

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
October 23, 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
Rachelle Roe – Member (Teams) arrived at 1:05 pm due to a technical issue
Jamie Guinn- Member (Teams)

Also present: John Whitehead – Chief
David Bieser – Assistant Chief
Bob Sweeney – Counsel
Penni May – Business Manager
Angie Edmond – Office Manager

Absent: Andy Sides – Member
Perry Tindall – resigned his position via email prior to the meeting

Guests: Adrienne Mayberry, Michelle Caraway, Chris Hermann, Kara Lewis, Tom Nahlik (Teams), Travis Missey (Teams), Mike Prater (Teams), Jenny Trost (Teams), Chris Trost (Teams) – arrived at 1:12pm

Agenda –David Kennedy presented the agenda. A Motion was made by Brian Taylor, seconded by John Scullin to approve the agenda. All present were in favor. Rachelle Roe was not yet in attendance.

Minutes –David Kennedy presented the minutes of the regular session meeting of September 25, 2025. A Motion was made by Brian Taylor, seconded by Jamie Guinn, to approve the regular session minutes of September 25, 2025. All present were in favor. Rachelle Roe was not yet in attendance.

Guests Forum & Comments:

Chief Whitehead informed the Board a Project Manager for Rolwes Company had requested to be placed on the agenda to speak about his concern with the cost of addressing. Chief Whitehead advised the Board Mr. Robert Duffee then rescinded his request, advising he would like to attend the November meeting. Mr. Duffee was emailed a copy of our Ordinance 2023-06 (an ordinance amending addressing charges).

Jefferson County Emergency Services - Chief Whitehead advised the original monthly JCESA meeting was canceled or postponed.

Operations Committee – Chief Whitehead stated the Operations Committee will hold a monthly meeting the week of October 27, 2025. Chief Whitehead advised at the previous meeting nothing was covered that wasn't already covered in the most recent Board meeting.

Chief's Report:

Overtime Report – Chief Whitehead presented the Overtime Usage vs Budget report. Chief Whitehead reported to the Board overtime usage for the month of September was really high. Chief Whitehead explained he did not believe one month of elevated overtime to be a cause of concern; however, the team will be monitoring this in the upcoming months. October is expected to be high due to the number of public relations events, the minimum staffing increase to nine, as well as several people in training. Chief Whitehead further stated the team will continue to track the overtime hours, and overall, we are still well under our budgeted number for the year.

Call Statistics Report – Chief Whitehead presented the statistics report for the month of September 2025. Chief Whitehead showed the Board how calls have been trending over the past year, with September 2025 being one of the slowest months this year for non-emergency calls.

Total Non-Emergency Calls 11,289

Total 9-1-1 Calls 6,223

Total Calls 17,512

Public Relations and CALEA Report – Chief Whitehead presented the Public Relations Report highlighting the success of the agency's Trunk or Treat event. Chief Whitehead thanked PR Manager Kara Lewis and her team for the hard work they put into the event. Jamie Guinn concurred; the event was a great success. Chief Whitehead also spoke on the preparations for the remote dispatching at the Apple Butter Festival.

David Kennedy inquired what 75 standards/210 standards means. Kara explained our agency must prove compliance for 210 standards. Currently, there are 75 standards to be proved by the end of the year. These will be proven as they occur.

Training Report – Chief Whitehead presented the Training Report reporting on the agency wide trainings that occurred in October (Employment Law Basics, Anti-Harassment in the Workplace and Sunshine Law Training for the administrative staff). Chief Whitehead spoke about the meetings that took place throughout the month of October, including the JCSO Citizens Academy, on September 30. Chief Whitehead explained several new telecommunicators are continuing to advance through their training, with two of them (Andrea Duncan and Kyle Baum) being recently released from training. Chief Whitehead stated we are actively searching for applicants to fill three telecommunicator positions.

QA/QI Report – Chief Whitehead submitted the QA/QI report advising 162 calls were reported on. Four fell below average with 132 being perfect. Chief Whitehead advised the Board the reporting is still being done manually, although we are getting closer. Chief Whitehead is optimistic by January; Michelle will have different reports to bring to the Board. David Kennedy stated he does not care of the use of the word "average" in the report but understands it is a software setting.

Peer Support Report – Chief Whitehead reported on the Peer Support Team, stating the Peer Support Team had nine calls for support this month.

Legal:

Nothing to bring before the Board.

Unfinished Business:

2025 Employee Handbook (marijuana)- Chief Whitehead advised the Board he has a recommendation to bring before the Board, as they previously requested. Chief Whitehead explained the process he went through to come to his recommendation, including discussions with local agencies and research for case law. Chief Whitehead thanked Jamie Guinn for the information he provided. Chief Whitehead stated his recommendation is for Jefferson County 911 Dispatch to maintain a zero-tolerance policy regarding the use, possession, distribution, or influence of all illegal drug activities and the use of marijuana/THC products, both on and off duty, until it becomes legal federally and there is a test which can definitively determine someone has used marijuana/THC products within the timeframe prohibited. Chief Whitehead further explained the purpose and scope wording in the Handbook and highlighted the fact marijuana/THC products, even for medical purposes, are not permitted at any time. David Kennedy inquired if this information is the same as what was sent in a recent email. Chief Whitehead stated it is the same information. Brian Taylor asked if we do random drug testing and if so, what do we do when someone tests positive. Chief Whitehead explained per our policy, probationary employees are terminated immediately, whereas employees past their first year are referred to our EAP (Employee Assistance Program). Chief Whitehead asked the Board to consider making this change to the Handbook effective January 1, 2026; to allow employees time to adjust and make sure they are clear from any lasting effects in the bloodstream. Attorney Sweeney stated he appreciates the grace period due to the confusion around it and the widespread legal use of it at this point. Rachell Roe concurred. David Kennedy asked for a motion to accept the handbook as written, including the marijuana policy, but for the marijuana policy to be in effect January 1, 2026. Brian Taylor made the motion with the second by Rachelle Roe. No discussion followed. A roll call vote took place with the following results:

Brian Taylor	Yes
Rachelle Roe	Yes
David Kennedy	Yes
Jamie Guinn	Yes
John Scullin	Yes

New Business –

2026 Budget – Chief Whitehead advised the Board he emailed the proposed 2026 budget to the board Members with some great questions, especially from Brian Taylor. Chief Whitehead had a power point display of the budget and invited the Board Members to ask about any item they needed clarification on. Chief Whitehead explained the budget provided is a roll-up budget with detailed explanations on every item as subcategories. Brian Taylor stated Chief Whitehead had previously answered his questions. David Kennedy stated the only questions he has deals with the capital expenses. Chief Whitehead explained the reasoning behind each item listed as a Capital Expense. David Kennedy expressed concern with leaving items such as Building Repairs/New Building in the Capital Expenses list. A lengthy discussion was held regarding whether some of the items under Capital Expenses should remain in this category or be moved to a reserve category. The consensus was to keep the items in Capital Expenses. David Kennedy asked for a motion to accept the capital budget proposed. Brian Taylor made the motion with a second by John Scullin. David Kennedy asked if there was any discussion to be had. Brian Taylor also stated it doesn't matter to him where the items are listed. Rachelle Roe agreed. Chief Whitehead stated this motion would be for the entire 2026 budget for total expenditures to be \$12,217,000 and capital expenses would be up to \$8,900,000 with an expected income of \$13,200,000. This puts the end-of-year balance just over \$6,000,000. Attorney Sweeney stated the original motion and second needs to be withdrawn for a cleaner motion. Brian Taylor withdrew his original motion. John Scullin withdrew his original second. Brian Taylor made a motion with a second by John Scullin to accept the 2026 budget at \$12,217,000, capital expenses up to \$8,900,000 and anticipated income at \$13,200,000, leaving a fund balance of \$6,180,174 at the end of 2026. No further discussion took place. David Kenney began a roll call vote, with the following results:

Brian Taylor	Yes
John Scullin	Yes
Rachelle Roe	Yes
David Kennedy	Yes
Jamie Guinn	Yes

November and December Board Meeting Dates – Chief Whitehead advised the Board the next two Board Meetings fall on Thanksgiving and Christmas. A discussion took place regarding which dates to change the meetings to. November’s meeting has been changed to Thursday, November 13, 2025, at 1pm. December’s meeting has been changed to Thursday, December 18, 2025, at 1pm. There was no opposition.

Vacant Board Seat – Chief Whitehead advised the board at the November meeting, a resolution will need to be adopted to place an item on the ballot. Rachelle Roe asked for background information. Attorney Sweeney explained the process for passing a resolution calling for the election to be placed on the ballot. Chief Whitehead explained the money is in the budget for this expense, as well. The terms expiring are Rachelle Roe, Jamie Guinn, Brian Taylor and Andy Sides. Concerning the vacant Board Seat, Chief Whitehead stated Perry Tindall has retired from the Sheriff’s Office and resigned his seat on the Board. Chief Whitehead asked the Board if they want him to run an ad in the paper or reach out to the two people who have shown interest. David Kennedy, John Scullin and Rachelle Roe stated they would like an ad in the paper. Business Manager May advised she has the wording for the ad. Attorney Sweeney advised they have sixty days to appoint a member to the Board. Chief Whitehead stated he will run the ad. David Kennedy and Brian Taylor volunteered to head up the committee along with Chief Whitehead to bring a recommendation to the Board.

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 Chief Whitehead. A Motion was made by Rachelle Roe, seconded by Brian Taylor to approve the October 2025 bills presented in the amount of \$10,207,355.02, checks 17915 through 17964, and 13 EFT’s. The vote was as follows:

Rachelle Roe	Yes
Brian Taylor	Yes
Jamie Guinn	Yes
David Kennedy	Yes
John Scullin	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. A discussion took place regarding sales tax income, which has not increased much in recent years. David Kennedy explained the percentage to be approximately 2%. Chief Whitehead agreed but reminded the Board this increase is not keeping up with our expenses.

Sales Tax Revenue – Sales Tax Revenue for the month of September 2025 was \$1,047,277.05.

Announcements –

Employee Recognition –Telecommunicators Shannon Walker and Caleb Massey were recognized for their role in assisting during a medical emergency which occurred at the agency. Newly released Telecommunicator Sabrina Harris was recognized for handling several difficult calls in a short time frame.

Announcement of work anniversaries - Chief Whitehead reported John Lewis recently reached his thirty-third anniversary and David Bieser recently reached twenty-three years. Dylan DeClue reached five years, and Brittany Beattie, Scott Downey and Hannah Wetzel all reached two years.

Goals and Objectives Update – Chief Whitehead stated he has completed all his objectives for the year except for the final objective. Chief Whitehead explained he is waiting to meet with two Police Chiefs due to Omnigo concerns. Chief Whitehead stated after he meets with a couple Fire Chiefs, he will have completed his goals and objectives for 2025.

Executive Session – A Motion was made by Jamie Guinn, 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:

Jamie Guinn	Yes
John Scullin	Yes
David Kennedy	Yes
Brian Taylor	Yes
Rachelle Roe	Yes

Report from Executive Session – Nothing to report.

A Motion was made by Brian Taylor seconded by Rachelle Roe to adjourn the open session of the meeting at 2:41pm. All present were in favor.

Respectfully Submitted

John Scullin
Chairman

Brian Taylor
Secretary