



TENTATIVE AGENDA
March 28, 2024
JEFFERSON COUNTY 9-1-1 DISPATCH
REGULAR MEETING OF THE BOARD OF DIRECTORS

Notice Posted March 21, 2024

Notice is hereby given that the Jefferson County 9-1-1 Dispatch will conduct a meeting at 01:00 pm March 28 2024, at Jefferson County 9-1-1 Dispatch, 5475 Buckeye Valley Road, House Springs,

MO 63051 (electronically with a link to be provided via social media)

<https://us06web.zoom.us/j/88165972063?pwd=S0ppRkdQTctDL2d4NWlJbWRreWEwUT09>

Jefferson County 911 works to comply with the American with Disabilities Act requirements. Individuals who require accommodations to attend meetings should contact Jefferson County 911 at 636-797-9797 48 hours prior to the meeting date.

The tentative agenda of this meeting includes:

Call to Order – **Chairman Scullin**

Acceptance of Agenda

Meeting Minutes

Regular Session (February 22, 2024)

Executive Session (January 25, 2024)

Executive Session (February 22, 2024)

Guests Forum and Comments

Committees

Jefferson County Emergency Services Association

Operations Committee

Chief's Report

Perfect Attendance Report

Monthly Statistics Report

Public Relations/Education Report

QA/QI Report

Unfinished Business

Fire Station Alerting

Map Roll Assistance

Motorola SUA+

Supervisor Position

Legal

988 (Compass Health) Memorandum of Understanding

Intergovernmental Agreement (City of Festus)

Union Negotiations Committee

VEBA Agreement Update

New Business

UPS Replacement (Arnold & Crystal City)

HVAC Replacement (Back-up Center)

Financial

2023 Annual Audit

Monthly Reconciliation Report

Current Expenses (March, 2024)

Sales Tax Revenue (February, 2023)

Announcements

The tentative agenda of this meeting also includes a vote to close part of this meeting pursuant to Sections 610.021.1 RSMo, for the purpose of discussion concerning litigation, personnel & contracts.

Adjourn to Closed Session

Reconvene to Open Session

Report on Closed Session

Adjournment

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
February 22, 2024

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 (via zoom)
Jamie Guinn – Member (via zoom)
David Kennedy – Member
Andy Sides - Member
Brian Taylor – Member
John Whitehead – Member (via zoom)

Absent: Paul Mayer – Vice-Chairman

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

Guests: Angie Edmond (9-1-1), Chris Hermann (9-1-1), Shawn Legens (9-1-1) Perry Tindall, (Zoom Attendees): Natalie Lewis, Blake Kruse, Shannon Walker, Janet Smith, Rich Wichmann, Heather Biere, Nicole Stoutenborough, Lisa Gore, Travis Missey, Michelle Caraway, Gary Wright.

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

Minutes –Chairman Scullin presented the minutes of the regular session meeting of January 25, 2024. A Motion was made by David Kennedy seconded by Brian Taylor to approve the regular session Minutes of January 25, 2024. All present were in favor.

Guests Forum & Comments: Chief Williams welcomed Perry Tindall. Mr. Tindall is the new board member that will be sworn into office in April 2024.

Committees:

Jefferson County Emergency Services – Chief Williams reported, he did not attend. Woodard Restoration held the meeting and provided lunch.

Operations Meeting – Chief Williams reported, discussions were held regarding the dispatch applications when MDTs are down. The 988 service was also discussed.

Chief's Report:

Perfect Attendance – Chief Williams reported, the agency had 28 employees with perfect attendance for the month January 2024.

Call Statistics Report – Chief Williams presented the statistic report.

Total Calls 17,510 (9-1-1 Calls 5,525) One call fell below the unacceptable

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

Education Report – Chief Williams submitted the Education Report.

QA/QI report – Chief Williams submitted the QA/QI report.

Unfinished Business:

Fire Station Alerting System – Chief Williams informed the board; we had a kick off meeting with Fire Station Alerting earlier this month. We are providing the information they requested. Hexagon has assigned a project manager to work on the interfacing with Fire Station Alerting.

Property Valuation Proposal – Chief Williams reported, we did receive the report back from CBIZ. The report reflected, all of the tower sites are adequately covered. We will need to increase the coverage on the main facility and the back-up facility. We have forwarded the report to the insurance broker to determine the additional coverage needed. Chief Williams was of the opinion, the report is a good tool to receive an accurate evaluation of the property we own. While the cost for the report is \$6,000, it is very beneficial and should probably be done every 8-10 years.

Map Roll – Chief Williams informed the board; we are still working with Geo Comm. They had sent some data to John Lewis and we had to send them a copy of the original scope of work to clarify what we are suppose to be receiving. Board Member Kennedy inquired about our goal with the map. Chief Williams stated, upon Geo Comm completing their work, the goal is to roll the map once a quarter.

Motorola SUA Plus – Chief Williams informed the board; Motorola has responded to the letter and they are wanting to meet again in the upcoming months. St. Charles County did have a good conversation with the Motorola VP of Governmental Affairs and he is well aware of the price concerns all three counties have with the proposal. We should be getting some new numbers.

988 (911 Diversion) – Chief Williams informed the board; Attorney Sweeney has reviewed the Memorandum of Understanding with Compass Health and we will be bringing it to the board for approval at the March meeting. 988 has reached out to Police, Fire and EMS to explain the program and everyone seems to be on the same page. Training will be done on the program.

Legal:

Intergovernmental Agreement (City of Pevely, Everbridge Notification System) – Chief Williams presented an Intergovernmental Agreement between Jefferson County 9-1-1 Dispatch and the City of Pevely for the Everbridge Notification System. This will allow for the City of Pevely to utilize the same notification system for their residents and share in the cost with Jefferson County 9-1-1 Dispatch. Attorney Sweeney informed the board, he also represents the City of Pevely if there are any problems with that, please let him know. A Motion was made by David Kennedy, seconded by Brian Taylor to approve the Intergovernmental Agreement. The vote was as follows:

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

Union Negotiations Committee – Chief Williams informed the board; the shop has provided a list of items in which they would like to bargain for on the next contract. The Chief requested a board committee

to work with the management on the contract. A committee was selected of Andy Sides, Jamie Guinn and David Kennedy. Board Member Kennedy inquired about the staff that is leaving due to pay and benefits. A discussion was held regarding the exit interviews.

New Business:

The Healthy Dispatcher Training – Chief Williams informed the board; Shawn Legens researched a training class “The Power of Resilience, How to Beat Dispatcher Burnout”. The class is taught by an individual (Adam Timm) who owns and is the president of a company called the Healthy Dispatcher. He is a former dispatcher at LAPD and is Board Certified Stress Management Consultant. To allow for this training to be given to our staff, it would be a class held for two days with each day being an eight-hour class. We would extend the invite to surrounding dispatch agencies for participation. The cost for the training is \$11,000. Chief Williams informed the board he would be scheduling the training. The board agreed the training was a good idea for the staff.

Supervisor Position – Chief Williams informed the board; we had a supervisor resign from the supervisor position in January. We will be taking letter of interest for the position.

CISA Audit – The three counties that own the Slater Radio System, utilized some Federal Grant Funds from the Department of Homeland Security to have a cyber audit done on our radio system. We submitted a large amount of information to the auditors. They were on site at all three counties. One of the weak links in the system would be a dispatcher’s ability to plug in a USB device in the computers in the radio room. We do have the USB ports on our radio system computers shut off. Once the audit is complete, they will provide us with a report.

Cash Flow Review – Chief Williams presented the updated 10-year cash flow assumption chart for review and discussion. Chairman Scullin, thanked Chief Williams for spending the time on the cash flow chart and projecting for the future expenses.

Financial:

2023 Annual Audit – Chief Williams presented the final 2023 Annual Audit for review and discussion. A Motion was made by David Kennedy, seconded by John Whitehead to approve and accept the 2023 Annual Audit. The vote was as follows;

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

Monthly Reconciliation Report – Chief Williams presented the January Monthly Reconciliation Report.

Bills of the Session – The bills of the session were presented by Penni. A Motion was made by Brian Taylor, seconded by Andy Sides to approve the February, 2024 bills presented in the amount of \$126,426.37 checks 16967-16966 (16973 Voided) (Including EFT’s). The vote was as follows:

Brian Taylor	Yes
Andy Sides	Yes
Jamie Guinn	Yes
David Kennedy	Yes
John Whitehead	Yes

John Scullin

Yes

Sales Tax Revenue – Chief Williams reported the following sales tax: **January 2024** \$1,000,521.59

Announcements: None

Executive Session – A Motion was made by Jamie Guinn, seconded by John Whitehead to adjourn the open session into closed session for the purpose of Personnel and Litigation. The vote was as follows:

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

Mr. Perry Tindall was invited to attend the Executive Session of the meeting.

Report from Executive Session: Nothing to report

A Motion was made by Andy Sides 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