

9-1-1 Advisory Board Meeting January 13, 2016

1. CALL TO ORDER – The Greene County 9-1-1 Advisory Board was called to order by Chair David Hall on January 13, 2016 at approximately 3:00 p.m. at the Public Safety Center, 911 Emergency Communications conference room at 330 W. Scott Street, Springfield, MO 65802. Seven board members were present as follows:

David Hall	Springfield Fire Department Representative
Duane Compton	Greene County Municipality Representative
J. Howard Fisk	Springfield Business Representative
Scott Kensel	Member-at-Large Representative
Nelson Prewitt	Greene County Fire District Representative
Collin Quigley	City of Springfield Representative
Paul Williams	Springfield Police Department Representative

Jim Arnott, Greene County Sheriff's Office Representative, and Chris Coulter, Greene County Commission Representative, were not present. For others present - See *Attachment 1*.

2. APPROVAL of the October 28, 2015 – Hall indicated a draft of the meeting minutes were distributed to the board members for review prior to the meeting. Williams motioned to approve the October 28, 2015 meeting minutes as written. Fisk seconded. Motion carried 7/0.

3. STATUS UPDATES

A. Financial Reports – Jeff Scott, Greene County Budget Officer, distributed the November 2015 financial reports. Sales tax revenue for November is \$582,926.28. Year-to-date sales tax is up 3.96% over last year and will end at almost \$203,000 more than budgeted. Revenue is at 94.36% of the budget. Expenditures reflect personnel at 81.64%, operations at 108.5%, and capital, debt service and contingency at 68.4% of budget compared to November representing roughly 92% of budget. Cash balance is at \$2,614,813 as of December 31, 2015 which is well over the last two years.

Overtime is on pace to be over budget. The operations category is almost \$60,000 over budget with a month left to go for 2015. This is chiefly due to the CAD maintenance contract being \$84,000 over. In addition, general liability is \$9,500 over and training and meetings is \$6,000 over. Overall total expended is 82.79% of budget which is still under budget.

B. 911 Fund Procedures – Jeff Scott reported there have been discussions with the City of Springfield regarding insurance costs billed to the County. Worker's compensation, health and general liability are the three areas of concern. The County pays for building and content insurance. Scott feels it is his financial duty to make sure 911 tax funds are spent with efficiency and due diligence, therefore bringing this issue to the Board's attention. After discussion, the consensus of the Board is to compare the average cost of worker's compensation, health and general liability with what Greene County pays for their employees. Scott and Schwartze will research this and bring this issue back to the Board next month.

4. OLD BUSINESS

A. Emergency Communications Department Update – Schwartz distributed several positive compliments that were received from user agencies that are very complimentary of how 911 ECD handled the flooding events around the holidays. There were no external complaints in December. Schwartz reported 911 ECD has a very busy year ahead including the upgrade of the phone system, the staffing study, and possible accreditation for ECD. Schwartz has been working on 2015 year end statics and these will be available next month. Two new hires started on Monday and three more are scheduled to start on January 25th. Offers have been made to more candidates scheduled to start toward the end of February and in March. The County Commission approved the 2016 budget unfreezing the seven positions. The unfreezing of positions also goes before City Council with the first reading last Monday, January 11th and the second reading on January 25, 2016.

B. P1 CAD Update / Statistics and Reports – Schwartz stated the statistical reports were emailed to the Board prior to the meeting for their review. The numbers are holding pretty steady and hopefully will only get better with more staffing.

Motorola was on site with their equipment (firmware) upgrade (as mentioned in the October 2015 meeting minutes). They showed 911's Systems Administrators how to complete these upgrades so they will know in the future along with a schedule of when to do particular upgrades.

D. Intergovernmental Agreements Updates – Hall reported a meeting was held with Hall, Schwartz, Quigley, Coulter, and attorneys representing the City of Springfield and Greene County to continue reviewing the intergovernmental agreements. The second agreement and part of the third agreement was reviewed. They discussed the Board's responsibility to the County Commission in an effort to align with state statutes. There are agreements with the City of Springfield then a three-party agreement with the City of Republic. Progress is being made, however a very slow process. Two more meetings are scheduled.

C. Staffing Study Update – Schwartz introduced Chris Mericle, Greene County Purchasing Director, to the Board members present. Schwartz complimented him on his timely and efficient work regarding the details of the Staffing Study RFP. The RFP was sent out on October 15, 2015 and closed on November 16, 2015. Seven companies submitted bids. The subcommittee (Compton, Coulter, Fisk and Schwartz) met to review the RFP's. After reviewing the details, checking references, etc. two companies remained. After further discussion the Resource Management Associates (RMA) from Illinois was the top candidate. The subcommittee briefed the Board members of their findings and recommends Resource Management Associates. The staffing study expense will be paid out of the contingency fund. After a brief discussion, Fisk motioned to authorize RMA to perform the staffing study. Compton seconded. Motion passed 6/0. (Williams left prior to this vote.)

5. NEW BUSINESS

A. Board Member Appointments / Reappointments – Jim Arnott, Howard Fisk and Paul Williams' Board member reappointments are due on February 19, 2016. A memo from the

Greene County Commission regarding Board reappointments was emailed to the Board members prior to the meeting for review. Hall stated he forwarded this memo sent to Bob Cirtin, Greene County Presiding Commissioner, for his review and clarification. Note this memo was from a previous Commissioner and dated a few years ago. Discussion continued regarding consistency of Board members attendance and awareness of issues the Board discusses monthly. The Board's policies and guidelines allows a designee for Board members in writing, however the wording is vague. Discussion continued regarding the few Board members who do not have designees. Hall stated once all the agreements are updated and in place the Board's policies and procedure document should be updated. Collin motioned to recommend to the County Commission to reappoint the three Board members. Compton seconded. Motion carried 6/0.

6. ADJOURNMENT -- With no further business to discuss, the meeting was adjourned at approximately 4:15 p.m. The next scheduled meeting is **Wednesday, February 10, 2016 at 3:00 p.m.** at the Public Safety Center, 911 Conference Room, 2nd floor, 330 W. Scott Street, Springfield, MO.

Attachment I -- Non-Voting Members Attendance

Chris Mericle	Greene County Purchasing
David Johnson	Greene County Sheriff's Office
Jeff Scott	Greene County Budget Office
Debbie Moore	S/G County Emergency Communications Department
Zim Schwartze	S/G County Emergency Communications Department