

## COLBERT COUNTY 9-1-1 BOARD MEETING

May 14, 2013

4:00 p.m.

### **BOARD MEMBERS PRESENT:**

Chief Dewey King  
Mr. Kirk Jones  
Mr. Garey Austin  
Mrs. Dessie Evans  
Ms. Ronda Hood  
Chief Tim McMullins

### **OTHERS:**

Mr. Mike Melton  
Mr. Michael Smith  
Mr. Bruce Carson (Keller EMS)

- I. **Call to order:** The Colbert County 9-1-1 Board Meeting was called to order by Chief King at approximately 4:00 p.m.
- II. **Roll Call:** All Board Members were present with the exception of Chief Blackstock.
- III. **Comments from the public:**
  - a. Bruce Carson from Keller EMS was in attendance and performed a demonstration of the ways his service is using an iPad in the ambulance. The main features were the use of an application called Active 911 which sends dispatches from the 911 CAD system directly to the iPad. The application allows the user to view a map of the call, and directions from the current location. They are also able to have live video conference with the ER physician so that the physician can see the exact injuries a patient may have. This will allow a better decision to be made on where to transport the patient. Other capabilities included access to Poison Control, CDC Triage, Alabama EMS Protocols, Stroke Protocols, Burns, etc. Bruce stated that having this technology gives more tools for the medics to use and is all about bringing up the standard of care for patients.
- IV. **Minutes:**
  - a. A motion was made by Mrs. Evans and seconded by Ms. Hood to accept the minutes for March 2013. All board members voted in favor.
- V. **Financial Report:**
  - a. A motion was made by Chief McMullins and seconded by Mr. Jones to approve the financial reports for March 2013 and April 2013 as presented. All Board members voted in favor.
- VI. **Director's Comments:**
  - a. Mutual Aid MOU – Shoals Ambulance / Keller EMS:
    - i. Mr. Melton informed the Board that on April 30, 2013, a Mutual Aid MOU was signed between Shoals Ambulance/Lauderdale 911 and Keller EMS/Colbert 911. This document was created to lay out the ways and means of requesting backup or providing backup

to each other. We will also be signing MOUs with Franklin and Lawrence Counties.

- ii. Shoals Ambulance has stated they will communicate with Colbert 911 on the HEAR frequency if they are used in Colbert County.

b. FY12 Audit:

- i. The FY12 Audit is complete, and the results are on page 12 of the document. The one finding was regarding internal control, where we have the same person opening the mail, receiving money, and paying bills. The auditors also state that with a company of our size, it is likely not feasible to hire any other personnel just to perform these tasks separately.
- ii. Mr. Austin made a motion to accept the FY12 Audit return as provided. Mrs. Evans seconded the motion. All members voted in favor.

c. Flate Rate Fee / Statewide 911 Board / 911 Law:

- i. We have received information on what our income will be now that the Statewide Flat Rate Fee has been established. The new fee is currently set for \$1.70 per month for any device that would be capable of dialing 911. This includes landlines, cell phones, voice over IP, etc. It appears we will average approximately \$3,000.00 more income per month than we currently receive. Mr. Austin questioned the figures provided in the "Settlement" column. Mr. Smith will find out exactly what the settlement money is and how it will affect future years.
- ii. Mr. Melton informed the Board that with the creation of the State 911 Board, we will likely be converting over to a State agency. The County Commission will still have authority to appoint Board Members. We will be required to be audited by the Alabama Department of Public Examiners.
- iii. We have found out that the State laws prohibit 911 from doing business with anyone who performs non-emergency tasks unless we charge for those services. Some examples discussed were patient transfers, parades, training logs, etc. Profit services are also to be charged.
- iv. A copy of the new 911 Law will be emailed to each Board Member.

d. Annuity:

- i. Sam Newton Insurance has approached Mr. Melton regarding depositing money in an annuity to build cash over time. Our current checking account is a very low interest rate. The annuity offer includes a 4% bonus and 3.5% interest rate for 10 years. There is a penalty for early withdrawal. Mr. Melton advised he

was not seeking a decision today, but it was just for review.

- e. WEX Fleet Fuel Card:
  - i. We have received an invitation to use a WEX Fleet Fuel Card for our vehicle. This is a statewide fuel card that is accepted at most gas stations, and can also be used for vehicle service. There is no cost for the card and WEX will also remove some taxes from the fuel purchases.
  - ii. Ms. Hood made a motion to accept the offer from WEX and begin using that card for fuel and service. Mr. Austin seconded the motion. All members voted in favor.
  
- f. Franklin County 911 Equipment Failure:
  - i. Mr. Melton commended Tammy McAnally for a job well done on a recent incident where Franklin County had a system failure and we had to take 911 calls for them for a short time period. There were no issues during the process and Tammy performed exceptionally well as a fill-in Supervisor during that shift.
  
- g. AVL Upgrade:
  - i. Mr. Melton informed the Board that he had been looking at options for an Automatic Vehicle Location upgrade to our CAD system. We had demos from GeoConex and from AT&T. The GeoConex system was very basic; however, the AT&T demo was very good and provided many more options than the GeoConex demo. Their system is viewable from their software, any web browser, and smart phones. AT&T is working with GeoConex to see if their data can be displayed on our current CAD maps.
  - ii. The cost of the GeoConex system is approximately \$22,000.00 for the Server at 911. Then each unit that wanted to be tracked would pay approximately \$400 for the GPS module and a \$40/month data access fee.
  - iii. The cost of the AT&T system is \$20/month per tracked unit on the 911 side. This is a hosted system with no equipment to buy. Then each unit that wanted to be tracked would pay \$155 for the GPS module and a \$40/month data access fee.
  - iv. Discussion was held on the pros and cons of having an AVL system, and also on how EMS was currently dispatched to calls. There was some concern over how much help it would actually be to 911 as compared to the EMS service or other outside agencies. If a large amount of units wanted to be tracked, that \$20/month per unit fee would add up quickly to a large monthly fee for 911 to pay. Discussion was held on possible cost sharing and other ways of cutting costs incurred with the system.
  - v. Mr. Melton advised the Board that being able to see the units in real-time on the map would be a tremendous plus. We would be

able to make sure they are getting to the right locations in the quickest time possible. Mr. Carson stated that he felt it was a very good idea to know where resources are at all times, and encouraged the Board to pursue some type of system eventually.

vi. No action was taken on the item.

h. Integrity System Update:

- i. Mr. Jones updated the Board on the current status of the Integrity System install. He read an email that was received from Syntor, the equipment manufacturer. The email described the process that was taking place on building a completely new system to work with radio data. The company's best estimate was 6-8 weeks on having the equipment ready for install. Chief McMullins expressed his concerns with all the delays. Mr. Austin questioned the ability of the Radio Shop to perform repairs on the system after install.
- ii. Chief McMullins advised that ISO is making their grading changes on July 1, 2013. We need to have something done by then to make sure we get our credit in the ISO grading process.
- iii. Ms. Hood and Mrs. Evans suggested that the Radio Shop give Syntor a deadline or the contract would be void.
- iv. Mr. Jones advises he will speak with the Radio Shop to determine what steps to take next.

i. Keller EMS Office Space:

- i. Mr. Melton informed the Board that Keller EMS had planned to ask the County Commission for additional space inside their current building on Highway 72. Due to recent mold issues in that portion of the building, the request was retracted for the time being. This extra space is needed for an additional truck/crew that was added from noon to midnight, each day.
- ii. Mr. Melton advised that we do have space to offer the crew, but he wanted to get input from the Board Members before he approached the county commission with the request. This space would not replace the current station on Highway 72, but be in addition to it. Discussion was held on parking arrangements and concerns with extra personnel being in the 911 center. Mr. Melton and Mr. Carson both advised there would need to be some preset procedures regarding access to each office. The overall consensus of the Board was that there was not an issue with providing the space.

j. Disposal of 911 Records:

- i. Mr. Melton informed the Board that we will be required to adopt a Records Disposition Authority in order to conform to Public Records requirements for disposing of 911 records. Mr. Smith will

email a copy of the suggested document to each Board Member for review and to discuss further at the next meeting.

- k. ACCA / ALNENA Conference:
  - i. The ACCA Conference will be held August 20-22 at Perdido Beach Resort.
  - ii. The ALNENA Conference will be held October 13-16 at Perdido Beach Resort.
  - iii. Any Board Members wishing to attend need to let Mr. Smith know so reservations can be made.
  
- l. Keller EMS Radio changes:
  - i. Mr. Carson described the recent change over to “scramble” on the Keller EMS frequency. He expressed his concerns with how response details and patient information were being broadcast to the public. This was the reason for the change.
  - ii. If any agency needs to talk with Keller EMS via radio, then the EMS crew can switch the radio over to that agency’s frequency.

VII. **Next Meeting:** Next meeting will be Tuesday, June 11, 2013 at 4:00 p.m.

VIII. **Adjournment:** At 5:48 p.m., and with no further business to discuss, Chief McMullins made a motion to adjourn. Ms. Hood seconded the motion. All Board Members voted in favor.

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Mr. Dewey King, Chairperson

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Mr. Kirk Jones, Vice-Chairman

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Mr. Garey Austin, Secretary/Treasurer

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absent  
Mr. Ken Blackstock, Board Member

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Ms. Ronda Hood, Board Member

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Mrs. Dessie Evans, Board Member

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Mr. Tim McMullins, Board Member