

**911 Communications Administrative Board
Regular Meeting Minutes**

Tuesday, August 20, 2013

I. Call to Order

President Mark Cash called to order the regular meeting of the 911 Board at 4:15 P.M. on Tuesday, August 20, 2013 at Madison City Hall.

II. Those in Attendance

The following executive members were present: Mark Cash, Damon Welch, and Dick Jones.

Jennifer Shelton and Larry Wynn were absent.

Others present were John Hendrix, Dan Thurston, Robert Black, Steve Horton, and Shannon Tilley.

III. Approval of Minutes

The July 23 meeting minutes were approved with no changes.

IV. Open Business

1. Advisory Committee Reports

The Fire & EMS Committee continued editing the Fire SOPs. The Technical Committee will be meeting next month to work on the new county fire repeaters project and RFP.

2. Central Dispatch Personnel Merger Issues

John Hendrix advised that the budget and pay issues are complete, but that we need to complete work on how to handle accumulated sick, personal, vacation time and seniority issues for city personnel transferring to the county. Bob Cooke advised that the City will pay out accumulated compensatory time and vacation time to its dispatchers. The city would like to pay the county for the city personnel's accumulated sick time so that they can carry their accumulated sick time over to the county. It was advised that John Hendrix research how other counties have handled that issue. John Hendrix advised he had already researched the issue and other counties have handled the issue in numerous different ways with no one clear easy way to handle the issue and thinks we should come to an agreement that works for us with this matter. Representatives from the County Auditor's Office handed out Employee Manuals for review.

Mark Cash advised Board members will explore how to structure seniority and sick time issues for the dispatch center, and advised they would consult the city and county attorney's to seek legal guidance on the issue as well.

3. Project Timeline

John Hendrix advised that the additional appropriation for the electrical work was not advertised in time to allow the County Council to vote on it, but they did express their support and intent to vote in favor of the total appropriation at their next meeting in September. John Hendrix advised he felt we can still complete everything in time for the January 1st deadline.

V. New Business

1. Statewide 911 Board Additional Distribution

John Hendrix advised that surplus 911 revenue was distributed back to the counties this month from the Statewide 911 Board as required by law. The Board also approved an increase of 1.4% in funding for Fiscal Year 2014, which will begin in September 2013.

2. Initial Equipment Funding

Board members discussed ways to handle paying vendors with the 55/45 funding split for the initial equipment purchases. Bob Cooke advised that the vendors prepare separate invoices for City and County which can be paid by each separate entity. Heide Trap and Amy Jones advised it would be easier to pay their percentage and let the city pay their percentage each directly to the vendor, rather than have the county take in money from the city. John Hendrix advised the County Council had expressed their desire to only do an additional appropriation for their 55% of the funds so splitting the vendors invoice and paying the vendor from the two entities separately seems to be the best way to handle the payments. John Hendrix advised he will plan to submit the invoice for the items to the city and county separately so that they can each pay their percentage directly to the vendor. The first \$100,000 will be taken from the 911 fund's equipment budget line. (Handouts provided.)

3. Bathroom Renovation Project

John Hendrix discussed the quotes received from ElectricTek and Arbuckle Electric for the bathroom renovation project. The third vendor did not respond. The quotes will be presented to the commissioners at their next meeting on Thursday, August 22nd.

4. New County Repeaters Project

J&K Communications is preparing the technical specs for the new county fire repeaters. The Technical Committee will meet soon to begin the RFP process for this project.

VI. Adjournment

The meeting was adjourned at 4:47 p.m.