us to take our data with us to a new company. After a discussion, Board Member David Kennedy inquired about the possibility of us utilizing the IPAWS system. Why put a burden on the citizens of Jefferson County to sign up for a system that is already available through IPAWS. Chief Williams stated, the Everbridge system can be utilized for general alerts, emergency alerts and weather alerts. IPAWS can only be used for emergencies. Board Member Whitehead stated, we need to be very careful when considering the usage of the IPAWS system. Some citizens do not want those notifications. Everbridge allows for the citizen to customized the alert types and phones they want to receive the notifications. Attorney Sweeney stated, he was of the opinion there could be a liability with calling citizens that are not signed up. After a discussion, Chief Williams stated, he will bring the contract back to the board.

## **JOHN WHITEHEAD LEFT THE MEETING AT 2:05**

**Access Control** – Chief Williams informed the board, the current AIPhone system we are using is at least 23 years old. We have patched it together over the years and it needs to be replaced. It will be for a new system that includes the walk through gate, the drive through gate, the master phone and two auxiliaries. The total cost is \$25,000.

A Motion was made by Jamie Guinn, seconded by Andy Sides to upgrade the AIPhone system at a cost \$25,000. The roll call was as follows:

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

### **Financial:**

**Monthly Reconciliation Report** – Chairman Scullin presented the Monthly Reconciliation Report.

**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 March 2023 bills presented in the amount of \$621,387.55 checks 116492-16545 (Voided checks 16500,16546,16547)(Including EFT's). The vote was as follows:

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

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

March 2023    \$1,013,348.33

Chief Williams also informed the board, for information only, the cost to have an in house CPA would cost approximately \$160,000 per year.

### **Announcements:**

**Dispatcher Appreciation Week** - Angie informed the board, the mugs, tumblers and drink holders present at the meeting were ordered and received. Shawn had developed the new 30<sup>th</sup> anniversary logo and it was engraved on each of the drink items. A set of each was given to each employee for dispatcher appreciation week. These will also be given out at our 30<sup>th</sup> Anniversary Celebration in October. Angie also informed the board, the week prior was Dispatcher Appreciation Week and we had several activities, games and food for the crews. Kelly Drury was a big help in organizing the food we received from agencies. Fun was had by all. Chief Williams thanked all the agencies for their generosity of snacks and food.

Chairman Scullin stated, he would like to thank all of the staff, they have been very busy. He also thanked Chief Dunn for always responding to the center during emergency operations.

Chief Dunn thanked the board, from all the agencies, for the additional radios.

Motion was made by David Kennedy, seconded by Jamie Guinn to adjourn the open session into closed session for the purpose of Personnel and Litigation. The vote was as follows:

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

**Report from Executive Session –** Nothing to report. (**John Whitehead re-joined the meeting in Executive Session**)

A Motion was made by John Scullin, seconded by Brian Taylor to appoint David Kennedy as acting Secretary for the signature of the VEBA Resolution. All present were in favor.

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

Respectfully Submitted

John Scullin  
Chairman

Brian Taylor  
Secretary