**Minutes**

**Sedgwick County**

**Emergency Communications Advisory Board**

**October 13, 2011**

**MEMBERS PRESENT:**

Sheriff Bob Hinshaw, Chief Ron Blackwell, Randy Duncan, Gary Curmode, Scott Hadley, Jeff Whitfield (Haysville PD), Chief Robert Lee (Derby PD), Brad Smith (Derby Fire)

**ALSO PRESENT:**

Mike McElroy, Richard Powell, (SO), Bob Lamkey (Public Safety), Randy Bargdill, Elora Randleas, Maxine Powell (911)

1. **CALL TO ORDER**

Sheriff Bob Hinshaw called the meeting to order at 2.00 pm

1. **APPROVAL OF MINUTES:**

Sheriff Hinshaw moved to accept the minutes of June 30, 2011 meeting Randy Duncan seconded. Motion carried unanimously.

**3. DIRECTOR’S REPORT**

Randy Bargdill, Director of Emergency Communications reported the following to the Board:

* On July 4th the 911 system was stressed do to an overflow of non emergency calls that tied up the lines.
* On October 28 2011 – Randy will hold a press conference regarding the launching of a more aggressive role in public education, PSA’s, and the implementation of 911’s new “Emergency Rule”.
* 911 is in the process of working with AT&T to engineer a queuing system to reduce non-emergency calls to the 911 system.

Randy Duncan informed the Board on November 9th, there will be a nationwide “Emergency Alert System” (EAS) test. Essentially, the nationwide test could potentially generate a lot of 911 calls.

* Randy Bargdill continued with the Director’s Report and advised the Board that he had a meeting regarding the budget exercise “80/10/10”. Randy recommendations are as follows:
* if we lost 10% of 911 budget, 911 would lose seven call takers.
* if we lost 20% of 911 budget, 911 would lose eleven call takers and four dispatchers.
* Derby/Haysville – 911 has taken over the first shift dispatching for the DPD department. On October 28, 2011, 911 will be dispatching the 2nd shift to test the system.
* Haysville PD is completely on board and is operating on the sheriff channel 24/7. 911 has completely absorbed the dispatching responsibilities of Derby Fire.
* On October 18, 2011 - 911 will be involved in a KCJIS Audit
* Bylaws - sent out the draft “Ordinance Change” and the “Resolution Change”. Will discuss this with Bob Lamkey and any final approval changes with Jennifer Magana of Legal before we schedule this on the agenda. Chief Norman Williams will be the liaison for the City of Wichita.
* Derby Fire – Station 81 is now fully programmed and all the equipment is installed. It is not yet operational as they have not touched the 26 box but there was indication that Monday October 17, 2011 Station 82 would be operational.
* Open meetings – Randy - contacted the Communications Department – to start publishing the Advisory Board Meetings in accordance with KOMA.
* Sheriff Hinshaw asked about the training necessary for dispatchers/CT’s in regards to the non-emergency button. Randy expressed it would be minimal and that Elora will be responsible for the training. The first time we may utilize the non 911 emergency button is “New Year’s Eve” and we will have specific guidelines.
* Randy reported that on the 4th of July, 2009, 2010, 2012 we typically take approximately 700 – 750 firecracker complaint calls. Randy is proposing that we do not process these calls as this would reduce the stress on 911. Randy will be contacting the Law Enforcement Department to touch base on this matter.
* Sheriff Hinshaw brought up regarding the recent 911 in the news. Randy Bargdill briefly explained that we were in the news about the 911 line being busy around July 4th. On both of those days 911 took enough phone calls which equates to 911 working a day and a half amount of work in about a five hour period.

4. **Radio System Updates**

Randy Bargdill (in Kim’s absence) updated the Board:

* We had our first technical exchange meeting and the second meeting is scheduled for October 21st.
* The schedule is to eliminate some item(s) that was included in the RFP that discovered to be unnecessary but later discovered to be necessary during the negotiations and preliminary design.
* Cassidian is crediting us for those item(s) and those savings will be used for fire station alerting and data radio migrating.
* The data radio which is the mobile terminals is the way it communicates to the CAD system which is completely depending on 0800.
* Preliminary Design Reviews – target 11/15 – contractual date is 12/2.
* Final design review target review 12/15 contractual date 1/11/12.
* The first touched is finished and we have a drive test on the infrastructure in the next two weeks.
* Rebanding infrastructure will start on the second touch - completion April 2012.
* Mail banding – RFP, site visits are completed for mail banding paging system. Vendor question must be accomplished by January 3, 2013.
* A Subscriber Units Expo on October 24, 2011 at 10am to 4pm on 4H Room of the Extension Office – all the vendors will be present.
* We will have three channels Cassidian demo P25 radio on site and at least one of the site vendor will have a sound room available.

Meeting adjourned at 2.24 pm.

The audio recording of this meeting in its entirety is being retained and available for review upon request.