

**911 Communications Administrative Board  
Regular Meeting Minutes**

Tuesday, January 29, 2019 @ 5:00 pm

**I. Call to Order**

The meeting was called to order by President David Bramer at 5:05 pm with the Pledge of Allegiance.

**II. Those in Attendance**

David Bramer, Judy Smith, Director Lawrence, Jennifer Shelton, Damon Welch, Kathi Scroggins and Katie Rampy.

**III. Approval of Minutes**

David Bramer asked if everyone had the chance to read the minutes of 10/23/18 & 11/26/18, those in attendance said that they had, Damon Welch made a motion to approve the minutes as written, David Bramer seconded.

**IV. Old Business**

**1. Committee Reports**

Committee chairmen reported on the activities of the advisory committees. Chief Robert Black gave the Fire & EMS committee report. Chief Robert Black started off by saying that the Fire S.O.P.s were done, he also stated that we have not been following Parliamentary Procedure for our meetings, he stated that he has done extensive research on 911 Central dispatches lack of Fire training, we are not following NFPA 1061 guidelines and suggested that the agency purchase this and that all dispatchers follow it. Rodney Black stated that he felt that some of the failure on Fire training is partly the fault of the Fire departments because they have been wanting to do a specialty training with the dispatchers but have not done it as of yet. Director Lawrence asked Rodney Black about the Power Point that they had suggested putting on, he said that he is still working on that. Chief Robert Black wanted the 911 Advisory Board to adopt the Fire S.O.P's so that Central would have to start using them. Director Lawrence said that she still has not received the final draft for all of the S.O.P's and that she still has not heard from either Law enforcement agency as to whether or not they are in agreement with them. She also stated that A Couple of S.O.P's are still in the works, like Active Shooter & Bomb Threat and that until all are completed they should be put on hold. Judy Smith agreed that they need to all be totally done before the board can do anything with them.

**2. Director Updates:**

Director Lawrence stated she has received the new computers for dispatch, and has made contact with IT for installation. She is still waiting on word from the Federal government on grant

submission. With the government shut down, receiving word on the grant process has stopped. She is hoping to get money to help pay for all or big “chunk” of it. Commissioner Little is working on a panel in the radio room at Madison Township tower site. Will be getting it hard wired so we are able to use a portable generator if power goes out for long periods of time. Hired 2 new Dispatchers, however 1 has already quit making the center short-handed again. Director Lawrence asked the board where we were on possibly locating another building to house Central Dispatch, we are not ADA or OSHA compliant. Commissioner David Bramer said that he had something in the works that he hoped to report on the status at the next board meeting. Mayor Damon Welch also stated that he had something in the works and would also wait until the next meeting before saying anything about it. Director Lawrence asked if the board was still considering the Automated Attendant for dispatch, both Commissioner David Bramer and board member Judy Smith stated that they thought that had already gotten started, Director Lawrence stated that No it hadn't. Commissioner Bramer told Director Lawrence to get with the IT person and give him a list of numbers that needed to be included in the Automated Attendant. Director Lawrence also told the board that she had just replaced the battery pack in the MEVO phones @ EMS. She also stated that the Solarcom has had issues all over the state and that they are working on getting the issues fixed.

Director Lawrence also stated that MCHS will be installing a camera that will be linked to dispatch to monitor.

**New Business-** New meeting Dates for 2019 were discussed , the board has decided to meet every other month, to take care of any issues that may arise, and until the Automated Attendant is up and running. All meeting dates and times have been posted on the county website.

Director Lawrence asked the board to consider paying her on a 80 hr for a two week pay period and not on a 70 hr. She stated that the Director is part of the Public Safety Personnel and is on call 24/7/365. She also stated that this would come out of State 911 funds and would not affect the County general budget at all. Judy Smith stated that the salary ordinance would have to be amended but if the board agreed to this change that they would draft a letter of recommendation for Director Lawrence to take to the next County Council meeting to get their approval. Katie Rampy made the motion to approve this change in hours and salary and Kathi Scroggins seconded it, all were in favor.

**General Discussion-** the Inter-local agreement was up for discussion next, with Kenny Garrett, President of the Town of Hanover Council present to speak with the Board. Kenny started off by telling the board that he appreciated them taking time to listen to him. He also stated that the

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\$11,799 that had been set aside for 911 Communications, their 1 % of the Inter-local agreement, could not be used for that at this time. They have had some unforeseen issues come up at the Town and had to use that money, and that next year they could participate with and increase for each time the Inter-local agreement had to be signed up to 3 %. Judy Smith stated that this would have to be put in writing in the Inter-local agreement for the next time that it was signed, and presented to the Council in June. Administrative Assistant Jennifer Shelton stated that it will need to be signed by the end of this year. Kenny Garrett stated that he would take this information back to the Town Council to let them know what was going on.

**VI Audience Questions/Comments:** Commissioner David Bramer asked if there were any comments from the Audience, EMA Director Troy Morgan spoke to make the board aware of the Issue that had been going on with the NIXLE messages and why everyone was receiving them in triplicate. He stated that because of the area that we live in and where the tower that services us is, it wouldn't recognize, our 2 main zip codes out of 10 for Jefferson County, those 2 are 47250, 47243. So he asked NIXLE to take out all the other zip codes except the 47250 and 47243 and this should alleviate the issue. All the other zip codes have been notified to re subscribe under Jefferson EMA.

**VII Adjournment**

With nothing further to discuss Kathi Scroggins made the motion to adjourn with Judy Smith seconded, all were in favor. The meeting was adjourned at 6:65 pm. The next meeting will be March 26, 2019 @ 5:00 in the Courthouse Room 103, Commissioner's office.