**Emergency Communications Advisory Board**

**August 17, 2023**

**Members present:** Chief Kevin Lanterman, CIO Mike Elpers, Chief Tammy Snow, Deputy Chief Ray Hensley, Deputy Director Jon Marr, Deputy Chief Dave Hersh, Firefighter Brian Finan, Captain Blake Mumma, Greg Gann

**Also, present:** Director Elora Forshee, Tom Koob

The meeting was called to order by Chief Lanterman with a quorum present.

The meeting minutes from the 06/08/2023 meeting were adopted, a unanimous vote.

1. **Director’s Report – Director Forshee**
   * **Representative for Suburban Fire Dept.** – Chief Ester has stepped down from this position and Firefighter Brian Finan from Mount Hope is currently the representative for Suburban Fire Departments. No alternate has been named at this time.
   * **CAD –** Director Forshee reported that 911 and IT continue to work on improving CAD and increasing functionality. Specific work highlighted included getting some insight from Reno County and Butler County in site visits, as they both use Tyler CAD. One item brought back, amongst others, was that Reno County has their fire departments manage their own response plan programming. This was introduced as an option for WFD, SCFD, and Derby FD. WFD is in the process of getting the training together. SGFD and Derby FD are discussing. There was also continued work on call prioritization update requests and ensuring all mutual aid agreements are reflected in response plans. For EMS, the focus had been on AVL responses, ensuring that they are accurate, and then troubleshooting individual issues. For WPD, the area of focus has been on the case numbers and disposition codes for the Niche interface. Director Forshee discussed working with Tyler in building reports to ensure all agencies/departments obtain necessary information. One report in particular is looking at entry to dispatch times to evaluate the standards for that.
   * **Future of the Advisory Board –** Director Forshee discussed a change to the resolution of the 911 Advisory Board, removing it from being a board to a committee format. As the resolution reads, when three or more of the Advisory Board members are discussing anything, regardless of whether or not it relates to 911, the discussion would fall under KOMA statutes. The resolution would not change the dynamics or purview of the board, simply the nature of the board. The draft was sent over to City Legal for review.
   * **LSSE Grant Update –** Director Forshee discussed that no update yet with regard to the grant request. An update will be provided when one is available.
   * **Upcoming Priorities –** Director Forshee discussed upcoming priorities, as follows –
     1. **CAD –** The work will continue indefinitely as CAD continues to evolve.
     2. **New positions** - Director Forshee provided information on New Positions and Training.
     3. **Technology Coordinator** – This position will work with Operations, IT, and Training.
     4. **Hiring Manager –** This position will work with the Hiring of new employees, work as a Public liaison for 911, and work with Job Fairs.
     5. **Mental Health Dispatch -** Beginning the end of September 2023 an Employee with Comcare will be taking mental health calls in the Communications Center. The hours of the MH Dispatcher will be Sunday – Friday 3:00pm to 11:00pm, and Saturdays 12:00pm to 8:00pm. This position is funded through Comcare.
     6. **Call Takers –** Continuing to hire for call taker academy classes.
     7. **Training Reorganization** – Alayna is working on auditing the training process of the new Academies this month to ensure all employees are getting consistent information.
   * **Training Update** – We have two Call Taker Academy classes in August, 8/14 and 8/21, both classes with eight new hires per class. This will leave 20 open positions that we will be work on filling before the end of the year.
   * **FIRE/EMS/LE Dispatch class** – Beginning September 2023 we will start up another Fire/EMS/LE Dispatch class and again before the end of the year.
2. **Adjournment** 
   * Deputy Chief Ray Hensley called for the meeting to be adjourned, seconded by Firefighter Brian Finan. The meeting was adjourned at 1430.