

9-1-1 Advisory Board Meeting

February 8, 2017

1. CALL TO ORDER – The Greene County 9-1-1 Advisory Board was called to order by Chris Coulter on February 8, 2017 at approximately 3:03 p.m. in the Public Safety Center, Second Floor 911 Conference room at 330 W. Scott Street, Springfield, MO 65802. Eight board members were in attendance. *Attendance details in Attachment 1.*

5. NEW BUSINESS

A. Board Elections - Arnott requested to move agenda item 5. *New Business A. Board Elections* to the beginning of the meeting in consideration of Chair and Vice Chair not in attendance. This enabled the newly elected Chair or Vice Chair to conduct the meeting. Compton seconded. Motion Carried 8/0.

Jim Arnott nominated Paul Williams as Chair. Williams was not present, Kirk Manlove was Proxy for Williams and Arnott and Manlove texted Williams for his decision. He indicated he was not interested to Manlove. Williams accepted with the condition that Arnott accept position of Vice-Chair. Arnott accepted the slate and presented Williams as Chair and Arnott as Vice-Chair. Coulter motioned on the agreed slate, Compton seconded. Motion Carried 8/0. Vice-Chair Arnott conducted the remainder of the meeting.

2. APPROVAL of the January 11, 2016 Meeting Minutes – Arnott indicated a draft of the meeting minutes were distributed to the board members for review prior to the meeting. Quigley motioned to approve the minutes. Coulter seconded. Motion carried 8/0.

3. STATUS UPDATES

A. Financial Reports - Jeff Scott, Greene County Budget Officer presented the December 2016 reports. Revenues exceeded budget by \$38,599.14 to come in at 100.61%. Total expenses are only at 88.43% of budget. Personnel ended at 91.85% and salaries are significantly higher in June and December - (three pay periods each month). Overtime was only 46.86% of budget. Operations were at 98.14% of budget or \$16,613.66 below budget. Savings in Misc Equipment Maintenance and Network Line made up for overages in Office Supplies and Professional Services. The staffing study, which was not specifically budgeted for, was covered by operational savings and 911 did not have to use Contingency (cost of \$39,750.00). Capital was \$364,957.00 below budget chiefly due to the \$250,000 budgeted for the phone system not being spent and Contingency. Revenues are \$567,896.37 more than Expenditures. Cash increased \$496,033 this year. Cash balance of \$3,110,846 remains over twice as much as the level needed for 90-day operating reserves.

4. OLD BUSINESS

A. Emergency Communications Department Update – Schwartz The monthly “Atta’s” were passed around and one external complaint was unfounded for January. Stats for 2016 have been published through the City of Springfield. Schwartz presented and highlighted that employment turnover rate went down by 4%. A total of 263,000 9-1-1 calls were received which 81% were from a wireless phones. The wireless calls continue to be a challenge when the caller is not sure of their location and Phase 2 is unable to locate which effects response times.

B. PICAD and Statistics Update – Webb Motorola is still projecting the completion of the CAD upgrade for the end of April, equipment shipping this week from Colorado. Phone system upgrade equipment is set up in the 9-1-1 server room and AT&T employees are currently wiring the consoles. Webb and a select group of staff member met with West on February 7, 2017 for training and interface preferences.

C. Intergovernmental Agreements Update – Coulter and Quigley indicated they might be able to assist and complete the Intergovernmental Agreements in consideration of their involvement in the onset of this project. Quigley requested that the board look over the Agreements. Schwartz will be acquiring the updated version from Housley, County attorney, then emailing to Coulter.

D. Staffing Study Update – Schwartz

1. Number 3 and Number 7 recommended the employee work schedule be altered for better coverage of peak call times each day. This recommendation was completed January 2017. In addition, scheduling software was purchased from InTime Solutions which has taken scheduling time from 2 hours to 4 minutes.

2. Number 5 recommended the fire dispatch position reduced to one dispatcher and add a central SPD dispatch position which occurred in October, 2016. Fire Agencies met on January 24, 2017 to discuss making changes to the current fire dispatch procedures. Phase one reduces the verbiage used when dispatching which will begin on February 9, 2017 at 7:00 AM. Phase two begins February 15, 2017 with a change in OPS channel assignments. SOG and retraining modification completed. Arnott requested the updated staffing study spreadsheet be sent to the board.

6. ANY OTHER BUSINESS

A. **Active 911 issues** - Quigley requested details on the status of the interface CAD and Active 911. City of Springfield GIS is converting items Active 911 requested. Arnott requested that Active 911 be placed on the March agenda.

7. ADJOURNMENT -- With no further business to discuss, the meeting was adjourned at approximately 3:58 p.m. Compton motioned to adjourn, Prewitt seconded. Motion carried 8/0.

The next scheduled meeting will be **Wednesday, March 8, 2017 at 3:00 p.m.** 911 Conference room, second floor of the Public Safety Center.

Attachment 1

Present

David Pennington	Springfield Fire Department Representative
Duane Compton	Greene County Municipality Representative
Chris Coulter	Greene County Commission Representative
Nelson Prewitt	Greene County Fire District Representative
Jim Arnott	Greene County Sheriff's Office Representative
Collin Quigley	City of Springfield Representative
Scott Kensel	Member-at-Large Representative
Kirk Manlove	Proxy – Springfield Police Department Representative

Absent

Paul Williams	Springfield Police Department Representative
Howard Fisk	Springfield Business Representative

Non-Voting Members Attendance

Zim Schwartze	Springfield - Greene County Emergency Communications Department
JR Webb	Springfield - Greene County Emergency Communications Department
Katrina Viau	Springfield - Greene County Emergency Communications Department
Scott Moore	Battlefield Fire Protection District
Debi Wade	Greene County Sheriff's Office
Jeff Scott	Greene County Budget Office

	Jan 2017	Feb 2017	Mar 2016	Apr 2016	Apr* 2016	May 2016	Jun 2016	Jun* 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Dec 2016	Present 16	Present 17	Absent 16	Absent 17	Proxy 16	Proxy 17
David Pennington	/	1	0	0	0	0	0	0	0	0	0	X	0	0	0	1	0	0	0	0
Jim Arnott	1	1	P	1	P	1	A	1	A	A	P	X	P	P	4	2	4	0	5	0
Howard Fisk	1	A	1	A	A	1	1	1	A	1	1	X	1	1	10	1	3	1	0	0
Scott Kensel	1	1	A	1	1	A	1	A	A	A	A	X	A	A	5	2	8	0	0	0
Duane Compton	1	1	1	1	1	1	1	1	1	P	1	X	1	1	12	2	0	0	1	0
Nelson Prewitt	1	1	A	1	1	1	1	A	1	1	1	X	A	1	10	2	3	0	0	0
Collin Quigley	1	1	1	1	1	1	1	1	A	1	A	X	1	1	11	2	2	0	0	0
Chris Coulter	1	1	1	1	1	1	A	1	1	1	A	X	1	1	10	2	3	0	0	0
Paul Williams	1	P	1	1	1	1	1	1	1	1	1	X	P	P	10	1	0	0	3	1

* Special Meeting April 18, 2016
 * Special Meeting June 24, 2016
 * X Canceled Meeting Oct 12, 2016