

COMMUNICATIONS CENTER BOARD

Meeting minutes from October 30, 2018
Held in the Macomb Police Department Training Room

Communications Board Members present:

Scott Schwerer, Comm. Bd. Vice Chair, McDonough County Bd.
Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Tom Clark, ETSB Chairman
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

Mayor Inman, Comm. Bd. Chairman

Also present:

Eric Lenardt, Interim Director
Jeanette Moon, Administrative Assistant
David Estes
Emily Boyer, Tri States Public Radio

Scott Schwerer called the meeting to order at 3:38 p.m.

Sheriff Petitgout moved with second by Tom Clark to approve the minutes from September 25, 2018, motion carried with a voice vote.

Chief Barker moved with second by Tom Clark to approve the claims, motion carried with a roll call vote of 5 yes and 1 absent.

Treasurer Reports:

The report of income and expenses was distributed to the members. Jeanette reported the overtime expense that was not paid out of our account in September has been corrected and will show in next months' report. Chief Barker moved with second by Sheriff Petitgout to approve the treasurer's report, motion carried with a voice vote.

Old Business

Staff Update:

Jayson Sam's has been hired full time and will begin November 5th. He will continue his training on a full time basis. This will enable him to work 10 hour shifts and get him finished up and into the 8th position we have open. Rebekkah Raleigh has been hired with the intention of her filling the 9th position we have open. The trainers have been told to give her an intense training right away and we will then make the same offer to her to go full time to finish out her training schedule. Once Jayson is released from training we intend to hire another person to fill the 10th position. Eric has changed up the training plan and is having the trainers work at much more aggressive level with the trainees. He

also reported that he has completed all of his Power Phone certifications and can do the quality assessment evaluations.

Discuss & review FY19 draft budget:

Eric noted the copy presented was going to need some changes made to it. Scott Schwerer stated the budget was probably going to be changed anyway. Eric noted the Director salary was supposed to be listed at the same number as FY18. Contractual has been moved to \$60,000 to reflect a proposal for IT Services. Training and travel has also increased. Miscellaneous expenses should be \$48,000 to replace older servers which are operating in the red. Eric believes this should be sent out for bid. Discussion ensued over the total contribution of each entity and where Eric could lower some lines down. It was recommended that Eric rework the numbers to get the total for each entity closer to \$297,000-\$298,000. This will be brought back to the board next month.

New Business

Discuss replacement of air conditioning unit in server room:

Originally when the unit was put in the City paid for it as part of the building maintenance. The City is considering it as part of the equipment in the room. If the equipment wasn't in that room that unit wouldn't be in the room and because of that the City is asking that 911 make that purchase. Chief Barker did get a couple quotes for a commercial unit that can handle the demand needed for the room. Holister came in at \$8,517 and Arnold Brothers at \$7,997. Chief Barker did ask Jessica which board she thought would be responsible to cover this and she thought the Communications Board. Scott asked if this should be an ETSB expense. Tom replied he would have to look into that. Chief Barker moved seconded by Sheriff Petitgout to go ahead and get the install scheduled with the payment decision to be finalized at a later time but the Communications Board will pay for it if the ETSB cannot fund the project in anyway, motion carried with a voice vote.

Discuss spare hardware for server room:

On October 5th the Fire Department took a lightning strike. It took out some of our switches in the server room. It took about a day to get things back up and going and then, only on a temporary basis. Eric asked, as the Interim Director, what is his spending authority? He can buy a set of switches and have them programmed and ready so if something like this happens again they can easily be unplugged and plugged in and we'd be back up and running in a matter of minutes for \$810. The board was reminded that the policy they had set in place for the Director was a \$2,500 spending authority without board approval as long as there were funds available in the budget. They agreed the Interim Director should be allowed the same threshold.

Eric then discussed a proposal for TimbukTech IT Services. This will be put on the agenda for the next meeting.

Public Comment

Scott spoke about a topic brought to him from the Human Relations and Animal Control Committee. They have been getting called out at night for situations that aren't life threatening and he'd like to remind the dispatchers not to do that. One person thought that an officer should be sent to determine the necessity of the situation. Eric responded saying, dispatch does not call animal control unless an officer tells them to call animal control. Chief Barker asked "what are they getting at?" Scott replied "we are trying to limit the number of after hour calls, so unless it a life threatening situation, we don't want to have to go out. If the dog is running loose and that dog is not creating a problem or someone's life is not threatened by that dog, let us know in the morning about the dog It's a judgement thing really".

Eric inquired if the board intended on filling the Director position on a permanent basis. Scott answered they do but do not have a time frame in mind when that might happen. They asked that Eric continue to set goals for the Center and work on getting them done. They emphasized staffing and training is a priority. The dispatchers are overworked in there and it's affecting them. Chief Barker added "We'd like to see where they view the officers, the firefighters, the emergency personnel as clients; they are there to help them solve whatever it is that they are working out there."

Chief Barker mentioned the procedure manual that he's never seen. Scott asked if Eric could bring that to the next meeting.

Executive Session

No executive session was held.

The next meeting is November 27, 2018 directly following the ETSB meeting in the Macomb Police Department Training Room.

Sheriff Petitgout moved with second by Tom Clark to adjourn motion carried with a voice vote.

The meeting adjourned at 4:35pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911