

911 Communications Administrative Board
Regular Meeting Minutes

Tuesday, March 26, 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, Katie Rampy and Kathi Scroggins was absent

III. Approval of Minutes

David Bramer asked if everyone had the chance to read the minutes of 1-29-19, Damon Welch made a motion to accept the previous minutes as written and Judy Smith 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 stating to the Board that all of the S.O.P's were done and had been approved. Chief Robert Black asked Director Lawrence if all of the S.O.P's were in dispatch and being used. Director Lawrence stated that they were in dispatch. Chief Robert Black again invited the dispatchers to Interactive training with the Firemen so that they would have firsthand knowledge of what the Firemen go through on scene. Director Lawrence stated that this invitation had been approved by her over a year ago, but she has yet to hear from anyone from the Fire Association as to the date of this training. Rodney Black stated that it was still in the works and that they were putting together a Power Point presentation.

2. Director Updates:

Director Lawrence stated that she has Released one dispatcher and has a new one to be starting April 5th, and once he is trained she will have one more full time dispatcher position to fill and she will be fully staffed. Director Lawrence stated that she has heard back from the State regarding the Grant, and they told her that they had to have everything turned into the Federal government by April 12th, but there was no timeline as to when the State will hear back from the Feds. Director Lawrence told the board that Central Dispatch was in desperate need for its own part-time dedicated IT person, because all the information has been given to the current county IT for the Automated Attendant and that we have not moved forward beyond just exchanging emails. Also our new computers have not been installed yet, and because of this it has slowed the installation of the monitoring of the camera that is installed at the high school. Director Lawrence

stated that she knew that the current county IT person was busy but until we get our own dedicated IT person that we are in limbo for many things. Director Lawrence stated that this could be paid for out of State 911 funds, the board agreed that this was needed and David Bramer suggested that a contract for service be drafted.

New Business- Director Lawrence told the board that her new pay was started with this last pay and that she appreciated their support and for believing in her. Director Lawrence stated that since the Fire S.O.P's have been completed she did not feel that it was necessary for the board to meet every couple of months. The board agreed and deleted the August 27th date from the schedule and going back to the quarterly meetings.

General Discussion- At the next board meeting in June Administrative Assistant Jennifer Shelton reminded the board that they will need to talk about the Inter-local agreement because the Town of Hanover will need to be added. Judy Smith asked for Administrative Assistant Shelton to get Director Lawrence on the Town's Agenda before budget time, so that they will have time to go over their numbers and decide how much they can contribute towards the Inter-local Agreement. Director Lawrence asked if talks have been stalled over a new building for Central Dispatch. Damon Welch said that he had something in the works but could not speak on it at this time. Commissioner David Bramer said that he was still looking into it.

VI **Audience Questions/Comments:** Commissioner David Bramer asked if there were any comments from the Audience, Chief Robert Black stated that while Central Dispatch needed to be moved to a different location, if the building(s) that they are considering would have the proper standards? Commissioner Bramer asked what he meant and he stated that there are certain standards for an Emergency Communications center, like for instance it has to be able to withstand a Tornado, etc. He also stated that he would look to see if he could find those standards and present them to the board at one of their next meetings. With nothing further to discuss Mayor Damon Welch made a motion to adjourn and Katie Rampy seconded.

VII **Adjournment**

The meeting was Adjourned at 5:30 p.m. The next meeting of the Jefferson County 911 Administrative Board will be June 25, 2019 and will be held in the Jefferson County Commissioners Office @5:00 pm