

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**June 15, 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 Vice-Chairman Paul Mayer. The following members of the Board were in attendance:

John Scullin – Chairman (via zoom)  
Paul Mayer – Vice-Chairman  
David Kennedy – Member  
John Whitehead – Member (via zoom)

Absent:       Jamie Guinn – Member  
              Andy Sides, Member  
              Brian Taylor – Member

Also present: Travis Williams – Chief  
              Dave Bieser – Assistant Chief  
              Penni May – Business Manager  
              Bob Sweeney – Counsel

**Guests:** Angie Edmond, Chris Hermann, Michelle Caraway, Kara Lewis Nichole O’Harver, (Jeffco 9-1-1), Chief John Barton (High Ridge F.P.D)

**Agenda** – Vice- Chairman Mayer presented the agenda. A Motion was made by David Kennedy, seconded by John Whitehead to approve the agenda. All present were in favor.

**Minutes** –Chairman Scullin presented the minutes of the regular session meeting of May 18, 2023. A Motion was made by David Kennedy seconded by John Whitehead to approve the regular session Minutes of May 18, 2023. All present were in favor.

**Guests Forum & Comments:** Public Relations Manager Kara Lewis introduced Nicole Stoutenborough to the board. Nicole is a newly hired dispatcher and the agency wanted to recognize her for a call she handled walking a caller through the after delivery of a baby protocol. At that time, Nicole was presented with a baby pin.

**Committees:**

**Jefferson County Emergency Services** – Nothing to report

**Operations Meeting** – Nothing to report

**Chief’s Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 37 employees with perfect attendance for the month May 2023.

## **Call Statistics:**

**Total Calls 23.232**

**9-1-1 Calls 7,624 (One call fell below the acceptable range)**

Chief Williams reported there was a problem with Android mobile phones dialing 9-1-1 and hanging up. It was a problem statewide. A meeting was held the day prior to discuss the matter. NENA has released a statement on Twitter and the state is working with the FCC to rectify the problem.

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

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

**Heaters in the Radio Room** – The additional heating units for the radio room have been installed and ready to go if needed.

**Microwave Upgrades** – Chief Williams reported, the microwave upgrade has all been completed. The licensing for the microwave system is all coming due and Chief Williams has reached out to Doug Bell with Midwest Radio for assistance with the renewal.

**New CAD Work Stations and Servers** – All the new workstations have been installed. The installation of the servers is in process and we should have a cut over date within a week.

## **Unfinished Business:**

**Radio Deployment** - Chief Williams informed the board, all the new radios are programmed and deployed. Tom Nahlik will be doing some updated programming on the old radios. The additional radios that we agreed to purchased, have been ordered and are approximately 10 to 12 weeks out.

**Fire Station Alerting System** – Chief Williams informed the board, a meeting was held to present the Fire Station Alerting System. About eleven agencies attended. The product is very costly and some of the agencies are not interested. The approximate cost to Jefferson County 9-1-1 Dispatch would be around \$100,000 to get our end up and running. A discussion was held with regards of the cost involved for all agencies. Chief Barton (High Ridge Fire) stated, his agency is very interested in the alerting system. It would make a big difference in their response time. The chiefs have discussed putting a committee together to discuss the cost of implementation.

**Legal: None**

**New Business:**

**Property and Casualty Insurance Renewal** – Chief Williams stated, we are working on the property and casualty renewal. He also informed the board he has obtained a proposal for an appraisal on the buildings and towers. The total cost for the appraisal is approximately \$6,600. Chief Williams requested to move forward with the company C-Biz to perform the appraisal which will ensure we have sufficient coverage on our property. A Motion was made by David Kenney, seconded by John Whitehead to move forward with the appraisal for \$6,600. The vote was as follows:

|                |     |
|----------------|-----|
| David Kennedy  | Yes |
| John Whitehead | Yes |
| John Scullin   | Yes |
| Paul Mayer     | Yes |

**Geo-Redundant Prime Upgrade** – Chief Williams informed the board, we had requested a quote from Motorola for the configuration of an upgrade to our prime sites. The Geo-Redundant Prime Upgrade would allow for a higher level of redundancy between the north and south. St. Louis County already upgraded their sites last year. Currently in the event of a site going down, it requires a manual switch to move to the other site. With the upgrade, it would allow for an automatic switch over to the other site. This would allow for the system to remain up and running all the time. Radio Technician Nahlik stated, the last time we attempted the manual switch, the system was down for approximately ½ hour. Chief Williams stated the cost for this upgrade is \$59,593.53 and be billed in 2024. After a discussion, a Motion was made by David Kennedy, seconded by John Whitehead to move forward with the upgrade for a cost of \$59,593.53. The vote was as follows:

|                |     |
|----------------|-----|
| David Kennedy  | Yes |
| John Whitehead | Yes |
| Paul Mayer     | Yes |
| John Scullin   | Yes |

JOHN WHITEHEAD ARRIVED AT THE MEETING

**Map Roll Assistance** – Chief Williams informed the board, our map is built in an ARCGIS format. The format Intergraph needs to roll the map is GeoMedia. With that being said, we are not CAD System programmers and rolling the map becomes very difficult for John and the Intergraph staff to convert the data. Chief Williams stated, he has reached out to a company that is well versed in the conversion of map data. The company is GeoComm and he will be bringing a proposal back to the board for review. Chief Williams stated, the map needs to be rolled every three months in order to utilize the select and recommend. John Whitehead stated, GeoComm is one of the best vendors for this type of work. Board Member Kennedy stated, the map roll is something that needs to be on a schedule and done regularly.

**Financial:**

**Monthly Reconciliation Report** – The Monthly Reconciliation Report was presented.

**Bills of the Session** – The bills of the session were presented. A Motion was made by David Kennedy, seconded by John Whitehead to approve the June 2023 bills presented in the amount of \$345,032.92 checks 16593-16638 Including EFT's). The vote was as follows:

|                |     |
|----------------|-----|
| David Kennedy  | Yes |
| John Whitehead | Yes |
| Paul Mayer     | Yes |
| John Scullin   | Yes |

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

May 2023      \$928,490.60 (YTD up \$64,055.00)

**Announcements:** Chief Williams informed the board, the retirement picnic for Tanya Moder was held the day prior. We had a great turnout from employees, past board members, agencies and dignitaries to celebrate Tanya. Chief Williams thanked Penni, Angie and the employees that assisted in making the day special. Board Member Kennedy stated, the event felt good, very community orientated.

Motion was made by John Whitehead, seconded by David Kennedy 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.

A Motion was made by David Kenney 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