

**JEFFERSON COUNTY 9-1-1 DISPATCH**  
**Minutes of Regular Meeting**  
**March 28, 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  
Jamie Guinn – Member  
David Kennedy – Member  
Andy Sides – Member (via zoom)  
Brian Taylor – Member

Absent: Paul Mayer – Vice-Chairman

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

**Guests:** Jackie Manley, Samantha Green, Jenny Trost, Nichole O’Harver, Mike Prater, Kara Lewis, Michelle Caraway, Angie Edmond Chris Hermann, Shawn Legens, Nicole Stoutenborough, (9-1-1) Perry Tindall,

**Agenda** – Chairman Scullin presented the agenda. Chief Williams requested to add employee recognition under Guest Forum and Comments. A Motion was made by Andy Sides, seconded by Jamie Guinn to approve the amended agenda. All present were in favor.

**Minutes** –Chairman Scullin presented the minutes of the regular session meeting of February 22, 2024. A Motion was made by Andy Sides seconded by Jamie Guinn to approve the regular session Minutes of February 22, 2024. All present were in favor.

**Guests Forum & Comments:**

**Certificates of Recognition** – Three dispatchers received certificates for employee recognition. Supervisor Prater presented Dispatcher Nicole Stoutenborough with a certificate for a call that was taken involving a four-year-old child calling 9-1-1 for a disturbance in the home. Nicole remained on the phone with the child until he was safe with a deputy. Supervisor Prater presented Dispatcher Samantha Green with a certificate and stork pin for a call that was taken involving the delivery of a baby. The child had been delivered prior to the call and Samantha kept the caller calm and provided post delivery instructions and continued to monitor the breathing of the child until EMS arrived on the scene. Supervisor Manley presented Dispatcher Jenny Trost with a certificate for a call that was taken involving a ten-year-old child returning home to find his mother unconscious and ultimately dying on the scene. Dispatcher Trost remained calm on the line with the child until emergency services arrived. Supervisor Manley informed the board, this type of call is very hard on the dispatchers. She and Dispatcher Trost actually went to the funeral for the mother and got to meet the aunt that will now provide for the child. This helped to provide closure for Supervisor Manley and Dispatcher Trost. Kara Lewis also informed the board; the agency adopted the child along with his aunt’s family for Christmas.

**Shop Steward O’Harver** – Shop Steward Nichole O’Harver addressed the board with some concerns regarding the current union negotiations. She stated when the contract was negotiated for 2022 it was with the understanding the pay scale would be re-evaluated once the lawsuit with the Missouri

Department of Revenue was settled. She stated the dispatchers have been waiting patiently for the pay scale increase outside the across-the-board adjustment that was given in 2023. She was under the impression the new contract could be put in place early after negotiations. She informed the board, there are a few things she still needs to discuss with the committee, but is requesting all negotiated items go into place in June 2024. Chairman Scullin thanked Nichole for her request and stated, the board would discuss in Executive Session.

### **Committees:**

**Jefferson County Emergency Services** – Chief Williams reported, he did not attend.

**Operations Meeting** – No Report

**Arnold Public Safety Committee** – Discussions were held regarding combined training for all the agencies within the Arnold area.

### **Chief's Report:**

**Perfect Attendance** – Chief Williams reported, the agency had 34 employees with perfect attendance for the month February 2024.

**Call Statistics Report** – Chief Williams presented the statistic report.

**Total Calls 17,896 (9-1-1 Calls 5,723) Three calls 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 are working with REJIS to have the VPN created by the end of the week. Phoenix will be shipping the equipment and once installed, testing can begin.

**Map Roll** – Chief Williams informed the board; we are still working with Geo Comm. The old CAD Server has been freed up to allow for a test data base for the CAD map to be rolled onto for testing. Board Member Kennedy inquired about how often will the map be rolled. Chief Williams stated, Geo Comm will be rolling the map every quarter.

**Motorola SUA Plus** – Chief Williams informed the board; he will be attending a meeting within the next week with the three counties to discuss the contract proposal.

**Supervisor Position** – Chief Williams informed the board, we had two applicants for the supervisor position, testing has been completed. We will have interviews within the next couple weeks.

**Legal:**

**Compass Health (Memorandum of Understanding)** – Chief Williams presented a Memorandum of Understanding between Jefferson County 9-1-1 Dispatch and Compass Health for the 988 service. Chairman Scullin inquired if this is the mental health hotline. Chief Williams concurred. After a discussion about the 988 service, a Motion was made by Jamie Guinn, seconded by Brian Taylor to adopt the Memorandum of Understanding with Compass Health. The vote was as follows:

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

**Intergovernmental Agreement (Festus Public Works)** – Chief Williams presented an Intergovernmental Agreement between Jefferson County 9-1-1 Dispatch and City of Festus (Public Works) for usage of the radio system. Chief Williams stated, it will be the standard charge per radio for radio usage. Board Member Taylor inquired, what radio channels will they have access to on the system? Chief Williams stated, they will have a countywide Public Works (not including Jefferson County) channel and a channel just for their Public Works. They will have not access to law enforcement channels. A Motion was made by Jamie Guinn, seconded by Brian Taylor to enter into the agreement with the City of Festus. The vote was as follows:

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

**Union Negotiations Committee** – To be discussed in Executive Session.

**VEBA Agreement** – Chief Williams stated, he wanted to inform the board, he would be making a change to the VEBA Agreement guidelines. Upon inception of the plan, we did not address the situation, that if an employee retires from the agency and begins to collect their VEBA funds they will be allowed to work part-time for the agency. The VEBA funds will not be able to be utilized until total termination from the agency. The board informed the chief they are fine with the wording modification.

**New Business:**

**UPS Replacement (Arnold & Crystal City)** – Chief Williams informed the board, the UPS systems for the Motorola back-end equipment at both Arnold and Crystal will need to be replaced. The units are 12 or 13 years old. The cost per site will be approximately \$8,240. Chief Williams stated, the funds are in the budget under Refresh Technology line item. The board acknowledged the cost.

**HVAC Replacement (Back-up Facility)** – Chief Williams informed the board, the HVAC system at the back-up facility will be replaced at a cost of \$12,000. The old unit has been a headache for years.

**Financial:**

**Monthly Reconciliation Report** – Chief Williams presented the February Monthly Reconciliation Report.

**Bills of the Session** – The bills of the session were presented by Board Member Taylor. A Motion was made by Brian Taylor, seconded by Andy Sides to approve the March, 2024 bills presented in the amount of \$294,475.57 checks 17015-17060 (Including EFT's). The vote was as follows:

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

**Sales Tax Revenue** – Chief Williams reported the following sales tax: **February 2024**, \$908,834.63.

**Announcements:** CAD Migration to the new servers has been completed. Chief Williams thanked, Travis Missey, Dave Bieser and the crew working the day of cut-over.

**CALEA Certification** – Angie informed the board, she, Kara Lewis and Dave Bieser attended the CALEA Conference and attended classes all week prior to going in front of the review committee for the certification. Angie stated she and Dave spoke and answered questions for the CALEA commissioners and they did fire some questions at us that we were not familiar with, but it worked out in the end and they were very impressed with the amount of work we put into the accreditation process. We were awarded our recertification. Kara informed the board, the committee was very interested in our agency, because we run a unique center. They asked a lot of questions.

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

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

**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