

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**May 18, 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  
Jamie Guinn – Member  
David Kennedy – Member  
Andy Sides, Member (via zoom)  
Brian Taylor – Member (via zoom)

Absent: John Whitehead - Member

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

**Guests:** Angie Edmond, Mike Prater, Chris Hermann, Nichole O’Harver, (Jeffco 9-1-1), Chief Bob Dunn (Saline Valley Fire), Chief John Barton (High Ridge F.P.D.), Paul Vessells, (Local 2665)

**Agenda** – Chairman Scullin presented the agenda. A Motion was made by Paul Mayer, 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 April, 20, 2023. A Motion was made by Jamie Guinn seconded by Paul Mayer to approve the regular session Minutes of April 20, 2023. All present were in favor.

**Guests Forum & Comments:** None

**Committees:**

**Jefferson County Emergency Services** – Chief Williams reported, discussions were held radio deployment. The agencies expressed their appreciation for the one to one radio swap. Discussions were held regarding the fire station alerting product and a timeline.

**Operations Meeting** – Chief Williams reported, discussions were held regarding the select and recommend software along with when the map would be rolled with the new sub districts.

**Chief’s Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 27 employees with perfect attendance for the month April 2023.

## **Call Statistics:**

**Total Calls** 20,777

**9-1-1 Calls** 6,743 (With an overall answering performance of 99.94% satisfactory or better)

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

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

**Microwave Upgrades** – Chief Williams reported, the microwave upgrade is all but completed, they have a few small things to wrap up. Battery projects is done for the microwave side.

**Painting of the Building (Interior)** – Chief Williams reported the painting of the interior of the building is completed.

**Asphalt** – Chairman Sculling inquired if Chief Williams has made contact with the asphalt contractor. Chief Williams stated, he has not contacted him yet.

## **Unfinished Business:**

**CALEA Position** – Chief Williams informed the board, the CALEA position has been filled and Kara Lewis has been selected for the position. Testing and interviews were held for the selection. We will be sending her to the APCO Accreditation Manager class. Chairman Scullin congratulated Kara on the new position.

**Radio Deployment** - Chief Williams informed the board, Tom is about 65% done with the deployment of the radios.

**Fire Station Alerting System** – Chief Williams informed the board, he and David Bieser visited Central County Fire Alarm to view the Fire Station Alerting System. He was hoping there would be more interoperability between Jeffco 911 and Central County Fire Alarm. We are going to have the vendor come to give a presentation Fire and EMS Chiefs. We are looking into the cost to run the connectivity to the engine houses.

**Mass Notification Replacement** – Chief Williams informed the board, the decision has been made to move to Everbridge. That will be kicked off in the July or August timeframe to get citizens enrolled.

**Legal:** None

## **New Business:**

**UPS Replacement** – Chief Williams reported, we have been getting alarms on the UPS in the data room. We have been replacing batteries and replacing power modules, however, the system is very old and he is of the opinion we need to replace the entire unit. It is about 15 years old and has become undersized for the equipment we now have in place. The cost would

be approximately \$27,584.00 plus electrician cost to install. This is an unbudgeted item, however, a necessity. The funds will be taken out of the technology refresh line item. At that time a Motion was made by Jamie Guinn, seconded by Brian Taylor to approve up to \$30,000 for an emergency replacement of UPS system for the data room. The vote was as follows:

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

**Property and Casualty Insurance Renewal** – Chief Williams stated, we are working on the property and casualty renewal. He also informed the board, he is in the process of obtaining new appraisals on the buildings and towers to determine if the coverage is sufficient.

**Financial:**

**Monthly Reconciliation Report** – None

**Bills of the Session** – The bills of the session were presented. A Motion was made by David Kennedy, seconded by Paul Mayer to approve the May 2023 bills presented in the amount of \$199,122.32 checks 116548-16591 Including EFT's). The vote was as follows:

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

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

April 2023      \$836,479.98

**Announcements: None**

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

Respectfully Submitted

John Scullin  
Chairman

Brian Taylor  
Secretary