



**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 Rowe

TO APPROVE/AMEND MINUTES FOR JULY 15, 2024 MEETING.

APPROVE: Alexander

2nd: CASE

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

AUGUST 19, 2024.



## DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

July 15, 2024

The Delaware County E-911 Trust Authority had its regular meeting at noon on July 15, 2024. The agenda was posted July 11, 2024, at 1:32 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 James Beck and Mark Morris were absent.

**AGENDA #1-** A motion was made by Rowe and seconded by Alexander to approve the minutes of the June 12, 2024 meeting. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Rowe-yes; Osburn-yes. Motion carried.

**AGENDA #2-** A motion was made by Barnwell and seconded by Rowe to approve introductions and announcements. PSAP Director Kyle Longacre introduced Sgt. Binam from Grove P.D. and Melissa Kaiser from Grove dispatch. Tesreau said the City of Grove council meeting is tomorrow evening and he expects the city will approve their MOU with E-911.

**AGENDA #3-** A motion was made by Rowe and seconded by Osburn to hear the treasurer's report. Treasurer Case Barnwell said there is \$235,000 in the cash account, and \$65,000 in the donation account along with the CD at Bank of Grand Lake.

**AGENDA #4 -** A motion was made by Osburn and seconded by Rowe to pay claims presented by purchase orders. Sixkiller said there are two invoices from the City of Jay for inspection. Rowe asked if the P.O. for \$44,599 was for PowerPhone, which was approved at a previous meeting. A motion was made by Rowe and seconded by Tesreau to approve P.O. numbers 4244 through 4270 and blanket purchase orders #4258 through #4270. Longacre said PowerPhone will cost a little more because starting Sept. 1 means the bill will be one year "plus a little bit." Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #5-** A motion was made by Osburn and seconded by Alexander to open the floor for new business. Alexander said he has had some questions regarding Air Evac membership. Tesreau said he will put an item on the agenda.

**AGENDA #6 –** A motion was made by Alexander and seconded by Tesreau hear the monthly report from E-911 Coordinator. Sixkiller said since the last meeting, 19 new addresses have been issued, 66 were verified, nine were referred and 15 other calls were answered. Sixkiller said the agreement with the Leach/Rose tower has been finalized, so four of the six towers for dispatch are ready to go. He attended the state conference last month. Rod Neal is working on ESN road matching and adding a new layer for the Seneca-Cayuga tribe. The first dispatch payment of \$10,000 has been received from the Town of Bernice.

**AGENDA #7-** A motion was made by Rowe and seconded by Barnwell to hear the monthly report for E-911 PSAP Director. Longacre deferred to Vicki Cossairt who said the transition of dispatch employees to E-911 is complete. She said all except two dispatchers came on from the Sheriff's payroll and three transitioned from Jay. Longacre said he may still need to hire because even without the full county dispatch going, three dispatchers need to be seated all the time. Cossairt said the employees were all happy to make the transition.

Longacre said the fee for Stolz email for employees will be \$150. He said it might be beneficial to hold off on adding Grove dispatch until the new crew gets a little more familiar with the new system. He said he spoke to OLETS about housing hard copy warrants at the E-911 building and OLETS wants the hard copy warrants stored at the same place the information is entered into the computer. Since that is the case, it may be necessary to have a warrants clerk at E-911.

Cossairt said the transition was a big job. Nine full-time and five part-time employees are now working for Delaware County E-911. Grove part-time dispatchers have already been brought on as they can work part-time at two places. Two full-time Grove dispatchers will come over, one has already been processed.

Tesreau thanked Longacre for his hard work. Rowe thanked him for helping dispatchers when they were having trouble with the new position. Osburn said the dispatchers need to learn more about the south end ambulance service. He said MESTA is closer than Jay. No policy exists, so Longacre will work on writing one. Longacre said he has contracted for a printer and a shredder.

**AGENDA #8-** A motion was made by Alexander and seconded by Osburn to discuss with possible action Workman's Compensation Insurance. Tabled from the June meeting. Tesreau said the choice was between ACCO and Burrows Agency which would insure under CompuSource Mutual. The cost is \$1,857 per year and covers all employees. Tesreau said the coverage ended June 31, so he signed to keep the coverage with Burrows. Sixkiller said he had not received anything from ACCO. A motion was made by Tesreau and seconded by Rowe to get Workmen's Compensation insurance from CompuSource through Burrows Agency. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #9-**A motion was made by Tesreau and seconded by Barnwell to accept MOU for PSAP dispatching between Delaware County E-911 Trust Authority and Monkey Island Fire Protection District and Cleora Volunteer Fire Department in the amount of \$6,000 each. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #10-**A motion was made by Rowe and seconded by Osburn to accept MOU for PSAP dispatching between Delaware County E-911 and the City of Jay in the amount of \$99,000. Tesreau said attorneys Tommy Dyer and Kim Ritchie wrote the agreement for fire, police, and EMS. The town will receive a monthly invoice. Alexander said this amount should have \$6,000 added for the fire department. A motion was made by Rowe and seconded by Alexander to accept the agreement for \$99,000 for law enforcement and EMS plus \$6,000 for fire. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #11-**A motion was made by Alexander and seconded by Rowe to discuss with possible action making radio installation contingent on arrangement with entity to pay for 911 service. Tesreau said it may be necessary to run some of these agencies down for the bill. Radios should not be installed if the bill is not paid. "No payment, no radios. Pay for your stuff. Nothing is free!" Rowe said. A motion was made by Rowe and seconded by Osburn to make radio installation contingent on payment for dispatch service. Roll call: Tesreau-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 additional payroll to pay E-911 employees in arrears of working. Vicki Cossairt said an additional payroll will be needed to keep the transition employees from missing a paycheck. The payroll is made on work that was already completed, so the first check must be estimated. It must be rounded up or down from the expected actual amount. After the first payroll, employees will be getting paid for the last two weeks they worked. On exit, they will receive a paycheck after they leave. Paying in arrears keeps from paying employees ahead for hours they do not work. A motion was made by Tesreau and seconded by Alexander to approve an additional payroll. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #13-** A motion was made by Osburn and seconded by Rowe to discuss with possible action clarification of posting positions. Cossairt said there may be open slots after the transition is complete, and she is asking for Longacre to have the ability to post jobs as he sees fit, as long as he stays within his budget. Cossairt said postings must be up for seven days publicly, and three days internally. Alexander asked where the jobs are being posted. Cossairt said on the Delaware County site now, but they will set up other sites such as Indeed and OESC. She said that has not yet been done because more employees transitioned than they expected. Alexander wants to make sure the jobs are posted other places besides the county. A motion was made by Tesreau and seconded by Rowe to allow Longacre to post positions as he sees fit, as long as he stays within his budget. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #14-**A motion was made by Alexander and seconded by Barnwell to discuss with possible action Motorola service agreement. Sixkiller said the six-month extension ended in June, and since the transition has not been made, he asked for an additional three months, which will cost \$3,023.42. A motion was made by Alexander and seconded by Osburn to accept the extension. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #15-** A motion was made by Rowe and seconded by Barnwell to discuss with possible action raising credit card limit to \$2,000 and adding Kyle Longacre as an authorized user to receive a card. Sixkiller said with two vehicles needing fuel, the limit should be raised to \$2,000 per month and Longacre should be issued a card. There is only one card now. A motion was made by Barnwell and seconded by Rowe to increase the credit card limit to \$2,000 per month and get a second card for Longacre. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried.

**AGENDA #16-**No action was taken on this item.

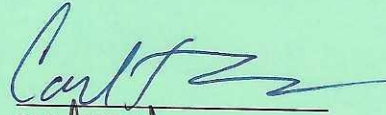
AGENDA #17-A motion was made by Rowe and seconded by Tesreau to open the floor to public comments. There were none.

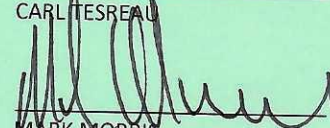
AGENDA #18-A motion was made by Alexander and seconded by Barnwell to adjourn at 12:35 p.m. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes. Motion carried

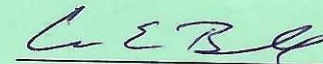
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