**Emergency Communications Advisory Board**

**April 14, 2022**

**Members present:** Chief Robert Lee, Chief Jeff Whitfield, Director Kevin Lanterman, Director Julie Stimson, CIO Mike Elpers, Deputy Chief Darrel Kohls, Deputy Chief Carl Cox, Deputy Chief Dave Hersh, Chief Mo Lallement, Greg Gann

**Also present:** Elora Forshee, Alayna Moreno, Tom Koob

The meeting was called to order by Chief Lee and there was a quorum present.

1. **Approval of Minutes** 
   * A motion was made to approve the minutes from February 10, 2022. The motion was made by Greg Gann and seconded by Chief Jeff Whitfield. The vote was unanimous.
2. **Director’s Report – Director Forshee**
   * **CAD Update** – Director Forshee reported that there is a pause on going live. She reported that part of the issue is the mobile client and install process of mobile client. We don’t want work a rounds, due to work a rounds being done with current CAD system, so they will wait for solutions before moving forward. There are also issues with fire priorities not updating properly, issues with location verification. Hopefully go-live will happen in November before Veterans Day. We are also getting as much information from other clients throughout the state that are using Tyler.
   * **Budget Update** – Director Forshee reported on several budget packages. First is the request to cancel the contract with KDOT, due to KDOT having a means to monitor their own cameras through contract positions. The two positions that are responsible for monitoring those cameras are filled with 911 call takers and we are asking the county to fund those two positions to cancel the contract with KDOT. KDOT is still eligible to keep access to the Comm center, and can hold those two positions staffed with their own employees. The second request is for 12 new dispatch positions, due to a new renovation to come next year this will open up multiple new desk spaces to fill. The third request is a 911 technology coordinator. We need someone to take over technology projects and be a bridge support for us and DIO. Fourth, a second 911 training facilitator, to help with continuing education training for current staff to different scenarios and what to do per different call types.
   * **Strategic Plan Review –** Director Forshee had sent out a copy of the strategic plan prior to the meeting and asked if there was any feedback on it. The previous conversations with Board members included requests for dispatching and call taking to be separate tasks and that was reflected in the strategic plan. There were no objections from the Board to the strategic plan as written.
3. **Operations Update – Deputy Director Moreno**
   * **Staffing –** Deputy Director Moreno reported that we are still combining the Law and Sheriff channels outside of “normal” business hours and the top staffing priority is to split those channels back out all of the time.
   * **Riverfest -** Deputy Director Moreno reported that RiverFest is coming up in about a month in a half, one dispatcher will be dedicated to that channel and will have a backup relief to cover days off for the individual.
   * **4th of July -** Deputy Director Moreno reminded the Board that the 4th of July will be here before we know it and reminded them to send in modified response plans as early as possible for operations.
4. **Staffing and Training update – Director Forshee**
   * Director Forshee reported that there are 32 open positions. Recruitment is a challenge, considering that there are less stressful jobs offering more money per hour
   * Several training classes to come, such new hire classes, call taker to dispatcher
   * Recruitment efforts include targeting high school students, putting out fliers, and hitting all job fairs that we are able to.
5. **Off Agenda Items**

* No topics.

1. **Adjournment** 
   * Greg Gann made a motion to adjourn. That was seconded by Director Lanterman.