**Emergency Communications Advisory Board**

**October 10, 2024**

**Members present:** Sheriff Jeff Easter,CIO Mike Elpers, Firefighter Brian Finan, Chief Kevin Lanterman, Chief Brandon Russell, Director Julie Stimson, Chief John Turner;

**Alternate Board Members:** Deputy Chief Ray Hensley, Deputy Chief Josh Pavelski, Greg Gann, and Captain Blake Mumma.

**Also, present:** Director Elora Forshee, Deputy Director Alayna Moreno, and Connor Murphy

1. **Call to Order – Director Julie Stimson called the meeting to order with a quorum present.**
2. **Advisory Board Minutes from August 8, 2024 Meeting – No corrections or additions to the last meeting minutes. Adopted with consensus from all voting members.**
3. **Director’s Report – Director Forshee**
   1. **911 Workforce Specialist –** Director Forsheediscussed this repurposed position that will be responsible for recruitment, overseeing the entire hiring process, and retaining current staff. This person will go out and conduct public education meetings, coordinate PR campaigns, and attend recruitment events. This person will also be working in an on-call capacity to help out while Elora and Alayna are out of the office. Interviews for this position will be conducted next week. It is offered to internal candidates in order to be able to understand the role of the position in its entirety, to have Supervisory experience, floor experience, and enough knowledge to fill in when needed.
   2. **Radio Outage Plan –** Director Forshee discussed that yesterday there was a GPS radio antenna out of sync, causing some issues in understanding radio traffic. This served as a reminder that radio outage plans are due for review. Director Forshee will send out the information regarding what channels each entity operates on during a radio outage and she asks that each department reviews it with their staff.
   3. **Staffing & Training Update –** Director Forsheediscussing the staffing and training.
4. Call Taker Academy started 10-07-2024 with 16 employees; Two classes of 8 employees.
5. Overstaffed 6 in dispatch, 2 open Supervisor positions, 1 911 Workforce Specialist – As of January 1, 2025, if we don’t lose any employees we will be at fully staffed in Operations, even with the new positions being added to the staffing table.
6. Department wide training October 7 thru October 10 – Focused on call-taking consistency.
7. Future Trainings – 8 hour workshop focusing on consistency with trainers and standardize training when an employee moves from one position to another and developing their skills.
   1. **Collaboration** – Director Forshee discussed the updates to meetings with the different groups/agencies/departments.
8. EMS monthly meetings – Alayna Moreno has been meeting monthly going over issues, questions, protocols; these meetings will continue.
9. OMD meetings (911, WFD, SCFD, EMS) – Alayna Moreno began meeting with OMD weekly, and now meeting monthly going over protocol review; these meetings will continue.
10. LE coordination still continuing - encryption, call priorities, talk group volume
    1. Encryption Project – is currently working on getting it through Legal; looking at programming in the next few weeks. However, at the first of the year is when it will cut over to the radios, basically will be utilized by using the toggle switch at the top of the radios. Each individual agency will be met with prior to rolling it out.
    2. LE Meeting – Alayna Moreno will be meeting in the next few weeks with the designees of the LE Agencies to go over Call Priorities/Call Types. These call types are due for an audit.
11. **Fire Subcommittee Report – Chief John Turner**
    1. **CAD/RMS MOU** – Emergency Communications is working with Legal for Derby FD, Wichita FD, and SGCO FD.
    2. **Paging System** – Radio shop is working with Motorola to come up with a paging solution for the entire county but may be able to get a paging solution set up with current infrastructure for Derby FD.
12. **Update on Brook Hollow Incident** 
    1. **No update available** - Board Member parties, Asst. City Manager Donte Martin and Asst. County Manager Rusty Leeds, are not at this meeting to provide any new information.
13. **Off Agenda Items -** 
    1. **Director Elora Forshee and Chief Kevin Lanterman – MARVLIS** – Previous Deployment Monitor system for EMS, may be helpful to use in addition to the CAD system. What EMS is needing from the CAD system may be provided by the MARVLIS system including Analytics on the backside, Reports. A meeting is scheduled next week to further review how MARVLIS will work with the new CAD system and possibly provide more information. Deputy Chief Josh Pavelski is interested in getting more information on MARVLIS for a FD standpoint. Director Forshee will obtain more information and submit it to Deputy Chief Pavelski.
    2. **Director Julie Stimson – Emergency Management Department** has access to HAMM radio operators to utilize in situations needed like Hurricane Helene & Milton.

**Motion to Adjourn @ 1426 –** Sheriff Jeff Easter and Chief Kevin Lanterman