

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
March 16 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 Board Member David Kennedy. The following members of the Board were in attendance.

John Scullin – Chairman
Paul Mayer – Vice-Chairman (via zoom)
Jamie Guinn – Member (via zoom)
David Kennedy – Member
Brian Taylor – Member

Absent 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: Angie Edmond, Michelle Caraway, Shawn Legens, Chris Hermann, Tom Nahlik, Nicole O’Harver, (Jeffco 9-1-1), Mike Prater, Natalie Lewis, Lisa Gore, Nicole Stoutenborough, (via zoom, Jeffco 911).

Chairman Scullin arrived at the meeting. 1:03

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 February 16, 2023. A Motion was made by Brian Taylor seconded by David Kennedy to approve the regular session Minutes of February 16, 2023. All present were in favor.

Guests Forum & Comments: None

Committees:

Jefferson County Emergency Services – Chief Williams reported, a luncheon was held and hosted by Woodard Restoration for a lunch and learn. He did not attend.

PSC Meeting – No report

Operations Meeting – Chief Williams reported, a discussion was held regarding radio programming and notifications. No quorum, so no official meeting.

Chief's Report:

Perfect Attendance – Chief Williams reported, the agency had 33 employees with perfect attendance for the month February 2023.

Call Statistics:

Total Calls 17,074

9-1-1 Calls 5,500 (Two calls answered with the unacceptable time frame)

Public Relations Report – Chief Williams submitted the Public Relations Report.

Education Report – Chief Williams submitted the Education Report.

CALEA Report – Angie Edmond gave the report on the remote CALEA Assessment. Angie explained, the assessor reviewed twenty-five percent of the Standards and Zoom interviews were held with the assessor and the administrative staff. In the past there was a public call in time arrange, however, that has been changed to a link on our website for feedback from the citizens. This feedback is sent straight to CALEA. They also had us set up four different areas for Zoom interviews. So we selected “Salary” (Interviewed, Travis, Penni & Angie), “Staffing in the Radio Room and Answering 9-1-1 lines) (Interviewed Dave and Michelle and Angie), “Training Requirements” (Interviewed Chris, Jackie and Angie), “Radio Interoperability” (Interviewed Tom, Travis and Angie). Chief Williams informed the board, we have a new regional manager. Angie reported, since the inception of our agency being CALEA accredited, this is the first time, the files had no issues and were rock solid. Chairman Scullin thanked the staff and stated, he was looking forward to the report. Board Member Kennedy inquired about the CALEA link on the website and how it functions. Angie stated, the comments are sent straight to CALEA and then forwarded to the Regional Manager. The Regional Manager then contacts the Chief good or bad.

Tower Light Issues – Chief Williams reported, Tom Nahlik has been working with some vendors to repair the sights that lost some lighting due to a recent storm. Tom reported, the other counties also had the same issues the same night. Board Member Kennedy inquired about the radio monitoring system we have in place. Chief Williams stated, the radio monitoring is done by Motorola under the SUAII agreement. He also stated, we did get notifications the night of the storm.

NOKIA – Chief Williams reported the radio install is scheduled for Monday, March 30th.

Motorola – Chief Williams informed the board, he has met with Motorola to begin the process of getting a bid to extend our contracts for the SUAII (Expires in 2026) and the maintenance contract. All three counties are requesting a price for an extension at the same time. The equipment has been updated every two years since inception, therefore, they should be able to provide us with a quote. The counties believe, if we start early, we may get better numbers for the quote.

Radio Programming – Chief William reported, all law enforcement radios have been deployed and Tom is starting EMS this week. Tom Nahlik reported, we are waiting on an Interagency Sharing agreement from St. Louis City’s talk groups, to put into our Fire and EMS radios. Once the keys for the talk groups in acquired, the programming will begin.

Unfinished Business:

Asphalt Work – Chief Williams stated, he and Shawn went and looked at some the work done by Fletcher Asphalt and a contact has been signed with them. As soon as the weather breaks, they will asphalt the road.

30th Anniversary Party –Penni informed the board the date of October 7th has been selected. Shawn reported the following: Food trucks are confirmed, Challenge Coins ordered, Gold Star Harley Davidson will donate a six seat golf cart, tables, tents and chairs ordered, cup giveaways ordered, reached out to County Executive office for a proclamation presentation. Angie reported, she has five or six dispatchers willing to work the event.

Legal – Chief requested to table Interagency Agreements due to needing a Resolution to present at the next meeting.

New Business:

Retirement VEBA – Chief Williams present a VEBA proposal for the board’s review. This Plan would allow for contributions into a Retirement VEBA plan for employee that have reached a level of seniority and age. Chief Williams requested the board permission to pursue this benefit. This would be an additional tool to attract new hires, retain the middle of the road employee, but also allow for an employee at the age of 55 or 60 with the required tenure the opportunity to retire earlier with some health insurance cost assistance until the age 65 (Medicare eligible). Chief Williams stated the figures he and Penni have put together, have shown almost a no cost or minimal cost over the next twenty years, due to hiring employees at the starting rate of pay vs a twenty or thirty-year employee’s salary. After a discussion, a Motion was made by David Kennedy, seconded by Brian Taylor to instruct the Chief to pursue the plan and come back to the board with a formal proposal and resolution. All present were in favor. Attorney Sweeney stated, other emergency organizations he represents have found this type of program to be fiscally positive opposed to negative. Board Member Quinn stated, he put a similar in place at North Jefferson Ambulance and it has worked out for both the agency and the retired employees. Board Member Kennedy was of the opinion the plan would be a good tool for the Chief.

Painting Bids – Chief Williams presented two bids for the painting of the interior of the building:

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|-------------------------------|-------------|
| Aucoin Painting Services, LLC | \$12,588.56 |
| W. W. Painting | \$11,785.00 |

A Motion was made by Jamie Guinn, seconded by David Kennedy for the Chief to select the company he feels the most comfortable with and move forward. The vote was as follows:

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|---------------|-----|
| Jamie Guinn | Yes |
| David Kennedy | Yes |
| Paul Mayer | Yes |
| Brian Taylor | Yes |
| John Scullin | Yes |

Financial:

Bills of the Session – The bills of the session were presented. A Motion was made by David Kennedy, seconded by Brian Taylor to approve the February 2023 bills presented in the amount of \$259,747.01 checks 116449-16491 (Including EFT's). The vote was as follows:

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|---------------|-----|
| David Kennedy | Yes |
| Brian Taylor | Yes |
| Jamie Guinn | Yes |
| Paul Mayer | Yes |
| John Scullin | Yes |

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

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| February 2023 | \$839,897.68 |
|---------------|--------------|

Chief Williams reported to the board, that all of our C/D's are F.D.I.C insured. Board Member Kennedy inquired how our C/D's are obtained. Chief Williams stated, about 80% of our C/D's are brokered through UMB bank and then we have some C/D's at local banks within the county. Board Member Kennedy asked we inquire with our broker, to review our C/D's.

Board Member Kennedy inquired about the segregation of duties. Chief Williams stated, we would literally have to have an in house C.P.A in order to remove that audit suggestion. It is unattainable. Board Member Kennedy requested the Chief bring back the cost for an in house C.P.A.

Announcements – None

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

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|---------------|-----|
| David Kennedy | Yes |
| Brian Taylor | Yes |
| Jamie Guinn | Yes |
| Paul Mayer | Yes |
| John Scullin | Yes |

Report from Executive Session – Nothing to report.

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

Respectfully Submitted

John Scullin
Chairman

Brian Taylor
Secretary