**Emergency Communications Advisory Board**

**January 11th, 2024**

**Members present:** Sheriff Jeff Easter, CIO Mike Elpers, Firefighter Brian Finan, Chief Kevin Lanterman, Assistant City Manager Donte Martin, Chief Brandon Russell, Chief Tammy Snow, Director Julie Stimson, Chief Joe Sullivan, Chief John Turner, Chief Doug Williams, Deputy Chief Lem Moore, Deputy Chief Ray Hensley, Captain Blake Mumma, Chief Jeff Whitfield

**Also present:** 911 Deputy Director Alayna Moreno, 911 Director Elora Forshee, Assistant County Manager Rusty Leeds

**Meeting called to order with a quorum present.**

**Advisory Board Minutes from December 5, 2023, were approved, accepted, and passed.**

1. **Brookhollow Apartments Incident – Board Discussion**
	1. Assistant County Manager Rusty Leeds provided an update on the Request for Proposal (RFP) process. A draft is being finalized and should be sent to Assistant City Manager Donte Martin by the end of the week. Rusty hopes to push out the solicitation by the end of the month.
	2. Assistant City Manager Donte Martin said that once the City receives the draft, they should be able to return it with feedback in 7-10 days. Although the City Council has not taken any official action, they are supportive of the effort.
	3. Assistant County Manager Rusty Leeds shared that a minimum of five people need to be involved in the RFP review process, including at least one third party independent of both the City and County.
		1. Chief Tammy Snow recommended Misty Bruckner, Director of the Public Policy and Management Center at Wichita State University, as a third party reviewer.
		2. CIO Mike Elpers asked if all of the additional people chosen to review the RFP must be third-party or if they may be associated with the City or County.
			1. Assistant City Manager Donte Martin said that the City allows for flexibility.
			2. Sheriff Jeff Easter suggested purchasing directors and/or other experts from the City and County be brought in as needed as long as the group maintains at least one neutral party and an even split between City and County.
2. Subcommittees
	1. 911 Director Elora Forshee shared that she has requested meetings with the fire subcommittee and has not received a response.
	2. Chief Tammy Snow said that the fire working group meets every two weeks and is digging into various topics including technology. Chief Williams, Chief Turner, and Chief Snow met with the working group yesterday.
	3. Chief John Turner shared a list of concerns from the working group:
		1. Access to test client
		2. Situational awareness with fire dispatch
		3. Dispatcher promotional process
		4. Situational awareness with dispatch staffing
		5. Benchmark professional standards
		6. 911 training evaluation tools
		7. Secondary alerting for fire
		8. Updated standard operating procedures
		9. Continue to encourage direct contact from departments to Emergency Communications regarding specific incidents
	4. The subcommittee plans to set up standing monthly meetings that include dispatch.
3. Assistant County Manager Rusty Leeds shared a handout detailing basic information on Emergency Communications developments over the past few years (attached).
	1. Rusty shared that 911 Director Elora Forshee submitted funding requests for a number of things, including an updated alerting system, which were not approved for the 2024 budget. Elora is planning to push out a Request for Information (RFI) for the alerting system this year and obtain funding in 2024 or 2025.
	2. Rusty shared that there have been discussions about adding a full-time equivalent employee to the department to focus on accreditation through national organizations.
	3. In the past, Emergency Communications has struggled with staffing, but staffing is now at 90%. Elora is working to incorporate dedicated call takers as well as dedicated fire and law enforcement dispatchers.
	4. The department has hired an employee to focus on technology.
	5. Elora shared that the department requested funding for several staff positions, alerting systems, and more in the 2024 budget.
	6. Rusty shared that he is waiting to hear from the working group about some of their concerns before bringing in an expert from Tyler technologies to answer questions.
	7. Chief Kevin Lanterman shared that EMS’s needs are different from others, and EMS chiefs are meeting monthly with 911 Deputy Director Alayna Moreno to discuss concerns.
	8. 911 Deputy Director Alayna Moreno shared that she is meeting weekly with a Fire Marshal from the Wichita Fire Department. She is also setting up a monthly meeting with deputy chiefs for Wichita Fire, Sedgwick County Fire, and Derby Fire.
	9. Firefighter Brian Finan asked if there is a plan to meet regularly with rural or suburban fire chiefs.
		1. 911 Director Elora Forshee said that she was hopeful that this would be included in the subcommittee meetings. She offered to set up a separate meeting with only suburban fire departments if necessary. That offer ws declined by Firefighter Finan.
4. Sheriff Jeff Easter opened discussion on a potential law enforcement subcommittee. Sheriff Easter said that historically, law enforcement has gone directly to Emergency Communications regarding any concerns.
	1. 911 Director Elora Forshee shared that she would prefer setting up a more formal arrangement to hear concerns from law enforcement, especially regarding some upcoming projects this year.
	2. Elora will attend the area chiefs meeting to discuss upcoming projects and solicit feedback.
5. Off-agenda items
	1. CIO Mike Elpers asked if emergency management needed to form or join a subcommittee.
		1. Director Julie Stimson said that her department engages mostly with fire, but that she is open to joining either subcommittee as needed.
	2. Firefighter Brian Finan shared about a dashboard that he found from the Washington, D.C., area that displays dispatch data including call information and performance standards. He is wondering if we could see a similar dashboard.
		1. CIO Elpers said that IT has recently created a community dashboard and released it internally for review before launching publicly in the first half of the year.
		2. 911 Director Elora Forshee shared that dispatch data will be included on the community dashboard. She also shared that she has set up a meeting to get more granular data reports through Tyler’s capabilities.
	3. Chief Tammy Snow asked about the 911 Citizens Advisory Board
		1. 911 Director Elora Forshee said that a resolution establishing the board is coming hopefully before the February board meeting.
	4. 911 Director Elora Forshee said that at the next board meeting the group will determine a suburban representative for the year. Chief Williams shared that the next area chiefs meeting will take place in March and asked if that decision for representation of the suburban fire departments could wait until after that meeting.
	5. Sheriff Jeff Easter asked the board to consider suggestions for the next board chair for next meeting’s election. He has served two terms and will not be an option this year.

**Adjournment:** Motion made by Emergency Management Director Julie Stimson to adjourn. Motion seconded by Chief Joe Sullivan. Approved unanimously at 2:53 PM.