**Emergency Communications Advisory Board**

**April 11th, 2024**

**Members present:** Sheriff Jeff Easter, Firefighter Brian Finan, Chief Kevin Lanterman, Chief Brandon Russell, Chief Tammy Snow, Director Julie Stimson, 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, 911 Technology Coordinator Connor Murphy

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

**Advisory Board Minutes from February 8th, 2024, were approved, accepted, and passed.**

1. **Director’s report: Elora Forshee**
	1. Elora Forshee will present the 2025 budget request to the County Manager next week and the Board of County Commissioners in a few weeks.
		1. Initiatives on the five-year horizon include:
			1. Separate dispatching and call taking
			2. Move to discipline-specific dispatching
			3. Pursue accreditation
			4. Continued focus on recruitment with emphasis of focus on retention
		2. Proposed decision packages include:
			1. Employee development team
			2. Discipline-specific dispatching
			3. Fire station alerting
			4. Emergency fire dispatch protocols (software, hardware, training, etc.)
			5. Accreditation manager position
		3. The department is asking for total of $3 million.
	2. Discipline-specific dispatching update
		1. Management has started to build a staffing model but is waiting for budgetary support.
		2. The department is continuing to cross-train staff until the new system can be fully implemented. There will still be a need for cross-trained staff even after the transition.
		3. Management will work with staff to determine their discipline based on interest and skills.
	3. Emergency Communications Community Advisory Board update
		1. 3 of the 5 Commissioners have made their appointments; a Derby appointment is pending.
		2. There have been about 6-7 applications for the at-large position. Candidates will go through an interview process for this position.
		3. Elora hopes to have a quorum of members appointed by next month so that meetings can begin.
	4. Fire subcommittee report
		1. Emergency Communications is working with Legal on a memorandum of understanding for system access.
		2. A request was sent to suburban departments for a one-pager with key information—only one response so far.
		3. A group notification system is set up to communicate staffing levels.
		4. The department is using CivicReady to work on creating lists for communication on expected CAD outages.
		5. The subcommittee discussed using voice paging for an alternate alerting method.
		6. A copy of the RFP and contract with Tyler Technologies has been disseminated so agencies can review for any functionality they believe is missing or for any questions they have for Tyler. Departments have not yet submitted any questions or direction on who they would want from Tyler to be available to field questions they may have.
	5. Fire standard operating guidelines (SOGs) review: Department is reviewing Tac channel procedures and providing suggested edits.
	6. Law Enforcement subcommittee report
		1. The subcommittee is discussing channels for encryption and making sure there is communication with law enforcement.
		2. The subcommittee is working with law enforcement on comprehensive messaging.
	7. Staffing and training report
		1. The department is working with APCO International on training programming and continued education.
		2. 7 positions are currently open in the department, 4 of which are in operations. A new academy class began on Monday, April 8th; the next academy class is in June.
		3. The department hopes to hire a hiring manager soon.
2. **Update on Brookhollow Incident Review RFP: Assistant County Manager Rusty Leeds**
	1. 4 proposals were submitted; 2 were shortlisted after review by the committee.
	2. Interviews with each of the shortlisted vendors are in progress; one will be selected early next week.
	3. The proposal will go to Bid Board and then BoCC.
	4. Committee includes Assistant County Manager Rusty Leeds, Assistant City Manager Donte Martin, Tom Jenkins (retired fire chief/consultant), Ellen Wernicke (911 Coordinating Council), and Misty Bruckner (PPMC)
	5. Contract will go through the Wichita City Council within a week of BoCC’s vote.
3. **Off-agenda items**
	1. Elora Forshee shared that next week is Telecommunicators Week and encouraged board members to send a message of support to 911 staff if they can.
	2. Julie Stimson shared that Emergency Management is holding an active shooter training and exercise series. There will be a tabletop exercise on April 18th at the Regional Fire Training Center and a class at the end of May.

**Adjournment:** Motion made by Firefighter Brian Finan to adjourn. Motion seconded by Sheriff Jeff Easter. Approved unanimously at 2:37 PM.