



## DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

MAY 20, 2024

The Delaware County E-911 Trust Authority had its regular meeting at noon on MAY 20, 2024. The agenda was posted May 16, 2024, at 3:54 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 Mark Morris 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, Vicki Cossairt, and minutes clerk Kathy Parker.

**AGENDA #1-** A motion was made by Rowe and seconded by Alexander to approve the minutes of the April 15, 2024 meeting. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Beck-abstain; Rowe-yes; Osburn-yes. Motion carried.

**AGENDA #2-** A motion was made by Osburn and seconded by Rowe to approve introductions and announcements. Tesreau said the building looks good and some tower work is changing which will be addressed in other items. He said each motion will no longer be signed by each board member. Motions will be made and voted on, but no signatures will be required. Tesreau said the signing is making the meetings take too long.

**AGENDA #3-** Treasurer Case Barnwell gave the treasurer's report. He said once the minutes are approved from last meeting where the account changes were approved and sent to the bank, the changes can be made. Barnwell said there is \$279,000 in the operations account and \$78,000 in the Covid account. A motion was made by Rowe and seconded by Osburn to approve the treasurer's report. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Beck-yes; Rowe-yes; Osburn-yes. Motion carried.

**AGENDA #4 -** A motion was made by Rowe and seconded by Alexander to pay claims presented by purchase orders #4206 to 4220. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Beck-yes. Motion carried.

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

**AGENDA #6-** A motion was made by Osburn and seconded by Alexander to hear the monthly report from the E-911 Coordinator. Sixkiller said in April, 30 new addresses were assigned, 40 were verified, 7 were referred and 5 other address calls were answered. Sixkiller said he attended several training sessions in April, both in person and on line. Sixkiller said updates were made to the map in dispatch and the imagery was updated. Some routing issues were resolved. Neal is working on some ESN road matching since the ID was finally changed from Vinita to Delaware County. Neal said he made a PDF information sheet for E-Cop users.

**AGENDA #7 –** A motion was made by Osburn and seconded by Rowe hear the monthly report from E-911 PSAP Director. Longacre said he has talked to doctors Cox and Meislan about being the consulting physician for 911. He presented the logo design which has been finalized by Judy McHenry. Longacre said the major portion of remodeling the 911 center will be complete in mid-July and the consoles should be installed by the end of July. He said the entire project is expected to be complete by August. He said the application for dispatchers is available on the county website. Longacre said Sixkiller helped him apply for a \$10,000 grant to pay for Power Phone.

Longacre wants to get language line translation for 64 cents a minute. He said this program can also get a live person on the line. Osburn said Cherokee nation has a free language line service. He will find out more about using it. Longacre wants to get an EM website so employees will have work email addresses. He suggested a service that will charge \$2,500 up front and \$2,500 per year thereafter. Beck said dispatch now has Outlook email and a website which is much cheaper. He will get those details for Longacre.

**AGENDA #8-** A motion was made by Rowe and seconded by Osburn to discuss with possible action policy for employment background checks, tabled from the April 15 meeting. Cossairt said the question from the last meeting was whether dispatch can run a triple I check for employment. She said she found the answer is yes, triple I checks may be run and stored at the 911 Center. Potential

employers may review the checks there. Cossairt said this will remove the need for OSBI checks since triple I checks are more comprehensive. Longacre said the full background checks, including things like online presence, are not finalized.

**AGENDA #9-** This item was to discuss with possible action purchasing a second vehicle for E-911, tabled from the April 15 meeting. Sixkiller said he was given a cap of \$40,000 and he found a loaner vehicle, a 2024 Ford Explorer with the balance of a three year/36,000 warranty for \$38,000. Tesreau said he thinks the second vehicle is necessary because there will be a lot of travel to training and the truck needs to be used for placing signs. Alexander said no purchase order has been issued to buy the vehicle. Barnwell said the money can come from the operating account. Since the next P.O. number is 4221, Rowe said that would be the number to use, Alexander made a motion, seconded by Barnwell to approve the purchase contingent on confirming the price. Roll call: Tesreau-yes; Beck-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #10-A** motion was made by Alexander and seconded by Tesreau 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 tabled from the April 15 meeting. Longacre said the center needs software and a license for OLETS. He said the software, called Openfox, can be purchased for \$4,950 for the first year and \$990 per year thereafter. He said the license is \$6,420 per year. This includes one full use terminal and four light use terminals. Beck said he thinks one full use terminal is not enough. He said county dispatch uses two full terminals now. He asked who will input the warrants. Longacre said Grove and Jay will continue to take care of their own warrants when dispatch moves to the new center. A motion was made by Rowe and seconded by Osburn to approve the OLETS quote. Roll call: Tesreau-yes; Beck-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #11-A** motion was made by Barnwell and seconded by Tesreau to discuss with possible action call-taker supplemental options, tabled from the April 15 meeting. Longacre said the best option is Powerphone with CAD integration at \$44,599 for the first year and \$10,628 per year thereafter. Sixkiller reiterated this is the \$10,000 grant he has applied for. A motion was made by Tesreau and seconded by Rowe to approve Longacre's suggested plan. Roll call: Tesreau-yes; Beck-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #12-A** motion was made by Alexander and seconded by Tesreau to discuss with possible action law enforcement agency sponsor for OLETS management control agreement tabled from the April 15 meeting. Longacre said since dispatch is not law enforcement, it needs a sponsor to make legal inquiries. Beck said the Sheriff's Office will be the sponsor. A motion was made by Beck and seconded by Alexander for the Sheriff's Office to be the sponsor for an OLETS dispatch terminal. Roll call: Tesreau-yes; Beck-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #13-A** motion was made by Barnwell and seconded by Osburn to discuss with possible action transition plan with Vicki Cossairt. Cossairt said she is confused by the discussion at the last meeting concerning transition. She said one option is for E-911 to take the budget in July with all employees on 90-day probation, which will allow time to see how they perform and no one will lose their job. "As long as everyone allows use of equipment, they can be 911 employees," Cossairt said. This will give Longacre an opportunity to train and evaluate for 90 days, and if employees cannot fit the criteria, they can be let go at the end of the 90 days. Tesreau said Morris, who was absent, favors this option. "This will allow Kyle to start using his procedures," Tesreau said. Beck said "someone in this room" promised jobs, and "you're wrong if you did." Cossairt said this transition plan will negate all that because all current employees will be offered a job.

Longacre said he would have to run three dispatch centers. Beck said county dispatch is the big slice of the pie, so work on that first. A motion was made by Rowe and seconded by Osburn to transition July 1 by taking on Delaware County dispatch employees. Roll call: Tesreau-yes; Beck-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #14-**No action was taken on this item to discuss with possible action policies and procedures with Vicki Cossairt. Cossairt said she is working on a handbook which is almost complete. After a discussion, it was decided there will be no sick or vacation time kept. Employees will simply get an amount of paid time off. One week will be given on the first-year anniversary date, after that, two weeks per year until the employee reaches 15 years of service. PTO will be paid out if the employee leaves. Carry over will be limited to one week.

**AGENDA #15-A** motion was made by Rowe and seconded by Alexander to secure a letter from each agency for cost support commitment. Roll call: Tesreau-yes; Beck-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #16-A** motion was made by Alexander and seconded by Osburn to discuss with possible action changing the north tower location from Butler tower to City of Grove tower. Tesreau said the Butler load study concluded it would cost \$67,000 for

reinforcement to hold the 911 dish. The study also found use of the Eucha tower was not possible for a dish. Fiberlinks for these two towers will save \$48,000. The fiber connection can use the Grove tower since it only requires an antenna be put on the tower.

AGENDA #17-A motion was made by Barnwell and seconded by Osburn to enter into a contract with BOLT to provide internet and phone service to the new 911 center. Sixkiller said he met with BOLT Friday at the 911 building and a price estimate is in the works. BOLT has no choice but to go through Grand Telephone.

AGENDA #18-No action was taken to form an interview committee since one will not be needed with the transition process adopted earlier in the meeting.

AGENDA #19-A motion was made by Alexander and seconded by Beck to discuss with possible action agreement with K2 for the Leach/Rose tower site. Sixkiller said he received a text three minutes before the meeting began. He hopes to have the agreement in hand tomorrow. No action was taken.

AGENDA #20-No action was taken for posting of Emergency Communications Supervisor position. With the adopted policy, this position may be filled from within.

AGENDA #21-A motion was made by Beck and seconded by Osburn to open the floor for public comments. There were none.

AGENDA #22-A motion was made by Osburn and seconded by Rowe to adjourn at 1:43 p.m. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Beck-yes; Rowe-yes. Motion carried.

DELAWARE COUNTY E-911 TRUST AUTHORITY MEMBERS

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VINCE OSBURN

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JAMES BECK

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CARL TESREAU

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MARK MORRIS

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CASE BARNWELL

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KIRSTEN ROWE

\_\_\_\_\_  
BRANDON ALEXANDER



**DELAWARE COUNTY  
E-911 TRUST AUTHORITY**

CARL TESREAU  
MARK MORRIS  
CASE BARNWELL

BRANDON ALEXANDER  
VINCE OSBURN  
JAMES BECK

KIRSTEN ROWE

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MOTION MADE BY Alexander SECONDED BY Rowe

TO APPROVE/AMEND MINUTES FOR MAY 20, 2024 MEETING.

M. OSBURN  
2<sup>nd</sup>. TESREAU

TESREAU Y MORRIS AB BARNWELL Y ROWE Y ALEXANDER Y OSBURN Y BECK Y  
MOTION CARRIED.