**Emergency Communications Advisory Board**

**December 8, 2022**

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

**Also present:** Director Elora Forshee, Deputy Director Alayna Moreno, Major Luke Blankenship, ACM Rusty Leeds

The meeting was called to order, with a quorum present, by past President Chief Jeff Whitfield, as the President and Vice President were not in attendance.

1. **Approval of Minutes**
	* Meeting minutes of June 9th, 2022, were approved unanimously.
	* Meeting minutes of October 13th, 2022, were approved unanimously.
2. **Director’s Report – Director Forshee**
	* **Policy Approval – Cell Phone Pings –** Director Forshee refreshed the Board on the progression of this policy discussion, in that it was discussed by the board in October and then it was reviewed at the Sedgwick County Law Enforcement Chiefs Meeting and they were provided opportunity for input and discussion, to which there was none. Chief Ester made a motion to adopt the policy as written, the motion was seconded by Chief Snow. The motion passed unanimously.
	* **Procedural Review – Embedded Mental Health in Dispatch** – Director Forshee reviewed the procedures for the embedded mental health worker in dispatch, which was originally introduced in the October Advisory Board meeting. Director Stimson made a motion to approve the operational procedure. The motion was seconded by Director Lanterman. There was also discussion about the timeline of this embedded social worker being delayed due to HIPAA considerations, training, and other compliance issues, along with COMCARE working to train their staff. There was also discussion about starting a “mental health” disposition to better track mental health calls.
	* **Mass Notification System**- Director Forshee reported that Emergency Communications supervisors are being trained on how to use the Civic Ready system for mass notifications. Sedgwick County Communications is working to get some information out to the public and media about this system being available and it will be ready to use in early 2023. There is also discussion about using this for internal/agency notifications and that conversation is still developing.
	* **Renovation of Dispatch** – Director Forshee reported that Emergency Communications is still on track to renovate the dispatch center starting in Q1 of 2023. The contractor was chosen and the responses to the RFP for furniture are in the process of being evaluated. The project timeline is 6 months, which includes ordering supplies. There is a portion of the time that staff will be operating out of the backup site and they are looking at additional phones to help supplement the call taking side of the 911 system. One operational difference, that is felt by field personnel, is that the radio system doesn’t work the same way. From the backup site there are not alert tones or simulcast capability. There was a question from Chief Ester about parking lot security and ACM Rusty Leeds reported that we are still in negotiations with Envision to purchase the parking lot to fence it in.
	* **CAD System Update –** Director Forshee reports that they are still planning on going live with the new CAD system in April of 2023. Functional testing with agency partners is being scheduled in December for both internal and external public safety partners. They are also trying to get dates for end-user training. AVL is the next big issue that needs to be fixed before going live.
3. **New Year’s Eve Non-Emergency Line – Deputy Director Moreno**
	* Deputy Director Moreno reported that they will have the non-emergency for the New Year’s Eve holiday, from 2100-0100 hours and additional staff will be on hand to assist with the influx in call volume.
4. **Staffing and Training update – Major Luke Blankenship**
	* Major Blankenship reported that there are currently 25 open full-time positions.
	* There is a training class starting in January and another in February for new hires. There is ongoing training for dispatchers and more training scheduled in the coming months.
	* There are job fairs lined up in December to attend. There are also discussions about paying for billboards along the highway to highlight recruitment opportunities.
	* There are discussions about expediting the hiring process to ensure that process moves quickly for results.
5. **Off Agenda Items**
	* Director Forshee reported that staffing is up from December 2021 to December 2022, with the department being up approximately 10%.
	* Director Forshee also reported that the pay increase for 911 staff was approved by the Board of County Commissioners, with the hiring rate being $18.48.
	* Director Stimson reported that she is working on getting better communication about road closures for parades and other activities so she can better inform public safety agencies about these closures. She also reported that the Dam Festival is coming to Lake Afton in July and Emergency Management is already starting to plan ahead for that large event.
6. **Adjournment**
	* There was a motion to adjourn by Director Stimson and all were in favor.