**Emergency Communications Advisory Board**

**June 9, 2022**

**Members present:** Chief Jeff Whitfield, Director Kevin Lanterman, Chief Lowell Ester, CIO Mike Elpers, Chief Tammy Snow, Deputy Chief Carl Cox, Deputy Chief Dave Hersh, Greg Gann, Lt. Matthew Lang, Director Julie Stimson

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

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

1. **Approval of Minutes** 
   * A motion was made to approve the minutes from April 14, 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 they are working to finalize a go live date with Tyler. Additionally, they are still working through the installation processes on the MCT’s and it is projected within the next month for the larger agencies to have that figured out. The goal is to have instruction manuals for smaller agencies.
   * **Community Task Force Recommendations** – Director Forshee reviewed the Cedric Lofton Task Force recommendations for Emergency Communications, to include –
     1. Develop a 24/7 mental health response system that can be dispatched and to embed a qualified mental health operator within the 911 system to help with distress calls that are coming in that may necessarily not need an officer response.
     2. Adding an additional position of a continuing education coordinator, someone on staff to help train and continue education for upcoming community needs in the calls that are coming in, approval of the position did not make it through the budget process with the County so the next goal is to look at third-party solutions.
     3. By December 2022 establish a public advisory board, reflective of the diverse community 911 serves; currently bylaws are being established.
     4. Address the high turnover rates within 911, work on addressing better pay, adding benefits that focus on wellness, recruiting, enhance the workplace
3. **Operations Update – Deputy Director Moreno**
   * **4th of July Operations –** Deputy Director Moreno requested that any modified response plans to be sent in as soon as possible, such as City Fire and PD joint response team for complaints, areas and types of calls being responded to. Additionally, Emergency Communications will again staff a non-emergency line for July 1st -5th 1800 -0300, to address the busyness of the holiday.
   * **Schedule-** Deputy Director Moreno reported that, by employee requested there would be a modified summer schedule of 12hr shifts,numbers are looking better withthat option over the summer.
4. **Staffing and Training update – Major Luke Blankenship**
   * **Staffing** – Major Blankenship reported that Emergency Communications currently has 27 open positions and they are actively hiring and recruiting, there is a job posting open now online.
   * **Training**- Major Blakenship reported that there is currently a class of 6 Call Takers out at the WSU training center getting ready to come out of training on July 30th, also training 6 dispatchers a mix of 3 for FIRE/ EMS and 3 for LE, they will be released and done with training before July 4th
5. **Off Agenda Items**

* **Julie Stimson** reported on a mass notification system that would provide notice for events such as boil advisories that will roll out in the near future
* **Russel Leeds** reported that the work is still underway to provide a fence around the facility for the safety of staff. Negotiations are ongoing with Envision since the overflow lot is owned by them.

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