

911 Communications Administrative Board
Regular Meeting Minutes

Tuesday, June 25, 2019 @ 5:00 pm

Call to Order

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

I. Those in Attendance

David Bramer, Judy Smith, Director Lawrence, Katie Rampy and Kathi Scroggins, Damon Welch was late.

II. Approval of Minutes

David Bramer asked if everyone had the chance to read the minutes of 3-26-19, Damon Welch made a motion to accept the previous minutes as written and Judy Smith Seconded.

III. 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:

Commissioner Bramer asked Director Lawrence if the Automated Attendant had been completed, she said No and that she gave all the information to Tyson but was still waiting on him to complete, probably won't worry about it now until after move. Also Director Lawrence stated that she there has been no communication between the Part time IT person and Tyson. The computers that were purchased still have not been installed. Commissioner Bramer said that Tyson Skinner told him that one computer has been cloned and that he was waiting on word from Director Lawrence to see if, the cloning was what she wanted for the others before he proceeds. Director Lawrence stated that she is still waiting on the final word from the Federal Government as to if we got the grant or not. She stated that the State is 98% sure that we have it but just waiting on final confirmation.

V **New Business-** Director Lawrence told the board that the one dispatcher that she had hired, quit and went back to the jail as a jailer which more suited him. So now she is on the hunt for another dispatcher, she stated that she probably would not do anything until she got back from her trip. Director Lawrence stated that the County Council approved moving forward with the building for Central Dispatch and EMA. A new roof has been installed and the HVAC units have been serviced. EMA Director Troy Morgan stated that they have entered into an agreement with Steinhardts to have the units serviced twice a year.

Director Lawrence stated that she attended the Hanover Town Council meeting on 5/8/19 and that Hanover has agreed upon a 1.5% distribution for 2020 and a 3 % distribution for 2021, this is for the Inter-local agreement. Judy Smith stated to the rest of the board that the Inter-local agreement needed to be signed at the end of this year, and wanted to know if they wanted to draft it on a yearly basis or continue that way it is now every three years. Commissioner Bramer stated that they could keep it like it was but add a 1, 2 & 3 year amount for Hanover. Judy Smith stated that the County Attorney needed to look at it also, then once it is amended with Hanover's amounts, it needs to be taken to each entity to have them sign.

VI **General Discussion-** EMA Director Troy Morgan stated that Bumper Johnson who is the Contractor for the building project will now be Project Coordinator for the building. EMA Director Morgan asked if he could share and be put on the contract for the Part-Time IT person. He stated that he probably wouldn't need him that much, but that he would hope that his agency would have the same consideration as Central Dispatch. Judy Smith said she thought that would be a good Idea.

Judy Smith asked for all the members to look over 911's budget for 2020. Director Lawrence told her that there weren't many changes for Items to add to the budget except for building utilities. Judy Smith asked Director Lawrence if the IT person could come out of the 1222 State 911 budget, Director Lawrence said that she wasn't sure and would check into it. Judy Smith stated that the more that can be paid out of that budget would help. She wanted Director Lawrence to reach out to Andy Lytle for the IT contract.

VII **Audience Questions/Comments:** Commissioner David Bramer asked if there were any more Comments or questions from the Audience. With no further comments Commissioner Bramer asked for a motion for Adjournment.

VIII **Adjournment**

Katie Rampy made the motion to Adjourn and Judy Smith Seconded, all in favor, motion carried, the Regular meeting of the 911 Administrative board adjourned at 7:00 p.m. Immediately

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following this meeting was an Executive Session. The next regularly scheduled meeting of the 911 Board will be October 29. This will be the last meeting for 2019.