



DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

November 20, 2023

The Delaware County E-911 Trust Authority had its regular meeting at noon on November 20, 2023. The agenda was posted November 16, 2023, at 3:41 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. All board members were present except Case Barnwell along with minutes clerk Kathy Parker. Others attending included E-911 Attorney Hal Trentman, E-911 Coordinator Tracy Sixkiller, Rod Neal, Carolyn Boothe, Dispatch Supervisor Tina Guy, Emergency Management Director Jeff Reeves and CPA Dave Clanin.

AGENDA #1- A motion was made by Morris and seconded by Osburn to approve the minutes of the October 16, 2023, regular meeting. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #2- A motion was made by Alexander and seconded by Morris to approve introductions and announcements. Tesreau said the pre-construction meeting for the 911 Center remodel was last week. He said the final completion date, after the punch list interval, is July 15. He said the main hold up now is waiting for the main electrical box, which is supposed to be here in April. Other construction will continue and Tesreau said job trailers have already been moved to the site. Tesreau said there was a power surge last week and the Eucha tower did not come back on line. The new repeater will cost \$8,900, but with the new insurance, all but the \$500 deductible will be reimbursed. Sixkiller said the generator didn't start but sent an alarm, so the maintenance crew is supposed to work on it today. Tesreau said to skip to item #6 so the accountant could get on his way.

AGENDA #6- A motion was made by Osburn and seconded by Tesreau to discuss with possible action fiscal year audit review to be performed by Dave Clanin. Clanin said he has been working for the trust authority for five years and he specializes in public and government audits. He said Bill Turner prepares the audits and it is his job to audit Turner's information. This audit is dated April 2022 and is so late because Clanin sent it to the wrong email and it took awhile for Sixkiller to realize the audit had never arrived. Clanin said he has not received the information for the 2023 audit from Turner. Clanin hit the highlights of the audit page by page and told the board to call him later if they have any questions. Clanin said the trust had no big asset changes, but did pay off a note for \$28,000. A motion was made Rowe and seconded by Alexander to accept the June 30, 2022 audit. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #3- A motion was made by Alexander and seconded by Rowe to hear the treasurer's report. The treasurer was absent, but Tesreau said a \$15,000 donation from Bank of Grand Lake for the Langley tower can be held in the wireless account.

AGENDA #4 - A motion was made by Rowe and seconded by Tesreau to pay claims presented by purchase orders. Tesreau said the large purchase order, #4104, is for the repeater ruined in the recent storm. Insurance will reimburse all of this except the \$500 deductible. A motion was made by Morris and seconded by Rowe to approve payment of purchase orders #4086 to #4105. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #5 – A motion was made by Alexander and seconded by Rowe to open the floor for new business. Morris suggested getting a consultant to work on the procedures for employee contracts. He said he only found one and he thinks it is expensive.

AGENDA #7- A motion was made by Osburn and seconded by Morris to hear the monthly report from the E-911 Coordinator. Sixkiller said 22 new addresses were assigned, 52 were verified and 14 were referred in October. He answered 22 other calls. Seven intersection signs were put up. The last payment was made to SDR for the NextGen mapping close out. The trust will be reimbursed from a state grant.

Sixkiller said the FCC trunking license has been received. He said he and Rod Neal are still working on a few tower issues. The Grand Meridian project is finished with new road signs and names placed on the new boundaries. Neal interjected that Sixkiller worked all night after the power surge took the towers down.

AGENDA #8 – A motion was made by Alexander and seconded by Rowe to hear the monthly report from the dispatch supervisor. Tina Guy said dispatchers will soon begin a pseudonym course. New laws went into effect for 911 dispatchers on Nov. 1. Morris asked if the current in-house training can be certified by the state. Beck said unless state mandated guidelines oppose it, the current training can be approved. Guy said she uses three power point modules which must be passed for dispatchers to continue working. Morris said the City of Grove also has its own training program.

Beck said he thinks 911 can get a catalog number for a CLEET instructor to train new dispatchers. Tesreau pointed out that several people associated with the 911 Trust can teach. The program Guy uses currently is on line. It is called Power Phone.

“We had a deal that was blanket to approve anyone getting online training,” Beck said.

Sixkiller asked who the training will be submitted to and who accredits the county’s training. No one knew for sure, so Sixkiller will call the state 911 Coordinator Lance Terry to find out.

A discussion covered the number of pages an entity gets before another unit is called out. Osburn said all entities agreed to a policy where after two pages are not answered, the next closest department is also paged. The policy is to get someone to respond as quickly as possible. “If you can’t respond, why would you care if someone else comes into your area?” Rowe said. Three pages will be made to the primary entity. Rowe said it is helpful to let dispatch know if a department is short-handed on a shift so operators can just go ahead and page out two departments.

AGENDA #9- A motion was made by Morris and seconded by Tesreau to hear an update from the committee to construct a plan for the transition of dispatchers from the sheriff’s payroll to the E-911 payroll. Osburn said he has been looking at the budget. He asked when the transition will be made. He said the number of people needed and the budget will be needed. Tesreau said the transition will have to be after the start of the next fiscal year, July 1, because the center will not be finished until then. Morris suggested hiring a consultant to help “get this stuff.” Osburn asked Sixkiller how much revenue will be coming in from fees. Osburn and Tesreau agreed the first concern is the number of dispatchers needed. Morris said Rogers County told him they started with too many. Osburn said Cherokee County uses three all the time. Beck said two are handling Delaware County now, but sometimes they are overwhelmed. The board members agreed three dispatchers in the chair at all times is the dead minimum.

Beck said the Garcia Act dictates that any time worked over eight hours must be given as comp time, whether or not the employee is a first responder. He said four tens can avoid overtime.

Morris said a strong PSAP director is needed within three months to figure out the scheduling. Morris said there are many issues to address and the trust needs a PSAP director with dispatch and scheduling experience. All members agreed a job description is needed so the job can be posted. Alexander said applications should begin being accepted Jan. 1. The established committee will draft a job description.

AGENDA #10- A motion was made by Osburn and seconded by Morris to discuss with possible action preparing a budget for 2023-2024. Sixkiller presented a proposed budget he developed, based on last year, but he said the numbers only concern what it will take to run the center, not the amount needed for employee transition nor anything new. He said the income won’t change a great deal in 2024, although no one has a definitive number.

Tesreau said the reimbursement from ACCO insurance may need the attorney’s attention. Only one month was used because the trust found better coverage. The only payment option ACCO would take was for six months.

Tesreau said a budget must be made even if it needs amending later. A motion was made by Beck and seconded by Morris to approve Sixkiller’s proposed budget. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #11-A motion was made by Osburn and seconded by Beck to discuss with possible action Motorola Solutions service contract renewal. Tesreau said last year it seemed one more six-month renewal would get to the new system, but now at least another six months is needed. A contract from Jan. 1 to June 30 is \$7,446.84. Alexander asked if a year would be the better option to make sure the center is up and running before the maintenance agreement on the old equipment is let go. Reeves said Stolz will be training dispatchers to use the equipment as soon as it is installed while construction continues on the remodel. Reeves said it will take 60 to 90 days to train the dispatchers on the new system.

A motion was made by Rowe and seconded by Osburn to approve a six-month maintenance contract with Motorola Solutions in the amount of \$7,446.84. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #12-A motion was made by Tesreau and seconded by Beck to discuss with possible action \$800 per month charge to use the PSO tower. Tesreau said all the area towers have been tested for signal strength and the PSO tower is by far the best option. Over time PSO has offered the use of the tower for anywhere from \$16,000 per year to \$800 per month. The current offer from PSO is \$500 per month, using the PSO contractor and safety officer list any time visits are necessary to the tower, and a \$10,000 initial fee. "That's 20 to \$30,000 to get on the PSO tower and wait on them if we need to work on it," Sixkiller said. A motion was made by Rowe and seconded by Morris to table this item until the next meeting. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #13-A motion was made by Alexander and seconded by Tesreau to appoint a vice-chairman for the Delaware County E-911 Trust Authority Board. Tesreau said this is a good idea in case he needs to be gone when a meeting is scheduled. Alexander made a motion, seconded by Osburn, to appoint Morris the vice-chairman. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

AGENDA #14-A motion was made by Osburn and seconded by Morris to discuss with possible action adding the ability to text 911 to the county system. Beck said he discussed this issue with the old board, but never got a response. He said, "we are not set up to do it now, but if someone is deaf, if there is an intruder or domestic violence where someone needs to be silent, or if someone has only enough service to text, this would be beneficial." Beck said if the board is amenable, he will investigate further, He thinks the capability will cost around \$200,000. The board members think the feature is needed. "We need to get 911 capacity to anyone possible," Rowe said. Tesreau said, "we need to see how much it costs." Sixkiller said the current system is capable of 911 texting. It must be turned on at the site, he said, and approved by the state director. There is an FCC form to fill out. Sixkiller said an alternative is a prepared system. Beck said the RAVE application will provide 911 calling by touching a button, but that is not true 911 texting. A motion was made by Beck and seconded by Morris to table the item until the next meeting so more information can be obtained. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.


AGENDA #15-A motion was made by Alexander and seconded by Tesreau to hear SDR quarterly NextGen 911 update. Sixkiller said the address information is updated quarterly and uploaded to the state, which is sometimes not an easy task. SDR will contract to validate and upload the addresses to the state quarterly for a \$2,000 annual fee.

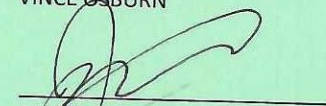
AGENDA #16-A motion was made by Tesreau and seconded by Morris to change signers on the safety deposit box at Grand Savings Bank. Tesreau said Barnwell told him no one knows what is in the box and Ron Cate is the only person on the signature card still alive. Barnwell suggested he and Tesreau be made signers on the box. A motion was made by Rowe and seconded by Alexander to make Barnwell and Tesreau signers on the safe deposit box. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.

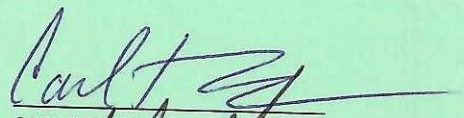
AGENDA #17-A motion was made by Alexander and seconded by Tesreau to open the floor for public comments. There were none.

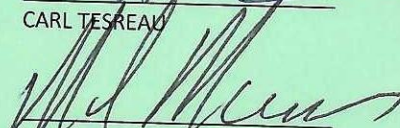
AGENDA #18-A motion was made by Morris and seconded by Rowe to adjourn at 1:45 p.m. Roll call: Tesreau-yes; Rowe-yes; Alexander-yes; Beck-yes; Osburn-yes; Morris-yes. Motion carried.


DELAWARE COUNTY E-911 TRUST AUTHORITY MEMBERS


VINCE OSBURN


JAMES BECK


CARL TESREAU


MARK MORRIS


CASE BARNWELL

KIRSTEN ROWE

A handwritten signature in black ink, appearing to read "Brandon Alexander", written over a horizontal line.

BRANDON ALEXANDER