

COLBERT COUNTY 9-1-1 BOARD MEETING

January 14, 2014
4:00 p.m.

BOARD MEMBERS PRESENT:

Mr. Kirk Jones
Chief Ken Blackstock
Mr. Garey Austin
Mrs. Dessie Evans
Ms. Ronda Hood
Mr. Harold Kimbrough

OTHERS:

Mr. Mike Melton
Mr. Michael Smith
Mrs. Rebecca Narmore
Mr. Shawn Malone
Mr. Tim McMullins
Ms. Lisa Ricks

I. Call to order:

- a. The Colbert County 9-1-1 Board Meeting was called to order by Mr. Jones at approximately 4:01 p.m.

II. Roll Call:

- a. All Board Members were present with the exception of Chief King. A quorum was established.

III. Comments from the public:

- a. None.

IV. Minutes:

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

V. Financial Report:

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

VI. Chief Tim McMullins:

- a. Chief McMullins introduced himself to Board Member Harold Kimbrough and congratulated him on his new position.
- b. Chief McMullins stated to the Board that he had enjoyed working with the 9-1-1 Board for several years. He commended Mr. Melton and Mr. Smith for the job they do in Administration, and the Dispatchers for the job they perform for the public. He stated that the whole organization was next to none.
- c. Chief McMullins discussed the topic of individuality, and the need for all Board Members to be their own individual and make their own decisions without another party influencing them. Other discussion was held regarding events that took place over the last few months in the time leading up to his removal from the Board. He encouraged the Board to allow the administrative personnel run the day-to-day business since they

are here at least 2,080 hours per year, and the Board Members are only here 12 hours per year.

- d. Discussion was held on resolutions that were passed by the Board. Chief McMullins stated he had no ill-feelings toward anyone, but that he felt like he needed to stand up for the people of the county and stand behind his word. He stated that he only wanted everyone to be honest in their work, and that he represented the entire county when he spoke for the 9-1-1 Board.
- e. Chief McMullins stated all of the problems were now water under the bridge and confirmed there were no hurt feelings. He offered his help anytime to any Board Member, and encouraged them to give the county the best emergency care, and to take care of the employees and administrative staff.
- f. Mr. Austin expressed his joy in working with Chief McMullins and agreed the Board should have stood their ground with the first agreement regarding the Attorney General Ruling.
- g. Chief Blackstock and Mr. Jones also expressed their joy in working with Chief McMullins and thanked him for his service to the Board.
- h. Mr. Melton advised Chief McMullins that the Board and all the Employees thought a lot of him, and to show our appreciation for him, Chief McMullins was awarded a plaque for his service and dedication over the past 7 years.

VII. Director's Comments:

- a. Dispatcher Commendation:
 - i. A copy of a letter we received from a family was included in each Board Packet. This letter was thanking the dispatchers for the job they did while sending responders to their home recently.
 - ii. We would like to recognize JoAnna Steinke and Angie Wright for the handling the call so well. A copy of the letter will be placed in their personnel file.
- b. Healthcare Act Fees and Taxes:
 - i. Mr. Melton informed the Board that our Blue Cross Blue Shield insurance policy now includes taxes and fees resulting from the Affordable Care Act. A copy of the summary of fees is included in the Board Packets.
 - ii. Currently the fees are about 1.8% of the policy premium. Mr. Melton asked the Board if they wanted to absorb the fees or pass it along to the employee as part of their 20% share.
 - iii. Chief Blackstock made a motion to absorb the ACA Fees and Taxes, with the option of revisiting the issue at a later time, if needed. Mr. Austin seconded the motion. Motion carried unanimously.

- c. 9-1-1 Local FY13 Audit Update:
 - i. Mr. Melton informed the Board that the FY13 Audit is now complete. Basically there were no issues with our accounting practices.
 - ii. However, there was still a note regarding internal control and segregation of duties when it comes to accounts receivable and accounts payable. It was noted that our company was too small to be able to segregate those duties as needed.
 - iii. With the new Alabama 9-1-1 Board disbursements going to all direct-deposit, this will help lessen the impact of a violation. This will mean about 99% of our intake will be direct deposited.
 - iv. Mr. Melton also advised that we have good control over bill paying. All bills have to be approved by him before Mr. Smith is able to write a check. Then those checks must be signed by two Board Members. This gets a total of 4 people involved in the approval of all bills.
 - v. Ms. Hood made a motion to accept the FY13 Audit as presented. Mrs. Evans seconded the motion. Motion carried unanimously. Mr. Smith will send copies to the Alabama Department of Public Examiners and also to the Colbert County Commission.
- d. Integrity Monitoring System Update:
 - i. Mr. Melton informed the board that the Integrity equipment had been installed here at the 9-1-1 Center. He stated that Gary Mitchell advised him that the equipment at the sites was in place, but he now had some configuring to do in order to make them talk back to our equipment here. We hope to have the full project finalized very soon.
 - ii. We are in contact with ISO in regards to this equipment and how it will help lower ISO ratings and insurance policies across the county. All departments will be made aware of the install and the credit they will receive, once we receive final approval from ISO.
 - iii. Appreciation was shown to the Board for allowing this equipment purchase. This not only helps each fire department lower their ISO rating, but it also helps homeowners lower their insurance premiums.
- e. Leighton PD Request:
 - i. Mr. Melton has been in talks with Chief Hood at Leighton Police. They currently have a gentleman's agreement on dispatching. If we follow-up and perform those duties, Leighton PD would have to sponsor all fees required for 9-1-1 to have NCIC and our dispatchers to be trained on it. NCIC is approximately \$400 per month.
 - ii. Chief Hood is currently working on acquiring a repeater frequency. Mr. Melton will report back more information at the next meeting.

- f. IP Call-taking Switch:
- i. Mr. Jones inquired about the status of the new IP Switch. Mr. Melton advised that the equipment is installed and working. We are using it every day and are prepared for any future data streams that may be coming down the pipe.
 - ii. We are holding the final installment payment until a few bugs are worked out of the system.
 - iii. We are looking into purchasing headsets for dispatchers to use with the new system. We have a few trial wireless headsets to try out for a few weeks until we make a decisions.
- g. Ambulance Provider Guidelines – Revision 2:
- i. Mr. Melton asked the Board to consider adopting the document at this meeting. Each Board member should have had ample time to go over the document and request any changes. Discussion ensued on more changes that needed to be made.
 - ii. Mr. Jones suggested looking over the revisions noted in today's meeting and tabling the adoption until the next meeting.
 - iii. Mr. Austin made a motion for Mr. Smith to revise the document with the needed changes, and then call a special meeting for Thursday, January 23rd at 4:00 p.m. to possibly adopt the new document. Chief Blackstock seconded the motion. Motion carried unanimously.
 - iv. Mr. Smith will send Revision 3 of the document to all Board Members tomorrow.

VIII. **Next Meeting:** Next regular meeting will be Tuesday, February 11, 2014 at 4:00 p.m.

IX. **Adjournment:** At 4:50 p.m., and with no further business to discuss, Chief Blackstock made a motion to adjourn. Mrs. Evans seconded the motion. All Board Members voted in favor.

absent

Chief Dewey King, Chairperson

Mr. Kirk Jones, Vice-Chairman

Mr. Garey Austin, Board Member

Chief Ken Blackstock, Board Member

Ms. Ronda Hood, Secretary

Mrs. Dessie Evans, Board Member

Mr. Harold Kimbrough, Board Member