**Emergency Communications Advisory Board**

**February 8th, 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 Jeff Whitfield, Chief Doug Williams, Deputy Chief Lem Moore, Captain Blake Mumma, 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 January 11, 2024, were approved, accepted, and passed.**

1. **Election of new board president and vice president**
	1. Chief Tammy Snow nominated Director Julie Stimson for board president.
		1. Chief Kevin Lanterman seconded the nomination.
	2. Chief Jeff Whitfield nominated Chief John Turner for board president.
		1. Sheriff Jeff Easter seconded the nomination.
		2. Chief John Turner declined the nomination.
	3. Director Julie Stimson was unanimously elected board president.
	4. Chief Jeff Whitfield nominated Chief John Turner for board vice president.
		1. Firefighter Brian Finan seconded the nomination.
	5. Chief John Turner was unanimously elected board vice president.
2. **Director’s report**
	1. Connor Murphy started as technology coordinator in early December.
	2. The department is working on invoicing law enforcement agencies for the parts needed for radio encryption. This is a major effort and the department is working hard to ensure clear and consistent messaging.
	3. Law enforcement subcommittee is getting organized and will start meeting in early March.
	4. When the department operated out of the backup site at the LETC, it became clear that a full console system was needed at the site. The BoCC has approved this purchase as part of a decision package and it will be coming this year.
	5. The BoCC also approved funding for a radio consultant to help determine how to move forward with radios after Motorola stops supporting in 2028.
	6. Chris Duncan from Information Technology is working on creating dashboards. Emergency Communications dashboard will include call answer times, dispatch times, call processing, staffing numbers, etc. The original plan to use Socrata from Tyler was not helpful; IT is taking a different approach and working hard to fill requests.
	7. Funding requests have been made for fire station alerting and fire dispatch protocols; if these are not funded in 2024, the department will look at 2025.
	8. The department is moving forward with a transition to discipline-specific dispatching.
		1. Under new model, employees would specialize in either law enforcement or EMS/Fire when they move into the Dispatcher II position.
		2. Dispatcher IIIs would be cross-trained; supervisors and trainers would be experts in all areas.
	9. A resolution to establish the Emergency Communications Community Advisory Board was adopted by the Board of County Commissioners on February 7th.
		1. Applications for the board will be accepted starting within the next 1-2 weeks with the goal of scheduling the first meeting in Q1 of this year.
		2. Elora is open to discussing the board at any community meeting and hopes to spread the word to recruit a diverse group of community members to apply.
		3. The new board will work alongside this advisory board as well as the employee advisory board to make recommendations.
		4. BoCC will ratify all members after taking recommendations from other jurisdictions and groups.
	10. The department is reworking its Employee Development Team. Members will work different shifts to provide training, feedback, and education. There are four positions on the team; three are open.
	11. The department is currently 91% staffed; there are 11 openings. A class of 8 began training this week.
3. Brookhollow Apartments Incident Request for Proposals (RFP) Update
	1. RFP was drafted through several meetings with Assistant County Manager Rusty Leeds, Assistant City Manager Donte Martin, City of Wichita Purchasing Manager Josh Lauber, City of Wichita Attorney Jennifer Magana, County Purchasing Director Joe Thomas, Assistant County Counselor Tom Henry, and Public Policy and Management Center Director Misty Bruckner.
	2. Two more representatives will be added to be a part of the evaluation and selection committee.
	3. RFP was published on Tuesday, February 6th. One question has been submitted; more are anticipated.
	4. If the timeline stays on track, City Council and BoCC will receive recommendations in mid-April and will ratify decision on April 16th and 17th. The goal is for a contract to be ratified in early May and work to begin shortly thereafter.
4. Off-Agenda Items
	1. Fire Subcommittee
		1. Group includes Chief Turner, Chief Williams, Chief Snow, Firefighter Finan, Chief Hensley, and Elora Forshee.
		2. Topics of discussion included:
			1. Discipline-specific dispatch
			2. Dispatcher promotional process
			3. Coordination with other agencies for dispatcher training
			4. Liaison/relationships between agencies
			5. MOU for access to test client
			6. Secondary alerting for fire
			7. Emergency fire dispatch software
			8. Employee Development Team
			9. Accreditation
			10. Staffing/situational awareness
			11. Notification for staffing shortages, CAD outages, etc.
			12. GIS
			13. Bringing in Tyler representative to answer questions
			14. Files for each suburban department with apparatus, contact, dispatch plan information

**Adjournment:** Motion made by Chief Kevin Lanterman to adjourn. Motion seconded by Sheriff Jeff Easter. Approved unanimously at 3:01 PM.