

COLBERT COUNTY 9-1-1 BOARD MEETING

October 21, 2014

4:00 p.m.

BOARD MEMBERS PRESENT:

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

OTHERS:

Mr. Mike Melton
Mr. Michael Smith

- I. **Call to order:**
 - a. The Colbert County 9-1-1 Board Meeting was called to order by Chief King at approximately 4:00 p.m.

- II. **Roll Call:**
 - a. All Board Members were present. 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 Blackstock to accept the minutes for September 2014. All board members voted in favor.

- V. **Financial Report:**
 - a. A motion was made by Mr. Austin and seconded by Chief Blackstock to approve the financial reports for September 2014 as presented. All Board members voted in favor.

- VI. **Director's Comments:**
 - a. Sheffield Police Dispatch:
 - i. Mr. Melton advised that the switching of Sheffield PD Dispatch to 911 was very close. The AVL system has been ordered for both the 911 office and the patrol cars. Several other departments have shown interest in the AVL system. Installation of the AVL system is scheduled for Monday, October 27th.
 - ii. Draft SOPs have been developed for the dispatching duties. Mr. Jones advised he had some discussions with some officers to help with rumor control.
 - iii. The contract will call for the City to pay a little over \$83,000 per year, but this first year may be pro-rated since we are already into the year.

- b. Aerial Photography for Mapping:
 - i. Every 3-4 years, the County Road Department hires a contractor to produce updated aerial photography for the county. In the past, our agency has paid a share of the cost so that we can use that photography on our 911 maps. This year, the Road Department has advised our share will be \$5000.00.
 - ii. Mr. Jones made a motion to pay \$5000.00 toward the Aerial Photography project in return for the usage of the photography. Mr. Blackstock seconded the motion. All board members voted in favor.

- c. Uniforms:
 - i. With new agencies coming under our dispatch, our dispatchers are now having more contact with outside personnel. After having some discussion with the employees, it was suggested to provide uniforms for employees for both appearance and morale purposes. Having everyone wear the same uniform would promote professionalism. Chief Blackstock made a comment that he was impressed with the personnel at the conference by seeing them wearing the same shirts and that it looked very nice and professional. Other Board Members who were at the conference agreed.
 - ii. We have obtained pricing quotes from local vendors and it appears we can buy a uniform for \$63.99 per employee per uniform. It was suggested to buy full-time employees 4 uniforms and part-time employees 2 uniforms. The uniforms would consist of a polo shirt and BDU pants. The employee would be required to provide a dark colored shoe to match the uniform. Shoes such as sandals or open-toed shoes would be denied. The overall cost would be less than \$4500.00 to outfit all employees. If an employee leaves the company, they will be required to return all uniforms to the company.
 - iii. Mr. Jones made a motion to approve a budget line item addition in order to purchase uniforms for employees. Mr. Kimbrough seconded the motion. Discussion was held on how often uniforms would be purchased. Chief Blackstock advised he would also like to see a jacket purchased for employees in the future. After discussion, all board members voted in favor.

- d. Tornado Event:
 - i. On October 13th our 911 center took an indirect hit from a tornado that touched down approximately 2 blocks from the office. Between the tornado and the lightning, our system was down for a short time. The generator failed to crank initially, and then during the outage, we had a UPS fail. Both have since been repaired.

- ii. Discussion was held on the current preventative maintenance being performed on the generator. Mr. Kimbrough stated his PMs usually include replacing batteries every 2 years. We have a contractor who comes weekly to run the generator under load. We will likely be creating a log sheet to keep up with vendors who come to repair or test equipment after-hours. This is the first time our generator has failed. We are contacting Williams Electric to perform an electrical audit on our system to verify its proper operation. We also have a surge suppression system in place.
 - iii. While the center was down, all calls were routed to Lauderdale 911 and they would call us on a cell phone if they had a call for us to dispatch. Within 2 hours our center was 95% operational, with Comcast internet being the only outage remaining. We were on generator for over 24 hours. We will plan and build off this incident.
 - iv. Mr. Austin recommended changing the batteries on the generator at least every 2 years. He also suggested installing a camera facing the generator to be able to verify operation and that maintenance is being performed. He suggested that it be tested by turning the AC relay off to force an auto-start at least twice per year or quarterly. Further discussion was held on how long the UPS would hold without generator and also possibly connecting dual-fuel to the generator.
 - v. Mr. Melton commended the dispatchers who were on duty, and the ones who came into work to assist, and stated that everyone did everything they possibly could to keep the center operating.
- e. One-Time Pay Increase:
- i. In the FY15 Budget, the Board Approved a One-Time Pay Increase for all employees. This increase will be included in the paycheck which will be paid on October 31st.
- f. November Board Meeting:
- i. The November Board Meeting falls on Veterans Day, which is a County Holiday.
 - ii. Mr. Jones made a motion to move the November Board Meeting to November 18th. Mr. Austin seconded the motion. All board members voted in favor.

VII. **Next Meeting:** Next regular meeting will be Tuesday, November 18, 2014 at 4:00 p.m.

VIII. **Adjournment:** At 4:35 p.m., and with no further business to discuss, Ms. Hood made a motion to adjourn. Mrs. Evans seconded the motion. All Board Members voted in favor.

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