**Emergency Communications Advisory Board**

**February 16, 2023**

**Members present:** Chief Doug Williams, Chief Jeff Whitfield, Chief Kevin Lanterman, Chief Lowell Ester, CIO Mike Elpers, Chief Tammy Snow, Deputy Director Jon Marr, Lt. Matt Lang, Lt. Keith Luongo

**Also present:** Director Elora Forshee, ACM Rusty Leeds, Deputy Director Alayna Moreno, Tom Koob, Capt Christian Cory, DC Jose Salcido, Captain Keith Allen

The meeting was called to order with a quorum.

1. Approval of Minutes
	1. A motion to approve the minutes from the December meeting was made by Chief Ester and seconded by Chief Whitfield. The motion passed unanimously.
2. Election of Officers
	1. Director Forshee reported that Chief Whitfield would remain in the position to represent suburban law enforcement entities and Chief Ester would remain in the position to represent suburban fire departments.
	2. Sheriff Easter was nominated and voted in unanimously to serve as the 2023 Advisory Board President. Chief Lanterman was nominated and voted in unanimously to serve as the 2023Advisory Board Vice President.
3. Director’s Report
	1. CAD Update – Director Forshee reported that everything was on track for a go-live in April. Train-the-Trainer sessions were already underway for mobile end users. Director Forshee reminded everybody that it is their responsibility, as an agency, to ensure that their end users were trained and ready to go on the new system, that dispatch would not be able to assist them with mobile issues during go live.
	2. Renovation Update – Director Forshee updated that 911 would be moving to the backup site at the beginning of April. The biggest concerns with backup site operations was that the radio system was not the same at the backup site as it was downtown, namely that the alert tones and simulcasting was not available. Dispatch would work around that, ensuring that information was transmitted across all channels, and solutions for that were still being explored. Board members expressed concerns that the backup site did not have that capability and it was discussed that Director Forshee had tried to purchase that in the past but the budget authority was not granted and 911 would be pursuing a solution to that, again, in this next budget cycle.
	3. Civic Ready System – Director Forshee provided information on the Civic Ready system and a notification that had been sent out via email. Field personnel are encouraged to reach out to dispatch if they need to send out an alert for a lock down or other safety situation. Agencies should also help spread the word to their communities that this is available.
	4. Radio System Refresh – Director Forshee discussed that the radio system would be out of support in 2028. While that is several years off, discussions are occurring now on what options will be looked at in order to ensure that the radio system stays supported beyond 2028.
	5. 2024 Budget Preparation – Director Forshee reported that she has begun the budget preparation process for 2024. She highlighted that she would be asking for some additional staff positions, both operational and administrative. Board Members are welcome to provide input on anything they want included in the 2024 budget.
	6. Staffing and Training Update – Director Forshee reported that there were currently 23 open positions. The next academy class will be mid-March and then there will be a pause in hiring until after go-live on CAD so that 911 staff can focus on training for the new system. Training will resume once staff is on the new CAD system and will take place at the Historic Courthouse.
4. Off Agenda Items
	1. There was brief discussion about recent posts on Facebook regarding 911. The discussion focused on reminding agencies that they have a voice in the 911 system via the Advisory Board and they are welcome to provide feedback through that avenue.

Meeting Adjourned