

JEFFERSON COUNTY 9-1-1 DISPATCH
Minutes of Regular Meeting
November 20, 2025

A regular meeting of the Jefferson County 9-1-1 Dispatch Board was duly called to order at 1:00 pm at Antonia Fire Protection District House # 2 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 (Teams; entered the meeting at 1:13pm)
Rachelle Roe – Member (Teams)
Andy Sides – Member (Teams)

Also present: John Whitehead – Chief
David Bieser – Assistant Chief (Teams) (had to leave the meeting shortly after it started)
Bob Sweeney – Counsel (arrived at 1:04pm)
Penni May – Business Manager
Angie Edmond – Office Manager

Absent:
Jamie Guinn- Member

Guests: Adrienne Mayberry, Chris Hermann, Alan Leaderbrand, Jim Terry, Adam Baer, Robert Duffee, Bobby Chrisco, Chief Krutzsch, Kara Lewis (Teams), Travis Missey (Teams), Mike Prater (Teams), Jenny Trost (Teams), Chris Trost (Teams), Natalie Lewis (Teams), Lisa Gore (Teams)

Agenda –David Kennedy presented the agenda. David Kennedy made a motion to approve the agenda after proposing to move the ballot issues to executive session. Rachelle Roe made the second. A roll call vote followed.

David Kennedy	Yes
Rachelle Roe	Yes
John Scullin	Yes
Andy Sides	Yes
Brian Taylor	Not yet arrived

Minutes –David Kennedy presented the minutes of the regular session meeting of October 23, 2025. A Motion was made by John Scullin, seconded by Rachelle Roe, to approve the regular session minutes of October 23, 2025. All present were in favor.

Guests Forum & Comments:

Chief Whitehead informed the Board two additional people were in the room and one online that applied to fill the vacant board seat. Chief Whitehead gave each of them the opportunity to introduce themselves. Alan Leaderbrand introduced himself, stating he is a current Board Member for Saline Valley Fire Protection District and is retired, leaving plenty of time to help with the 911 Board. Jim Terry introduced himself as a Board Member for Big River Ambulance District. Chris Trost introduced himself as a local business owner wanting to fill the Board seat and help the community.

David Kennedy invited the two gentlemen from Rolwes Company to speak (they had requested to be placed on the agenda to speak about their concern with the cost of addressing). Adam Baer with Rolwes Company thanked the Board for the opportunity to speak. Mr. Baer advised he is here to speak about an addressing fee the company was issued. Mr. Baer explained the upcoming apartment community in Imperial will consist of thirteen apartment buildings, a clubhouse, fitness center and maintenance building under one owner (1 parcel). Mr. Baer stated they are a legacy owner, meaning they build these apartments, and keep them long term, so they are focused on building them to a high-quality standard. Mr. Baer stated that is the type of people they want to attract there and that they build not just multifamily, but also single-family houses all throughout Jefferson County, Franklin, Lincoln, Warren, St. Charles and surrounding areas. Mr. Baer stated no subdivisions are being created and no individual lots or units will be conveyed. The invoice they received for the 911 addressing is \$10,890.00. Mr. Baer stated the invoice is based off 306 single lot charges at \$35 each plus \$180 plat fee. Mr. Baer stated his interpretation of the ordinance is that it applies to subdivision plats with lots, not multifamily buildings without lots. Mr. Baer stated they are not having a subdivision plat and it's going to be one owner. Mr. Baer also stated there are zero lot lines, just a single parcel with multiple apartment buildings on it. Mr. Baer believes the ordinance applies to lots and subdivisions. Mr. Baer believes most subdivisions are going to create new parcel ID's, new legal descriptions new ownership records, new street frontage and names and new GIS mapping. Mr. Baer stated the apartment complex does not create that. Mr. Baer further stated multifamily properties are almost always assigned per building with the interior unit numbering handled through standard suite unit apartment format. Mr. Baer believes classifying the 306 apartment units as lots doesn't quite follow along with what actually happens. Mr. Baer stated most of the counties they have dealt with don't have a fee for addressing at all. Mr. Baer stated he feels being charged about \$11,000 for the addressing of these units, seems to be a bit above and beyond. Mr. Baer further stated they are requesting the invoice be revised to \$740 (\$35 for each of the sixteen buildings and the \$180 plat fee). David Kennedy thanked Mr. Baer for coming, told him the Board would take this information under advisement and give them some feedback in the future. Mr. Baer asked when they might expect some feedback. David Kennedy stated in the future. Rachelle Roe stated she is interested in discussing this with her fellow Board Members later.

Jefferson County Emergency Services - Chief Whitehead reported the meeting as a standard meeting with nothing to report. The next meeting will be held next week.

Operations Committee – Chief Whitehead stated the Operations Committee held their monthly meeting with Chief Whitehead and Chief of Staff Hermann attending to make sure the agencies are being heard and all that information is being shared with the teams. One area of importance discussed is tactical dispatching. Chief Whitehead spoke on the success of testing tactical dispatch at Hillsboro and again at the Apple Butter Festival. The agency is learning what works and what doesn't work. Chief Whitehead further advised the agency is now participating in live burn trainings which helps the departments with the administrative tasks, as well as allowing our telecommunicators to see what happens on the fire ground. There are two more of these types of training before the end of the year. Chief Whitehead explained he and the team are confident the agency is going to be able to provide tactical dispatch. The next steps are to determine the specifics of what the agency will be able to realistically offer.

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 October was well below the budgeted amount. November and December will have year-end vacations and holidays which will have some impact, but overall, the overtime usage is falling below the budgeted amount.

Call Statistics Report – Chief Whitehead presented the statistics report for the month of October 2025. Chief Whitehead showed the Board how calls have been trending over the past year, with October being another busy month. Chief Whitehead advised the Board he is researching the best way to handle increasing call volume without further increasing the number of telecommunicators it takes to efficiently work the radio room. Chief Whitehead stated there will be more to follow on this subject.

Total Non-Emergency Calls 12,665

Total 9-1-1 Calls 6563

Total Calls 19228

It should be noted Board Member Biran Taylor joined the meeting via Teams at 1:13pm.

Public Relations and CALEA Report – Chief Whitehead presented the Public Relations Report. Chief Whitehead highlighted the many activities which occurred in October. Chief Whitehead further explained Shop with a Cop events will take place in December.

Chief Whitehead stated Accreditation Manager Lewis has 75 standards out of 210 to complete for the year, which is right on track.

Training Report – Chief Whitehead presented the Training Report advising Hexagon was on site for a week providing administrative overview to the supervisors. This will allow them to really dig into the capabilities of the CAD system and utilize tools and techniques to help make the telecommunicators' jobs easier. Chief Whitehead also reported two employees attended the CJIS conference, gaining valuable insight. Chief Whitehead reported on the four most recent hires; one is released, two are close to being released and one chose a different career path. Chief Whitehead further explained we have four remaining positions that are in the process of being filled with an expected academy in December. Lastly, Chief Whitehead advised the Board the team has been working with Paylocity to enhance our performance reviews and our onboarding. Chief Whitehead stated H.R. Manager Mayberry has been working hard to get the onboarding up and running. The four people starting in December were sent their onboarding information digitally.

QA/QI Report – Chief Whitehead submitted the QA/QI report advising 162 calls were reported on. Two fell below average with 131 being perfect. Chief Whitehead advised the Board the reporting is still being done manually, although we are getting closer. January is still the most realistic time frame for the new system to be ready.

Legal:

Nothing to bring before the Board.

Unfinished Business:

Vacant Board Seat – The committee consisting of Chief Whitehead, David Kennedy, Brian Taylor and Chairman Scullin will sit in on the interviews. Eight people applied, but one has rescinded. The interviews will be twenty minutes each on Tuesday, November 25 and Wednesday, November 26.

December Board Meeting Date - The December Board Meeting has been set for Thursday, December 18, 2025.

New Business –

April 2026 Ballot Resolution 2025-04: Board Seats – David Kennedy advised he erroneously made the motion along with Board approval to move the resolution discussions to executive session. David Kennedy requested Attorney Sweeney’s assistance in the correct wording to rectify this. Attorney Sweeney presented him with the correct wording. David Kennedy then made the motion to move the April 2026 Ballot Resolution 2025-04 back to the open session with a second by Andy Sides. Roll call vote as follows:

David Kennedy	Yes
Andy Sides	Yes
John Scullin	Yes
Brian Taylor	Yes
Rachelle Roe	Yes

David Kennedy read the April 2026 Ballot Resolution 2025-04 which establishes the election for two board members in district one and two board members in district two. David Kennedy then asked for a motion to adopt the resolution. Rachelle Roe made the motion with the second by Chairman Scullin. The vote was as follows:

Rachelle Roe	Yes
John Scullin	Yes
David Kennedy	Yes
Andy Sides	Yes
Brian Taylor	Yes

Chiefs One-On-One Meetings (Findings/Lessons Learned) – Chief Whitehead reported this final objective has been completed with an overall 96% satisfaction rating. There are zero unresolved service concerns. Chief Whitehead stated there have been several instances of agency-driven improvements completed since May, which have been well received by the agencies we work with. Key takeaways are communication, modernizing our CAD and MDTs, and the continuation of radio equipment training. Chairman Scullin thanked Chief Whitehead for his work in this matter.

Resolution Authorizing Chief to Execute Real Estate Documents – Attorney Sweeney explained to the Board the title company just requested this resolution to make the closing more efficient. David Kennedy asked for a motion to authorize Chief Whitehead to execute certain documents related to the purchase of real estate. Chairman Scullin made the motion with a second by Rachelle Roe. A roll call vote followed:

John Scullin	Yes
Rachelle Roe	Yes
David Kennedy	Yes
Andy Sides	Yes
Brian Taylor	Yes

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 David Kennedy. A Motion was made by Chairman Scullin, seconded by Brian Taylor to approve the November 2025 bills presented in the amount of \$306,727.78, checks 17965 through 18027, and 12 EFT's. The vote was as follows:

John Scullin	Yes
Brian Taylor	Yes
David Kennedy	Yes
Andy Sides	Yes
Rachelle Roe	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. Chief Whitehead explained as long as we collect \$950,000 for the month of November, we will have met our goal.

Sales Tax Revenue – Sales Tax Revenue for the month of October 2025 was \$1,174,338.73.

Announcements –

Employee Recognition –Telecommunicator Matt Endicott was recognized for his positive attitude and willingness to always pitch in and help wherever he is needed. Matt is a well-respected employee.

Announcement of work anniversaries - Chief Whitehead reported Penni May recently reached her thirty-third anniversary and Chris Hermann recently reached eighteen years. Telecommunicator Chris Wayne has reached eleven years.

Goals and Objectives Update – Chief Whitehead stated he has completed all his objectives for the year and has reported them back to the Board.

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

John Scullin	Yes
Andy Sides	Yes
David Kennedy	Yes
Brian Taylor	Yes
Rachelle Roe	Yes

Report from Executive Session – Nothing to report.

David Kennedy made an announcement that Resolutions 2025-05 and 2025-06 were not discussed in executive session. David Kennedy then asked for a motion to table both resolutions for a future meeting. Chairman Scullin made the motion with the second by Andy Sides. A roll call vote followed:

John Scullin	Yes
Andy Sides	Yes
David Kennedy	Yes
Rachelle Roe	Yes
Brian Taylor	Yes

A Motion was made by Andy Sides seconded by Rachelle Roe to adjourn the open session of the meeting at 2:12pm. All present were in favor.

Respectfully Submitted

John Scullin
Chairman

Brian Taylor
Secretary