

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
September 25, 2025

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 1:00 pm at Jefferson County 9-1-1 Dispatch including an electronically linked social media source (Teams) by Vice Chairman David Kennedy. The following members of the Board were in attendance:

John Scullin – Chairman (Teams)
David Kennedy – Vice-Chairman
Brian Taylor – Secretary
Andy Sides – Member
Rachelle Roe - Member
Jamie Guinn- Member (Teams)
Perry Tindall – Member

Also present: John Whitehead – Chief
Bob Sweeney – Counsel (Teams)-arrived at 1:04pm due to a technical issue
Penni May – Business Manager
Angie Edmond – Office Manager

Guests: Adrienne Mayberry, Michelle Caraway, Chris Hermann, Kara Lewis (Teams), Tom Nahlik (Teams), Travis Missey (Teams), Mike Prater (Teams), Natalie Lewis (Teams)

Agenda –David Kennedy presented the agenda. A Motion was made by Andy Sides, seconded by Rachelle Roe to approve the agenda. All present were in favor.

Minutes –David Kennedy presented the amended minutes of the regular session meeting of July 24, 2025. A Motion was made by Brian Taylor, seconded by Jamie Guinn, to approve the amended regular session minutes of July 24, 2025. All present were in favor.
David Kennedy also presented the minutes of the regular session meeting of August 28, 2025. A motion was made by Andy Sides, seconded by Jamie Guinn, to approve the regular session minutes of August 28, 2025. All present were in favor.

Guests Forum & Comments:

Jefferson County Emergency Services - Chief Whitehead advised the JCESA held a meeting after two postponements with nothing new to report. Chief Whitehead stated he provided the committee with updates from our agency.

Operations Committee – Chief Whitehead stated the Operations Committee held a meeting Wednesday, September 24 with nothing new to report. Discussions were held regarding policies governing radio frequencies and ops channels.

Chief's Report:

Overtime Report – Chief Whitehead presented the Overtime Usage vs Budget report. Chief Whitehead reported to the Board overtime usage is still below budgeted amount, even though it is up approximately 150 hours this month. Brian Taylor inquired if we are fully staffed. Chief Whitehead advised the agency is fully staffed, minus one. Brian Taylor then asked why the overtime is increased if we are fully staffed. Chief Whitehead explained there are eight telecommunicators in training.

Chief Whitehead further explained of the three hired earlier this summer, one is released, one will be released next week, and one did not make it out of training. All six of recently hired telecommunicators are doing well. It will take another thirty to sixty days to get them released.

Call Statistics Report – Chief Whitehead presented the statistics report for the month of August 2025, Chief Whitehead showed the Board how calls have been trending over the past year, with August 2025 now being the business month for non-emergency calls. Chief Whitehead explained why August 24, 2025, numbers seem low. This is the day the agency switched over to NextGen911.

Total Non-Emergency Calls 14,028
Total 9-1-1 Calls 6,638

Public Relations and CALEA Report – Chief Whitehead presented the Public Relations Report advising public relations is gearing up for a busy fall season. The agency will participate in fall festivals, the Jeffco Fire Engine Rally, two National Nights Out, and two Trunk or Treats, including our own at Northwest High School. Chief Whitehead further explained the agency will provide remote dispatching (3 personnel) for Kimmswick's Apple Butter Festival, utilizing a classroom at Windsor Elementary.

Training Report – Chief Whitehead presented the Training Report reporting on the telecommunicators who have recently been released. Chief Whitehead also reported on the conferences and meetings for the month. Chief Whitehead advised the Board he was impressed with Jefferson College's ATS Fire Recruit Class, which recently toured our agency. He further advised one of our telecommunicators came from that class, which consists of local high school seniors. Chief Whitehead reported on the status of GovWorks, advising it should be up

QA/QI report – Chief Whitehead submitted the QA/QI report advising 165 calls were reported on. Two fell below average with 141 being perfect. Chief Whitehead advised the consistency of the telecommunicators continues to amaze him. Perry Tindall inquired when the new system (GovWorks) will be launched. Chief Whitehead advised we are waiting for our new call recorder (Eventide) to go live. There was a delay when DeSoto lost the ability to record 911 calls. GovWorks should be working in six to eight weeks.

Legal:

110/21 Billboard- Chief Whitehead advised there is no update on the billboard sign. Attorney Bob Sweeney advised he has sent a letter to Lamar and is waiting for a response.

Unfinished Business:

2025 Employee Handbook- Chief Whitehead reported on the Employee Handbook progress. Chief Whitehead stated the last time the handbook was updated was in 2020 with several sections pieced together from outside sources. Chief Whitehead stated the team has made sure the updated handbook is truly specific to our agency. Chief Whitehead further explained we utilized AAIM to go through the handbook and make sure it is legally sound. AAIM provided the necessary updates, which the team finetuned to match our needs. Chief Whitehead advised the Board he needs them to approve the handbook, which cannot be changed without Board approval. Jamie Guinn made a motion with a second by John Scullin. Andy Sides stated he would like to discuss the possibility of a drug free workplace and marijuana usage. Andy Sides and John Scullin asked for Attorney Bob Sweeney's opinion. Attorney Bob Sweeney stated our agency is exempt from the provisions of the law that would prohibit us from disciplining an employee for testing positive for cannabis. Attorney Bob Sweeney recommended the Board leave themselves open to make amendments in the coming months. A lengthy discussion was

held regarding our current drug policy. This portion of the handbook was tabled until next month. David Kennedy asked how he handles the motions already made. Attorney Bob Sweeney advised how to rescind the motion. Jamie Guinn changed his motion to a motion to approve the handbook with the stipulation of the drug testing portion (Section 7) still under review. John Scullin seconded the adjusted motion. Attorney Bob Sweeney clarified the motion is to accept the handbook with the exception of the drug portion (section 7).

A roll call vote was taken with the following results.

Jamie Guinn	Yes
John Scullin	Yes
Rachelle Roe	Yes
Brian Taylor	Yes
Andy Sides	Yes
Perry Tindall	abstained (was out of town and has not read the handbook yet)
David Kennedy	Yes

Further discussions commenced regarding testing based on suspicion of impairment, with Attorney Bob Sweeney providing information from different standpoints. David Kennedy requested Chief Whitehead report back next month with his recommendation.

Tower Road Paving- Chief Whitehead provided an update on the Tower Road paving project. Chief Whitehead reported all six of the tower site roads have been completed. Everyone seems to be happy with the results.

David Kennedy inquired about the functionality of NextGen 911. Chief Whitehead explained in a NextGen 911 system, traditional landline calls still reach the correct 911 center, but the routing path is updated to use the NextGen911 IP network instead of the old selective-router system. NextGen 911's GIS-based routing and IP backbone can handle whatever location data it receives, but the creation and delivery of accurate, real-time caller location remains the responsibility of the device (to generate it) and the wireless provider (to transport it). Chief Whitehead further explained the cities of Festus and Pevely are not included in NextGen 911 and will have to buy into our system or buy their own should they decide they wanted it.

New Business - No new business.

Financial -

Monthly Reconciliation Report – Chief Whitehead presented the monthly reconciliation report along with some additional finance reports for the month.

Bills of the Session – The bills of the session were presented by Rachelle Roe. A Motion was made by Rachelle Roe, seconded by Brian Taylor to approve the August 2025 bills presented in the amount of \$337,192.77, checks 17864 through 17914, one voided check #17816 and 13 EFT's. The vote was as follows:

Rachelle Roe	Yes
Jamie Guinn	Yes
Perry Tindall	Yes
Brian Taylor	Yes
Andy Sides	Yes
John Scullin	Yes
David Kennedy	Yes

Operating Income Report – Chief Whitehead presented the Operating Income Report.

Income/Expenses Trending (24Month) – Chief Whitehead presented this report. Chief Whitehead advised the Board that the agency's expenses are still on track and in line with our budget.

Sales Tax Revenue – Sales Tax Revenue for the month of August 2025 was \$1,208,500.93. Chief Whitehead explained this is July sales tax revenue received in August.

Announcements –

Employee Recognition –Telecommunicator Henry Morice was recognized by Chief Whitehead for going above and beyond in supporting a trainee. He also accepts overtime willingly. Henry Morice is a great asset to the agency.

Announcement of work anniversaries - Chief Whitehead reported Michelle Caraway recently reached her twenty-third anniversary. Lisa Gore, Corrine Haverstick, Raya Martin, Nicole Stoutenborough, Mackenzie Golden and Travis Missey all celebrated work anniversaries also.

Goals and Objectives Update – Chief Whitehead stated he has completed all his objectives for the year with the exception of the final objective. Chief Whitehead explained he is working on getting the rest of the meetings with the Chiefs scheduled, as time allows.

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

Andy Sides	Yes
John Scullin	Yes
David Kennedy	Yes
Brian Taylor	Yes
Perry Tindall	Yes
Jamie Guinn	Yes
Rachelle Roe	Yes

Report from Executive Session – Nothing to report.

Chief Whitehead advised the Board in open session the agency will have a photographer on site November 18 and 19 for professional headshots. He requested any Board Members interested, to notify him.

Jamie Guinn also advised the amount raised at the annual Backstopper's barbeque event will be announced this evening.

A Motion was made by Andy Sides seconded by Perry Tindall to adjourn the open session of the meeting at 2:14pm. All present were in favor.

Respectfully Submitted

John Scullin
Chairman

Brian Taylor
Secretary