



DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

April 17, 2023

The Delaware County E-911 Trust Authority had its regular meeting at noon on April 17, 2023. The agenda was posted April 13, 2023, at 12:45 p.m. and placed in the kiosk located on the courthouse lawn as well as the county website and the courthouse annex door. The E-911 Trust Authority is hereby authorized to act on the following items:

The meeting was called to order by Chairman Carl Tesreau. All the members: Carl Tesreau, Mark Morris, Case Barnwell, Kirsten Rowe, Brandon Alexander, James Beck and Vince Osburn were present. Other attendees included minutes clerk Kathy Parker, Interim E-911 Coordinator Rod Neal, Commissioner David Beck, Josh Rowe and Tina Guy.

AGENDA #1- A motion was made by Alexander and seconded by Rowe to approve the minutes of the March 20, 2023, meeting. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #2- A motion was made by Morris and seconded by Beck hear the treasurer's report. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

Treasurer Case Barnwell said he got all the information for the accounts from Grand Savings Bank. He said the numbers match the 911 paperwork generated by the office and Reliable Accounting, which is issuing the purchase orders and pays the bills. Barnwell said the CDs belonging to the trust authority can make higher interest rates now and he is getting quotes. Barnwell asked the board how much cash is needed to keep on hand in a checking account. He said there are two checking accounts listed as wireless and one named wireless Covid. Chairman Tesreau said those should not all be named wireless accounts, at least one should be general or operations. Barnwell said he will retitile the checking accounts. Board members discussed that 911 wireless charges cannot be used to buy road signs. Barnwell asked if the 911 Coordinator would oversee where the funds are spent. Tesreau said when the new coordinator is hired, that person will oversee the spending. A motion was made by Beck and seconded by Morris to approve the treasurer's report. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes. Motion carried.

AGENDA #3- A motion was made by Rowe and seconded by Barnwell to pay claims presented by purchase orders. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried. Chairman Tesreau and Secretary Alexander said they had looked at the purchase orders and there was nothing out of the ordinary. Osburn asked who gets the purchase orders. He was told at present, addressing mapper Tracy Sixkiller is getting the purchase orders from Reliable Accounting. A motion was made by Rowe and seconded by Beck to approve purchase orders 3961 to 3983 with no adjustments. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes. Motion carried.

AGENDA #4 - A motion was made by Barnwell and seconded by Morris to open the floor for new business. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried. Osburn asked if the auditor will come and talk about the accounting and budgeting for the trust authority. Tesreau said accountant Bill Turner will come present the budget and accounts at the end of the fiscal year. Barnwell asked if the trust has other outside income. Sixkiller said except for an occasional fine, there is no extra outside income.

AGENDA #5 - A motion was made by Alexander and seconded by Morris to approve Memorandum of Understanding with Monkey Island Fire Department. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried. Tesreau said this is the same MOU as the ones already accepted by the board. "We will have many by the time everyone gets in who will be dispatched by our 911 Center," Tesreau said. A motion was made by Morris and seconded by Rowe to accept the MOU. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes. Motion carried.

AGENDA #6- A motion was made by Morris and seconded by Alexander to approve Memorandum of Understanding with Lakemont Fire Department. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #7- A motion was made by Morris and seconded by Rowe to approve Memorandum of Understanding with Hickory Grove Fire Department. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #8 was not needed as the Memorandum of Understanding with the City of Grove is not ready.

AGENDA #9- A motion was made by Morris and seconded by Barnwell to approve Memorandum of Understanding with Eucha Fire Department. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #10- A motion was made by Morris and seconded by Beck to discuss with possible action an invoice from Attorney Tommy Dyer. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried. Tesreau reminded the board this invoice was discussed last month and it is for \$3,350. Morris said he has not talked to Dyer, but he has spoken with some third parties involved and the bottom line is the law firm provided a service and it is entitled to be paid. A motion was made by Morris and seconded by Barnwell to pay the bill. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-no. Motion carried.

AGENDA #11- A motion was made by Barnwell and seconded by Osburn to hear monthly report from the Interim E-911 Coordinator. . Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried. Neal said, "It has been great working with Tracy. I don't think you know what you've got here." Neal said Sixkiller gets a lot of calls and deals with a lot. Neal said he and Sixkiller are updating the files at dispatch, but the Callworks system has to submit the changes, which go to the cloud and then can be updated. "We will exchange shape files and ESZs for surrounding counties," Neal said. Neal said the new Next Gen system will streamline this process. "You can see the PSAP boundaries on OK Maps," Neal said. "We put up 15 signs at intersections last week. The signs just disappear along with the posts. There's a square hole left in the ground.

"The grant has been submitted to pay for SDR updating and setting up a server here," Neal said. "It takes lots of GIS work to get county boundaries." Neal said House Bill 1590 concerning increasing 911 fees is out of committee and will be heard on the Senate floor this week. He said House Bill 1897 also got out of committee to update 911 definitions.

Beck asked if the 911 maps define the city limits of West Siloam Springs. Neal said an Oklahoma City office keeps city limits maps. Morris asked if Neal had looked at the financials to determine 911 funds are being spent properly. Neal asked if Morris was referring to the law stating 911 fees cannot be used to buy road signs. Neal said each sign costs \$100.

Beck said the town of West Siloam has extended its own city limits and city cops are writing tickets on 412. Beck said he needs clarification but Sixkiller said the 911 maps show that area is not in the West Siloam city limits. Sixkiller said he believes the state has to be informed when city limits are moved. Beck said he needs Sixkiller to tell West Siloam where the county maps show its boundaries. Beck said he would show the maps to the city of West Siloam Springs if Sixkiller prints them for him. A section of 412 and Mosley Road is in question.

Tesreau thanked Sixkiller and Neal for doing a great job.

AGENDA #12- A motion was made by Morris and seconded by Barnwell to hear monthly report from dispatch supervisor. Tina Guy said there are nine dispatchers along with her. There has been a part-time position, but that will be phased out because another full-time dispatcher is starting. Guy said she has been getting more phone training for the dispatchers and the ones just hired are doing well. Guy said the training is more in depth than before. Guy said the maps used in dispatch now do not see connecting counties' addressing, and this creates a problem. A particular area where this is a problem is West Siloam Springs, she said. She said recently 10 minutes elapsed on a medical call because her dispatchers did not know who to call out of county. Guy said she recognized her employees during Telecommunications Week. Morris asked how many job slots Guy has vacant. Guy said there was one opening, but that person will start next week. Morris asked how much training the new hires get before they are expected to dispatch alone. Guy said 60 days training at least, but sometimes a person is ready before 60 days' training.

Beck said he is funded for nine dispatchers, but "one position has been approved from this board." There was more discussion about \$22,000 the previous board had approved to fund an additional dispatcher for the remainder of the fiscal year, but Beck said that amount would fund two with more left over. Alexander said the dispatchers are way behind on updated medical information. Morris said the dispatchers need interactive training. Beck said Guy has done a good job as supervisor. He said he receives fewer calls from the public complaining about dispatch and fewer calls from dispatchers complaining about each other.

AGENDA #13- A motion was made by Alexander and seconded by Beck to discuss with possible action quote from SDR for GIS mapping, MSAG updating and wireless rerouting. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried. Tesreau said the previous quote from SDR of \$26,000 was only for GIS mapping in the county and did not include the areas which will be taken into the system in Craig and Ottawa counties. He presented a new quote for \$33,440, which will cover the entire area to be served and include GIS, MSAG and wireless rerouting. Tesreau said Sixkiller and Neal just finished applying for a grant to pay for this service. The grant award process begins Tuesday. The GIS mapping must be complete by July 1. Sixkiller said he will not move forward with the contract until he knows if the grant is approved. A motion was made by Alexander and seconded by Rowe to accept the updated quote from SDR. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #14- A motion was made by Barnwell and seconded by Morris to discuss with possible action getting a cell phone for the 911 Coordinator. Emergency Services has a Verizon phone and hot spot. The phone has never been used by Jeff Reeves, just the hot spot. The phone bill is over \$85 each month and the must have a contract commitment. Tesreau said a Straight Talk plan for \$199 will get unlimited talk and text and 24 gigabytes of data. Whenever a new Coordinator is hired, that phone can just be handed over to him or her with the contacts already in it, Tesreau said. Beck said T Mobile has a phone plan for first responders only plus a hot spot for internet. Morris said the Straight Talk plan is good for this transition period, A motion was made by Beck and seconded by Barnwell to purchase a year's contract with Straight Talk. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #15- A motion was made by Tesreau and seconded by Beck to discuss with possible action the trust authority's credit card. Tesreau said the District Attorney approved the trust authority may have a credit card. The D.A. advised making a spending policy for the card. Tesreau said he thinks the authority should keep the card, because "we've got to have some way to get gas." Neal asked it is a debit or a credit card. Barnwell said it is a credit card through Grand Savings Bank. Beck said if the statements are just sent to Reliable for payment, there are no checks and balances on the card. Tesreau said Reliable brings the credit card statements to the board to look over. Barnwell said a spending policy is needed. Neal said he had a card at Ottawa County and he was authorized to use it for any budgeted item. The board decided one card is enough until a Coordinator is hired.

AGENDA #16- This item concerned estimates for marking the 911 vehicle. No action was taken because Alexander said he got back with the companies after the board finalized the design it wanted, and the companies have not yet responded with new design estimates.


AGENDA #17- A motion was made by Barnwell and seconded by Osburn to discuss financial assistance to the sheriff for hiring a dispatcher. Beck said the previous board approved giving him \$22,000 to hire an additional dispatcher until the end of the fiscal year. Beck said it won't take that much money, and in fact, he could hire two more. Beck said he has nine dispatchers and will need 12 since new areas are being added to the system. Guy said she needs three dispatchers per shift to dispatch the whole county with fewer mistakes. She said two dispatchers get overwhelmed. Guy said having three dispatchers per shift would cut down on the hiring "swinging door." Beck said it takes approximately \$36,000 to hire a dispatcher for a year, so \$22,000 will hire two for the rest of the year. "I know we have excess money," Beck said. "I will need two more full time after the fiscal year begins." Tesreau reminded the sheriff that when the new Coordinator takes over, the dispatchers will not be his responsibility and no longer on the sheriff's pay roll. "This time next year you won't have to worry about dispatchers and you can go on and do sheriff's stuff," Tesreau said. Alexander said the money should be moved because "we promised." No action was taken.

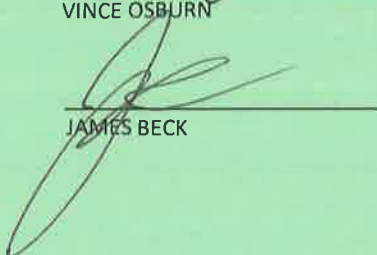
AGENDA #18- A motion was made by Beck and seconded by Rowe to discuss with possible action setting an interview date for 911 Coordinator candidates. Tesreau said there are four candidates to interview, only one of which meets all the certification criteria. Tesreau said that candidate doesn't meet the managerial criteria. After looking at calendars, a motion was made by Alexander and seconded by Rowe to set an interview date for the interview committee was set for April 28th at 9 a.m. in the 911 Center. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

AGENDA #19- A motion was made by Tesreau and seconded by Morris to open the floor for public comments. Commissioner David Beck asked Neal about road signs that have down. Neal said they are working on replacing all the signs, 15 were replaced last week. Alexander said the area fire chiefs' meeting is Thursday night at Jay Fire Department.

AGENDA #20-A motion was made by Morris and seconded by Rowe to adjourn at 1:33 p.m. Roll call: Tesreau-yes; Morris-yes; Barnwell-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes. Motion carried.

DELAWARE COUNTY E-911 TRUST AUTHORITY MEMBERS


VINCE OSBURN


JAMES BECK


CARL TESREAU


MARK MORRIS

CASE BARNWELL



KIRSTEN ROWE



BRANDON ALEXANDER



DELAWARE COUNTY E-911 TRUST AUTHORITY

CARL TESREAU
MARK MORRIS
CASE BARNWELL

BRANDON ALEXANDER
VINCE OSBURN
JAMES BECK

KIRSTEN ROWE

#1

MOTION MADE BY OSBURN SECONDED BY BECK

TO APPROVE/AMEND MINUTES OF THE APRIL 17, 2023 MEETING.

ALEXANDER ROWE
TESREAU Y MORRIS Y BARNWELL NA ROWE Y ALEXANDER Y OSBURN Y BECK Y

MOTION CARRIED.

WITNESS OUR HANDS THIS 4TH DAY OF MAY, 2023.

DELAWARE COUNTY
E-911 TRUST AUTHORITY

CARL TESREAU

MARK MORRIS

CASE BARNWELL

KIRSTEN ROWE

BRANDON ALEXANDER

VINCE OSBURN

JAMES BECK