



## DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

April 15, 2024

The Delaware County E-911 Trust Authority had its regular meeting at noon on April 15, 2024. The agenda was posted April 11, 2024, at 3:26 p.m. and placed in the kiosk on the courthouse lawn, and the county website. The E-911 Trust Authority is hereby authorized to act on the following items:

The meeting was called to order by Chairman Carl Tesreau. Board member James Beck was absent. Others attending included E-911 Attorney Kim Ritchie, E-911 Coordinator Tracy Sixkiller, Rod Neal, Carolyn Boothe, Commissioner David Beck, PSAP Director Kyle Longacre, Emergency Management Director Jeff Reeves, and minutes clerk Kathy Parker.

**AGENDA #1-** A motion was made by Morris and seconded by Rowe to approve the minutes of the March 18, 2024, meeting with the amendment that the motion made in item #6 was seconded by Kirsten Rowe and not Vince Osburn. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Morris-yes; Rowe-yes; Osburn-yes. Motion carried.

**AGENDA #2-** A motion was made by Osburn and seconded by Rowe to approve introductions and announcements. Parker said the invoice from Stolz Telecom for the remainder of the equipment has arrived in the amount of \$913,703.56. She said she confirmed via email with James McKay that the warranties will not begin until the equipment is installed and accepted. Morris asked to make sure the maintenance cost on the equipment is not going to be a big surprise. Tesreau said five years of maintenance came with the original contract.

Tesreau said the Butler tower improvements may be fiber instead of a microwave dish, which will be cheaper. He said the improvements to the Eucha tower will depend on what the improvements are to the Butler tower. Tesreau said the other towers are good to go.

Tesreau said the remodel of the E-911 Center is progressing. The top was installed on the safe room last week and sheetrock is going up now.

**AGENDA #3-** A motion was made by Tesreau and seconded by Morris to hear the treasurer's report. Treasurer Case Barnwell said the operations account has \$256,000, the Covid account has \$78,000 and the old operations account has \$78,000. Barnwell said he plans to leave \$65,000 in the old operations account and put the rest into a donations account. He said the Covid account will be addressed in another agenda item.

**AGENDA #4 -** A motion was made by Rowe and seconded by Morris to pay claims presented by purchase orders. Sixkiller said #4189 is the Motorola equipment maintenance invoice, which must be kept in place until the new equipment is installed. A motion was made by Alexander and seconded by Barnwell to approve purchase orders #4189 to #4205. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes. Motion carried.

**AGENDA #5 –** A motion was made by Alexander and seconded by Barnwell to open the floor for new business. There was none.

**AGENDA #6-** A motion was made by Osburn and seconded by Rowe to hear the monthly report from the E-911 Coordinator. Sixkiller said 29 new addresses were assigned, 70 were verified, 9 were referred and 13 other address calls were answered in the last month. Sixkiller said he and Neal attended a web meeting with AT&T to straighten out the Delaware County agency name, which was identified as Vinita. He said some work was done on ESM updates. GRDA has sent the paperwork for using their tower. The Leach tower requested lowering the proposed dish height on the tower. Sixkiller will be attending a 911 Conference in Edmond next week. Longacre said host user agreements must be made with law enforcement agencies for OLETS use. An individual agreement is needed for each entity served.

**AGENDA #7 –** A motion was made by Rowe and seconded by Alexander to close the Covid account at Grand Savings Bank and put the funds into the CD at Bank of Grand Lake. Barnwell said the Covid funds are drawing no interest. He said closing that account and moving the funds will generate some interest revenue. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #8-** A motion was made by Alexander and seconded by Morris to discuss with possible action MOU with City of Grove, tabled from the March 18 meeting. Tesreau and E-911 attorney Kim Ritchie explained that during transition, Grove will continue to get the money coming in from subscribers. After the transition, Grove will write a check to E-911 to move the money. After March, the money coming in will go directly to E-911. Morris said the process is for this board to approve the MOU, then it will be taken to the City of Grove for board approval. Rowe made a motion, seconded by Morris, to approve the MOU between the City of Grove and Delaware County E-911. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #9-** This item was to discuss with possible action policy for employment background checks. Since no one was present with any information, a motion was made by Osburn and seconded by Morris to table the item until the next regular meeting. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #10-**A motion was made by Rowe and seconded by Morris to discuss with possible posting of Communications Specialist job. Tabled from the March 18 meeting. Tesreau said the job should be posted so Longacre can begin going through the applications. Morris said he doesn't understand how this will be done, and if people who already work at Jay are hired, they will be embedded and must be taken as employees into the new E-911 Center. Longacre said Jay and Grove will remain functional to start, but he needs to get positions open for those who want to move to the new center. Morris said some current employees may not make the cut as far as qualifications or ability. Longacre said, "we may have to do two rounds of hiring." Rowe asked if anyone is eligible to apply. Longacre said yes, but he hopes to get people who are trained on the current equipment. Tesreau said Vicki Cossairt has a plan for transition. Alexander said keep current employees and change them over to the new system. Morris said if Oct. 1 is the start date, maybe wait to hire for the new center until later. Sixkiller said everything will not be ready to start fresh July 1. Longacre suggested if July 1 is not the start date, perhaps hire in six weeks. Osburn asked if employees will be paid for training. Longacre said those already working can train on their days off and those new to dispatch will need daily training. Tesreau said July 15 is the key-ready date for the building. He said Stolz will begin installation of the consoles as soon as the towers are arranged. Morris made a motion to post the job, seconded by Rowe. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

Alexander suggested hiring in August and taking over running the current dispatch July 1. Morris said again that would mean the current dispatchers will be embedded because that would make them employees of the E-911 trust and not the county. Ritchie said the trust can hire employees with future effective dates. Tesreau said the most efficient plan is to set up a start date and plan to take over everything when the center goes live.

**AGENDA #11-**A motion was made by Morris and seconded by Alexander to discuss with possible action job description and posting of Emergency Communications Supervisor. Longacre presented a job description. He said he wants to hire two, one for each daytime shift. This position will be paid up to \$5,000 more per year at the cap. This person will be on the schedule as a dispatcher with additional duties. Because one person must be in charge of the night shift, shift leads will be designated with no supervisory authority. A motion was made by Alexander and seconded by Barnwell to accept and post the job description for Emergency Communications Supervisor. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #12-**A motion was made by Barnwell and seconded by Morris to discuss with possible action income side of budget, to include setting fees to be charged. Tesreau said now that a budget has been approved, the board must find out where the money will come from. He said 16 of the fire chiefs at the recent meeting agreed to a proposed \$6,000 per year charge for dispatch. Tesreau said that amount left the budget \$48,000 short. He said charges for entities who currently have their own dispatch will be made up because of the savings from not paying dispatchers. He said the amounts each entity will pay need to be established. Tesreau said he would like for the amounts budgeted to carry the system for at least five years, so 911 will not be asking for more money all the time. Morris asked about getting a professional to look at the hard numbers. He said he thinks it is possible to make up the \$48,000 within the budget. Tesreau said the board can ask Reliable to look at it. There was discussion about the smaller towns coming up with \$5,000 per year for dispatch. Tesreau said Bernice told him they are willing to pay \$10,000. Commissioner David Beck said, "there is no way Colcord can pay \$10,000. They'll eat me up alive if the fire departments are paying \$6,000 and they pay \$10,000." Tesreau and Morris agreed the numbers should be solidified for the largest entities first. No action was taken.

**AGENDA #13-**A motion was made by Morris and seconded by Rowe to approve the CAD MOU Agreement with Adair County. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #14-**A motion was made by Barnwell and seconded by Osburn to discuss with possible action tower agreements with GRDA. Tesreau said he received the agreement on the way to the meeting. There is no charge and 911 will be responsible for maintaining their own equipment. Ritchie read and approved the agreement. A motion was made by Alexander and seconded by Barnwell to

approve the agreement as presented. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #15-A motion was made by Osburn and seconded by Morris to discuss with possible action two Communications Shift Leads up to \$51,200 to be hired internally. Longacre said these people will be in charge of the night shift but not a supervisor. They will make \$100 per month more than the regular dispatchers. Longacre said he will hire these employees within from those already hired. He did not yet have a draft of the duties associated with the job. A motion was made by Morris and seconded by Alexander to approve hiring shift leads. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #16-A motion was made by Morris and seconded by Osburn to table this item until the next regular meeting. The item concerns purchasing a second vehicle for E-911. Sixkiller will get more information. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried. A motion was made by Morris and seconded by Osburn to table the item until the next meeting. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #17-A motion was made by Morris and seconded by Rowe to table this item to discuss with possible action OLETS fees estimated at \$8,500 per year or \$675 per month for year one and \$4,800 per year or \$400 per month thereafter. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #18-A motion was made by Barnwell and seconded by Osburn to discuss with possible action contract with Critical Dispatch Screen Test at \$3,493. Longacre said this is an exam to see if a person will be a good dispatcher even if they have no prior experience. Several current dispatchers and firefighters took the test with none scoring above 70 percent and at least one failing. Longacre said this result shows the test is not biased. A motion was made by Osburn and seconded by Barnwell to approve the testing contract. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #19-A motion was made by Alexander and seconded by Rowe to discuss with possible action call-taker supplement options. Longacre presented four possible plans ranging from \$265,681 to \$1,998 up front and \$4,778.40 per year thereafter. Longacre said the dispatchers must have guidelines for caller questions. Sixkiller suggested revisiting this item when the budget numbers have been reworked. A motion was made by Alexander and seconded by Tesreau to table the item. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #20-A motion was made by Osburn and seconded by Rowe to table the item to discuss with possible action law enforcement agency sponsor for OLETS Management Control Agreement. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried. A motion was made by Osburn and seconded by Rowe to table the item until the next meeting. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #21-A motion was made by Rowe and seconded by Morris to discuss with possible action seeking medical doctor to serve at the Center's medical advisor. Longacre said this is needed for protocols for things such as giving aspirin or using EpiPens. There are 25 different ones. Dr. Cox provides the service for Jay EMS and Longacre said he can ask him. A motion was made by Tesreau and seconded by Morris to ask Dr. Cox to be the E-911 Center Medical Advisor. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #22- No action was taken on the possible E-911 logo design.


AGENDA #23-A motion was made by Barnwell and seconded by Morris to discuss and adopt necessary OLETS policies. Longacre said this is necessary in order to be an OLETS terminal. A motion was made by Tesreau and seconded by Morris to approve the necessary OLETS policies. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Morris-yes; Rowe-yes. Motion carried.

AGENDA #24- No action was taken on the radio channel proposal.

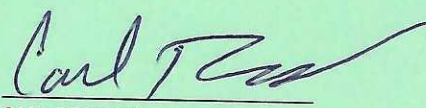
AGENDA #25-A motion was made by Morris and seconded by Rowe to open the floor for public comments. There were none.

AGENDA #26-A motion was made by Morris and seconded by Rowe to adjourn at 2:12 p.m. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Morris-yes; Rowe-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 Rowe

APPROVE/AMEND MINUTES FOR APRIL 15, 2024 MEETING.

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

MOTION CARRIED.

WITNESS OUR HANDS THIS 20TH DAY OF MAY, 2024.

DELAWARE COUNTY  
E-911 TRUST AUTHORITY

Carl Tesreau  
CARL TESREAU

MARK MORRIS

Case Barnwell

CASE BARNWELL

Kirsten Rowe  
KIRSTEN ROWE

Brandon Alexander  
BRANDON ALEXANDER

VINCE OSBURN

JAMES BECK