



DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

March 18, 2024

The Delaware County E-911 Trust Authority had its regular meeting at noon on March 18, 2024. The agenda was posted March 14, 2024, at 4:00 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 members Vince Osburn was absent. Others attending included E-911 Attorney Kim Ritchie, E-911 Coordinator Tracy Sixkiller, Rod Neal, Carolyn Boothe, Commissioner David Beck, Commissioner David Poindexter, Vicki Cossairt, Kyle Longacre, and minutes clerk Kathy Parker.

AGENDA #1- A motion was made by Rowe and seconded by Morris to approve the minutes of the March 11, 2024, special meeting. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Morris-yes; Rowe-yes. Motion carried.

AGENDA #2- A motion was made by Morris and seconded by Rowe to approve introductions and announcements. There were none.

AGENDA #3- A motion was made by Rowe and seconded by Morris to hear the treasurer's report. There was no report.

AGENDA #4 - A motion was made by Alexander and seconded by Morris to pay claims presented by purchase orders. Tesreau said the one with no amount is for attorney fees. He did not scan the invoice and send to the accountant. A motion was made by Rowe and seconded by Alexander to approve purchase orders #4171 through #4176 and blanket purchase orders #4177 to #4188. Roll call: Tesreau-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes; Morris-yes. Motion carried.

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

AGENDA #6- A motion was made by Tesreau and seconded by **Rowe** to hear the monthly report from the E-911 Coordinator. Sixkiller said 37 new addresses were assigned, 55 were verified, 12 were referred and 29 other address calls were answered in the last month. Sixkiller said additional updates to the ECW were made. An updated boundary file has been submitted to the state. The tower studies are complete. Some small modifications need to be made. GRDA will be approving 911 use of their tower at the next meeting. Sixkiller said he and Neal have looked at the lots at the new Echo Bay RV, which will generate many new addresses.

AGENDA #7 – A motion was made by Alexander and seconded by Rowe hire Kyle Longacre as PSAP Director effective Tuesday, March 26, at an annual salary of \$53,000. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #8- A motion was made by Morris and seconded by Barnwell to discuss with possible action \$800 per month charge to use PSO tower, tabled from last month. Tesreau said the Butler tower will work in place of the PSO tower. It will need some reinforcements and guy wire replacements, but it will still be the most economical route. No action was taken.

AGENDA #9- A motion was made by Morris and seconded by Alexander to discuss with possible action the proposed budget for Delaware County E-911. Longacre presented a budget he worked up using charges discussed last month. The alternatives were submitted, from bare minimum to ideal. Longacre said he would like to hire two dispatchers as supervisors. He thinks 17 is the bare minimum of people necessary to run dispatch. He said he added a public outreach amount to each budget because people will need to be informed about where to call. Longacre said the ideal would be 20 people, which would make it possible to work eight-hour shifts. The minimum budget would be 16 people and no supervisors.

Morris asked when the peak call time happens. Longacre said Thursdays and Fridays from five to 10 p.m. Longacre said he has designed the schedule with the highest number in the chairs at the peak call times. He said three in the chairs will not allow dedicated call takers and dedicated dispatchers. In order to do that, Longacre thinks four people should be on a shift. Morris said there are different models to look at on how to handle the dispatch, and he does not want to max out the budget up front. Longacre said he put

some cushion in the budget to grow. Morris said the amount entities are going to pay for dispatching must be finalized. Tesreau said the proposed budget can be accepted using the proposed charges. A motion was made by Rowe and seconded by Barnwell to accept the proposed budget of \$1,600,300. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #10-A motion was made by Alexander and seconded by Morris to discuss with possible action applying for a grant for an enhanced CAD server. Emergency Management Director Jeff Reeves said Craig and Adair Counties want to CAD share. Both are applying for grants. Reeves said E-911 would need an enhanced server which costs \$23,640. He has an 80/20 state grant prepared to help with that cost. The server will hook E-911 up to eight entities. Tesreau said Mercy EMS is also looking to get on the same CAD system. Reeves said the grant is complete, all he needs is the board's approval to submit the grant. A motion was made by Tesreau and seconded by Morris to approve filing for the grant. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #11-A motion was made by Morris and seconded by Rowe to approve the CAD MOU agreement with Craig County. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #12-A motion was made by Alexander and seconded by Morris to table the item to discuss with possible action the MOU with the City of Grove. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #13-A motion was made by Alexander and seconded by Rowe to discuss with possible adoption a drug and alcohol policy for Delaware County E-911. Cossairt said this policy will cover employment and random drug and alcohol tests. She said this is the county policy without all the CDL implications. She said the policy was written by ACCO, the county's insurance company. A motion was made by Morris, seconded by Rowe, to approve the drug and alcohol policy as presented. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #14-A motion was made by Barnwell and seconded by Morris to discuss with possible adopting a travel policy for Delaware County E-911. Cossairt said this is the county's policy developed by the state auditor. It uses the federal rate for mileage reimbursement. Cossairt said more information can be obtained at GSA.com. A motion was made by Rowe and seconded by Morris to adopt the travel policy as presented. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #15-A motion was made by Alexander and seconded by Rowe to discuss with possible adoption an agreement with AAVCOR for drug and alcohol screening services. Cossairt said this is the same contract the county has. The location is in Jay and veteran owned. Cossairt said the owner Luke Wright always responds to a call any time of the day or night. The cost is \$38 for a drug screen, \$40 after hours, \$10 for breath tests. A motion was made by Morris and seconded by Alexander to adopt the agreement as presented. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #16-A motion was made by Alexander and seconded by Morris to discuss with possible action using 4-States Chiropractic for employment physicals. Cossairt said Emily Cook is the doctor and her office is next to AAVCOR, so it is convenient. The physicals are \$85, and she checks for other things such as blood sugar. To compare, Cossairt said Integris requires a contract and Dr. Mease charges \$125. A motion was made by Alexander, seconded by Beck, to use 4-States Chiropractic for employment physicals. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #17-A motion was made by Tesreau and seconded by Barnwell to discuss with possible action a policy for employment background checks. Cossairt asked what method the board would like to use. She said if the triple I check is used, she cannot see that result, but it is relayed to her as pass or fail. The III is a more comprehensive check. She asked if the III checks may be used and who may run them. Beck said law enforcement must run these checks. He said he does not know if law enforcement can run the III background checks for the trust. Beck said the dispatchers run the report, but law enforcement must sign for it. Cossairt asked how that can be accomplished here. Beck said someone must ask OLETS. Longacre said he will ask OLETS.

A motion was made by Morris and seconded by Alexander to table the item. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #18-A motion was made by Morris and seconded by Barnwell to use Delaware County Health Department for new hire tuberculosis tests. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #19-A motion was made by Alexander and seconded by Rowe to approve the job description for Communications Specialists. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #20-A motion was made by Barnwell and seconded by Tesreau to discuss with possible action posting of the Communications Specialist job. Cossairt said a job must be posted seven business days before a hire is made. Cossairt suggested establishing some criteria for hiring, such as whether current dispatchers have priority or if people who have been fired are lower priority. Rowe said everyone should start fresh. Longacre said he should come up with the guidelines because they will be his employees. Morris said no offers can be made because the budget is unknown. Tesreau said the applicants can be ready for when the budget is nailed down. Alexander said policies are needed as well as funding information, and the consoles should be installed for training before the new hires begin. Rowe suggested tabling the item until Longacre develops some guidelines. Morris asked if Longacre wants a committee to help him. He suggested Beck's supervisor might sit on the committee. Because of terminations, there is only an acting dispatch supervisor.

A motion was made by Alexander and seconded by Tesreau to table the item until next month's meeting. Roll call: Tesreau-yes; Morris-yes; Alexander-yes; Beck-yes; Barnwell-yes; Rowe-yes. Motion carried.

AGENDA #21-A motion was made by Alexander and seconded by Barnwell to open the floor for public comments. Cossairt suggested a class conducted at AAVCOR for supervisors regarding reasonable drug suspicion.

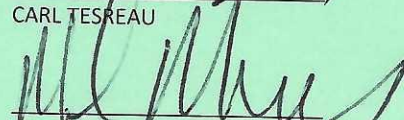
AGENDA #22-A motion was made by Barnwell and seconded by Rowe to adjourn at 1:07 p.m. Roll call: Tesreau-yes; Alexander-yes; Beck-yes; Barnwell-yes; Morris-yes; Rowe-yes. Motion carried.


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 Alexander SECONDED BY Morris

APPROVE/AMEND MINUTES FOR MARCH 18, 2024 ~~REGULAR~~ MEETING.

M: MORRIS 2nd - Rowe

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

MOTION CARRIED.

WITNESS OUR HANDS THIS 15TH DAY OF APRIL, 2024.

DELAWARE COUNTY
E-911 TRUST AUTHORITY

Carl Tesreau
CARL TESREAU

Mark Morris
MARK MORRIS

C E B
CASE BARNWELL

Kirsten Rowe
KIRSTEN ROWE

Brandon Alexander
BRANDON ALEXANDER

Vince Osburn
VINCE OSBURN

James Beck
JAMES BECK