



DELAWARE COUNTY E-911 TRUST AUTHORITY MINUTES

September 16, 2024

The Delaware County E-911 Trust Authority had its regular meeting at noon on September 16, 2024. The agenda was posted August 15, 2024, at 3:45 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. Trustee James Beck arrived late.

AGENDA #1- A motion was made by Alexander and seconded by Rowe to approve the minutes of the August 19, 2024 meeting. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Rowe-yes; Osburn-yes. Morris- yes. Motion carried.

AGENDA #2- A motion was made by Morris and seconded by Rowe to approve introductions and announcements. In addition to the trustees, Jeff Reeves, J. Bynum, Vicki Cossairt, Rod Neal, Rick Pike, Kim Ritchie, David Poindexter and Carolyn Boothe attended.

AGENDA #3- A motion was made by Morris and seconded by Alexander to hear the treasurer's report. Treasurer Case Barnwell said the account amounts are about the same as last month and there are no surprises in profit and loss. A motion was made by Rowe and seconded by Morris to approve the treasurer's report. Roll call: Tesreau-yes; Alexander-yes; Barnwell-yes; Rowe-yes; Osburn-yes. Morris- yes; Beck- yes. Motion carried.

AGENDA #4 - A motion was made by Rowe and seconded by Osborn to pay claims presented by purchase orders #4302 to #4323. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

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

AGENDA #6 – A motion was made by Morris and seconded by Rowe to hear the monthly report from E-911 Coordinator. Sixkiller said since the last meeting, 27 new addresses have been issued, 66 were verified, 19 were referred and 10 other calls were answered. Sixkiller said Neal is working on a mutual aid map layer and a new layer for the West Siloam Springs area. He said if the grant he has applied for is approved, it will provide over \$18,000 for the enhanced CAD server. Sixkiller said everyone at the new center has been working hard to put furniture together, hang televisions and white boards and place appliances, among other things. He said the generator is supposed to arrive Oct. 8. A gas meter change Monday will get the hot water started.

AGENDA #7- A motion was made by Rowe and seconded by Tesreau to hear the monthly report for E-911 PSAP Director. Longacre said the dispatch takeover from Grove was completed Sept. 1. Dispatch now has one full-time and three part-time people taking Grove calls. At the dispatch pay rate of \$18.75, \$12,000 has been reimbursed to Grove for paying those workers. Longacre said one dispatcher in training quit. There are two trainees now. Dispatch has 13 full-time and six part-time workers. Longacre said it takes at least 12 for a full staff. Longacre said there is a problem with radios not paging Grove. Carl from Muskogee has been contacted, but has not yet arrived to work on that problem. E-911 answered 1,100 calls in August and approximately 1,300 were answered from Grove.

Longacre still wants shift supervisors. He is conducting interviews and trying to hire internally first. These people would work on scheduling, fill in on shifts, answer basic shift questions, and write SOPs as he has a back log of those. This person would have no disciplinary ability. Longacre said in another agenda item, he is also asking for a training assistant who could work a couple of hours a week. He has already selected one.

AGENDA #8- A motion was made by Alexander and seconded by Morris to table the MOU with Kansas Fire Department, as there was no paperwork. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #9- A motion was made by Morris and seconded by Beck to table the MOU with Tiff City Fire Department, as there was no paperwork. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #10- A motion was made by Morris and seconded by Beck to approve the MOU with Bernice Fire Department. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #11- A motion was made by Rowe and seconded by Morris to approve the MOU with Grove Fire Department. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #12-- A motion was made by Morris and seconded by Osburn to approve the MOU with Cleora Fire Department. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #13- A motion was made by Morris and seconded by Rowe to approve the MOU with Kenwood Fire Department. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #14- A motion was made by Morris and seconded by Beck to approve the MOU with Oaks Fire Department. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #15 -A motion was made by Morris and seconded by Beck to approve the MOU with Town of Kansas (Kansas P.D.). Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #16- A motion was made by Morris and seconded by Osburn to approve the MOU with Lakemont Fire Department. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #17- A motion was made by Rowe and seconded by Beck to approve the MOU with the City of Grove. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #18- A motion was made by Alexander and seconded by Rowe to discuss with possible action establishing holiday pay as time and a half for actual hours worked on shifts starting on the holiday. Longacre said July 4th was not paid as a holiday, but he wants to get the extra pay on for those who worked on Labor Day. Cossairt said the time paid for a holiday starts at 12:01 and ends at 11:59. Longacre said this was not figured in the budget, but the accountants said this time needs to be broken out as it is too much to manage. Trustees asked the number of county holidays. Cossairt said the county bases holidays on the state calendar and there are 13 this year. A quick run of numbers showed approximately \$27,000 would be needed for holiday pay with four dispatchers working. Longacre said approximately \$15,000 of that was not figured in the budget. A motion was made by Tesreau and seconded by Rowe to pay time and a half for holidays. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #19- A motion was made by Osburn and seconded by Rowe to discuss with possible action switching pay schedule to bi-weekly (every two weeks) running Sunday to next Saturday with pay every other Friday two weeks in arrears, instead of twice monthly. Longacre said the accounting firm is having trouble figuring the paychecks and he has trouble with it himself. He said this makes too much room for error. Getting paid every two weeks would add two paychecks to the year (26). Longacre said this calculation would be much easier. Beck said this is a great idea as he's had a nightmare figuring checks since some people are figured on the Garcia rule for hours and some are not. Cossairt said paying twice a month is not a problem for salaried employees, but hourly people working over two weeks in a pay period makes figuring the check a problem. She said it would be easier on payroll if the county went to paying every two weeks. Cossairt recommended approving this change. A motion was made by Beck and seconded by Alexander to pay dispatchers every two weeks. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #20- A motion was made by Morris and seconded by Rowe to discuss with possible action policy for taking home county vehicles. Longacre is still wanting to take the new 911 vehicle home. He said the vehicle will be safer at his home and he and Tracy are on call 24/7 and come and go at all hours. Cossairt said the county has a form and the vehicle is taxable as a fringe benefit. The value of the miles is added to the employee's base income. Beck said the overnight parking place should be approved by the board. Cossairt said it is mandatory the vehicle only be driven for work and no other use. Beck said his concern is taking the car where it should not have been and possibly getting into an accident. Tesreau said if the employee follows the handbook policy, he thinks it will be ok, because the use is all laid out in the handbook. Longacre said he wrote a policy. Cossairt said there is one in the handbook along with a form and the tax calculation. A motion was made by Morris and seconded by Rowe to approve Longacre driving the 911 vehicle home using the policy in the handbook. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #21- A motion was made by Rowe and seconded by Osburn to discuss with possible action utilizing dispatcher to assist with training, a training assistant. Tesreau said this is a daily management issue, not one for the board and Longacre needs to handle this and do what he needs to do. Longacre said this will not be a new employee, but someone already working. Cossairt said a change in title cannot be made without posting a position. Beck said this is an operational issue. A motion was made by Beck and seconded by Rowe to take no action. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

AGENDA #22- A motion was made by Osburn and seconded by Alexander to discuss with possible action new employee handbook. Tesreau said the vehicle portion is very detailed and has a domicile form. Cossairt said she changed the payroll section to fit paying every two weeks. She also divided paid time off into sick and vacation time. She said employees should be given the handbook with the understanding it goes into effect in 30 days and a signed acknowledgement should be acquired from each employee that they received the handbook. A motion was made by Alexander and seconded by Beck to approve the employee handbook. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried.

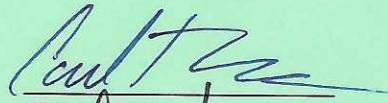
AGENDA #23- A motion was made by Osburn and seconded by Beck to open the floor for public comments. There were none.

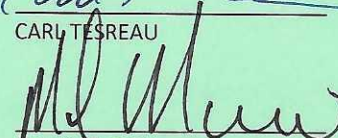
AGENDA #24- A motion was made by Morris and seconded by Rowe to adjourn at 12:42 p.m. Roll call: Tesreau-yes; Alexander-yes; Osburn-yes; Barnwell-yes; Rowe-yes; Morris-yes; Beck-yes. Motion carried


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

TO APPROVE/AMEND MINUTES FOR THE SEPTEMBER 16, 2024 MEETING.

1. Rowe
2. Osburn

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