

COLBERT COUNTY 9-1-1 BOARD MEETING

November 12, 2013

4:00 p.m.

BOARD MEMBERS PRESENT:

Chief Dewey King
Chief Ken Blackstock
Mrs. Dessie Evans
Ms. Ronda Hood
Chief Tim McMullins
Mr. Garey Austin

OTHERS:

Mr. Mike Melton
Mr. Michael Smith
Mrs. Rebecca Narmore

I. Call to order:

- a. The Colbert County 9-1-1 Board Meeting was called to order by Chief King at approximately 4:04 p.m.

II. Roll Call:

- a. All Board Members were present with the exception of Mr. Kirk Jones. A quorum was established.

III. Comments from the public:

- a. None.

IV. Minutes:

- a. A motion was made by Mrs. Evans and seconded by Chief McMullins to accept the minutes for October 2013. All board members voted in favor.

V. Financial Report:

- a. A motion was made by Ms. Hood and seconded by Mrs. Evans to approve the financial reports for October 2013 as presented. All Board members voted in favor.

VI. Director's Comments:

- a. Commendation Letters:
 - i. Mr. Melton informed the Board that the dispatchers had received two commendation letters. Mr. Smith read those letters aloud.
 - ii. The first letter was from Matt McCracken, Assistant Fire Chief of Hamilton Fire Department. He was in a Public Safety Telecommunicator Class with some of our dispatchers, and he was the instructor for the same class with the rest of our dispatchers. His letter expressed his deep appreciation for our agency, its staff, and professionalism.
 - iii. The second letter was from a student who had recently performed EMT rotations through the center. Her letter described a call regarding an 18-wheeler versus car, and how the dispatchers set in motion all the right steps to mitigate the problem. She described how impressed she was with the way the call was handled.

- iv. Chief McMullins stated that the Board appreciates hearing great things about the dispatchers, but on the other hand, he already knew that we have the best dispatchers. He commended each of them and asked that the appreciation be passed along to the employees.
- b. IP Switch Update:
 - i. The prewire for the new 9-1-1 Calltaking IP Switch is expected to begin on Monday, November 18, 2013. The vendor is ahead of schedule, so it appears the system will be completed before Christmas.
- c. Integrity Monitoring System Update:
 - i. Mr. Jones was absent from the meeting, so there was no update provided on the Integrity Monitoring System. Mr. Melton stated he had been told that some of the equipment had been delivered and they were preparing for installation.
- d. FY13 Audit:
 - i. Under the new 9-1-1 Law, the Alabama Department of Public Accounts will be auditing all of the 9-1-1 centers every 2 years.
 - ii. Mr. Melton advised he has elected to also continue the local audits with Leigh, King & Associates. We have submitted all documentation to LK&A and they are aware that we would like the results back in this quarter.
- e. Thanksgiving/Christmas:
 - i. Each year, the Board includes a bonus in the budget for employees. This bonus is usually \$25 for Thanksgiving and \$25 for Christmas, for a total of \$50 per employee.
 - ii. Mr. McMullins made a motion to continue with the budgeted amount of \$50 per employee in the form of a gift card. Mrs. Evans seconded the motion. All Board members voted in favor.
- f. December Board Meeting:
 - i. In the past, the December Board Meeting has been dispensed due to busy schedules during the Holidays.
 - ii. Mr. Austin made a motion to dispense of the December Board Meeting, with the option to call the meeting on, if needed. Chief Blackstock seconded the motion. All Board members voted in favor.
- g. Records Request from City of Muscle Shoals:
 - i. Mr. Melton informed the Board that he had received a letter from the City of Muscle Shoals requesting records over the last 18

months regarding any ambulance discussion or discussion regarding the City of Muscle Shoals.

- ii. Mrs. Narmore advised that while some records were covered under the Open Records Act, most of the other records they requested were readily available for them to get directly on their own. She stated she did provide agendas, meeting minutes, resolutions, and letters from Mr. Melton. She stated she mailed those records last week and has yet to hear anything back from the City of Muscle Shoals. They also requested the October 2013 minutes, and she advised them she would only send those after the approval of those minutes in tonight's meeting.

h. Board Appointments / Elections:

- i. Mr. Melton informed the Board that there had been some questions arise regarding the reappointment of 9-1-1 Board Members. One question was, if they had not been actually reappointed, and their term had expired, could they legally continue to perform the business of the Board, including voting. While gathering information, Mr. Melton found that the Board was supposed to also have a Secretary position, which it currently didn't appear to have anyone appointed to. The Secretary could keep minutes of the meetings (or delegate that), and could also keep up with Board Member terms so that those reappointments could be made.
- ii. Mr. Melton advised he has been sending a copy of Board Members and Terms to the Commission every year, at their request. After some investigation, he did find an Attorney General Opinion that stated a Board Member was eligible to continue working with the Board until he or she resigned or was replaced.
- iii. Mrs. Narmore expressed the need for a Secretary to keep up with documentation, and also the need to have a Corporate Seal so that the Secretary could attest to resolutions and other documents.
- iv. Chief King advised that while he was at the last County Commission meeting, some of the Commissioners questioned the makeup of the current 9-1-1 Board and asked why there were so many representatives from Fire and Police serving, rather than members of the general public. The current Board is made up of three (3) Fire Chiefs, one (1) former Police Officer, one (1) employee of a Hospital, and (2) members of the general public. Mr. Austin expressed his concerns with past Board members from the general public who would not attend meetings. Chief King advised the Commission tabled the subject until the next meeting.
- v. Ms. Hood referenced to a mention from the Baldwin County 9-1-1 Attorney, who stated at the ALNENA Conference, that it was his belief that a Board Member could not vote until he or she had been reappointed.

- vi. Chief Blackstock asked what brought attention to the current terms. Mr. Melton advised there were many different issues, including the current ambulance issues. Chief King advised he had been told information at a Conference that all Board terms needed to be checked on carefully. Chief Blackstock stated he would like to see the current Board remain intact. He feels like the Board works very well with the Director and staff.
 - vii. Mr. Austin made a motion to appoint Ms. Hood to the Board Secretary Position. The motion was seconded by Mr. Blackstock. All Board Members voted in favor.
- i. Ambulance Provider Guidelines:
- i. Mr. Melton advised that he had been asked to develop some Ambulance Guidelines to help in giving the 9-1-1 Board some authority over EMS response initiated from 9-1-1. A copy of a draft is included in each Board member's book. Mr. Melton asked that all members look over the draft and make any changes needed and be prepared to report back at the next meeting.
 - ii. Mr. Melton also met with Bruce Carson with Keller EMS regarding these guidelines and asked for his input as well.
 - iii. Mr. Melton advised he would like to add that the current listing of ambulance should be a minimum, and that if a truck has to go out of town, another truck should be brought on duty to cover.
 - iv. Ms. Hood requested a copy of the old Ambulance Minimum Standards so she could compare. Mr. Smith will email those to her.
 - v. Mrs. Narmore advised the Board that she had taken a few complaints from 9-1-1 to Keller CEO Doug Arnold. Mr. Arnold advised her that they were in the process of developing an on-call system to help with out of town calls. Mr. McMullins interjected that Keller EMS has recently added a second truck in Muscle Shoals at night.
 - vi. Mrs. Narmore questioned why the Fire Departments respond to medical calls that go directly to an ambulance service, but not through 9-1-1. Mr. Melton advised we try to keep a standard on all call types, regardless of how they originate. If an ambulance service receives a direct call for an emergency, they normally call 9-1-1 to ask for Fire Department response. Further discussion ensued regarding Fire Department response to lifting assist calls. Mr. Melton advised that response to lifting assistance calls was the decision of the Fire Chiefs, not of 9-1-1, and right now that standard is to send Fire on lifting assist calls. Mr. Austin agreed that it would be up to the Cities to make that decision if they wanted to change.

VII. **Next Meeting:** Next meeting will be Tuesday, January 14, 2014 at 4:00 p.m.

VIII. **Adjournment:** At 4:55 p.m., and with no further business to discuss, Ms. Evans made a motion to adjourn. Chief Blackstock seconded the motion. All Board Members voted in favor.

_____ Chief Dewey King, Chairperson	absent _____ Mr. Kirk Jones, Vice-Chairman
_____ Mr. Garey Austin, Board Member	_____ Chief Ken Blackstock, Board Member
_____ Ms. Ronda Hood, Secretary	_____ Mrs. Dessie Evans, Board Member
_____ Chief Tim McMullins, Board Member	