**Emergency Communications Advisory Board**

**December 12, 2024**

**Members present:** Sheriff Jeff Easter,CIO Mike Elpers, Firefighter Brian Finan, Chief Kevin Lanterman, Chief Brandon Russell, Chief Tammy Snow, Director Julie Stimson, Chief John Turner, Chief Jeff Whitfield, and Chief Doug Williams.

**Alternate Board Members:** Deputy Chief Lem Moore, and Captain Blake Mumma.

**Also, present:** Director Elora Forshee, Deputy Director Alayna Moreno, Jackie Blackwell, and Rusty Leeds

1. **Call to Order – Director Julie Stimson called the meeting to order with a quorum present.**
2. **Approval of minutes from October 10, 2024 Meeting**
3. **Two corrections to the meeting minutes:**
   1. 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 *since they have not been audited recently,* *we should ensure all information is set up the way all agencies agree to that works for all*.
   2. MOU – *working with Legal* for Derby FD, Wichita FD, and SGCO FD

Amended minutes were approved unanimously.

1. **Director’s Report – Director Forshee**
   1. **Community Advisory Board Update –** Director Forsheediscussed that the Community Advisory Board last met in October 2024. In November 2024 the by-laws had been adopted in and were approved by the commission. Their minutes and by-laws can be viewed on the website in the same place where the Advisory Board minutes are located. Their goals are to offer public education and community buy-in to better understand the 911 system and what to expect when calling in to 911. The board discussed providing a feedback form on the website for people to complete with good or bad experiences. We have reached out to County IT on this. There are some limitations due to the need of this form to be encrypted due to identifying information. They are working to find a solution. We are also looking at vendors who provide this feedback solicitation service. due to the online form needing to be on an encrypted platform. We will be working with County IT more in 2025 regarding this online form. Their next meeting is December 19, 2024.
   2. **Encryption Update –** Director Forshee discussed the encryption update on the radio side of Law Enforcement as well as some Fire Investigators that have encrypted radios. We have until the end of January 2025 to expend the funds. As we roll into 2025 we are waiting for SPIDER to get their encrypted equipment, which is being worked on with purchasing. Once theirs is complete then we will do a cut over coordinated with Law Enforcement partners and some messaging going out to the media.
   3. **Discipline-Specific Dispatching Update –** Director Forshee discussed that the groundwork for Discipline-Specific Dispatching has already been laid by conducting workshops with Dispatch Supervisors and the Employee Advisory Board. An all-day meeting will be held on Monday, December 16 including Dispatch Supervisors, Employment Development Team, Employee Representatives, and Administration. The Discipline-Specific Dispatching will include a structured training plan, requesting members of the WFD, SCFD, and EMS to be a part of the Academy training.
   4. **Staffing & Training Update –** Director Forsheediscussing the staffing and training.
2. 14 Call Takers in the final week of on-the-job training; started with 16, we lost two in training process.
3. Four Call Takers in LE Dispatch Academy.
4. Fully staffed for Dispatch/Call Takers, three open Supervisors.
5. Hiring for January 6, 2025 Academy.
6. **Deputy Director’s Report – Deputy Director Alayna Moreno**
7. **New Year’s Eve Staffing and Non-Emergency Line** – The non-emergency line will be open on New Year’s Eve from 9:00PM to 1:00AM, with three staff members on that line. An updated graphic will be sent to you if you would like to share it on your social media.
8. **911 Workforce Coordinator Report – Jackie Blackwell –** Retention, Recruitment, & New Hires
   1. **Retention –** Jackie Blackwell has been working over the last two months going over the retention numbers and ways in getting those numbers up as well as finding ways in motivating employees to stay. We are currently at a 60% retention rate, averaging current employees on the floor at 1458 days, equaling just under four years. Jackie is also working with Connor and IT in developing a feedback form for the employees to complete. What motivates them to stay, what changes could be made in helping to keep previous employees, etc.?
   2. **Recruitment** – Jackie has revamped the Recruitment Team, which includes ten Emergency Communications employees. Jackie has been reaching out to WSU, Butler County Community College, and other surrounding colleges to help in recruitment. We ask that if any of our board members or communities have recruitment events that Jackie can attend or any departments that have recruitment activities that can coordinate with Jackie to help with the 911 recruitment process.
   3. **New Hires** - We recently had 148 applicants from our most recent job posting, where 40 applicants attended the Job Information Meeting, 34 came in to observe the Call Taker and Dispatchers for two hours each, and we have 28 interviews scheduled December 18th and 19th. The candidates that qualify in this round will begin on January 6, 2025. We will have definite numbers on how many we hired from that posting, at our next Board meeting in February 2025.
9. **Fire Subcommittee Report – Chief John Turner**
   1. **Response Plans** – The fire Chiefs are still working on ensuring response plans are up-to-date.
   2. **Paging system** – Derby FD is still trying to get fire voice paging up with the Radio Shop.
10. **Update on Brook Hollow Incident Review RFP – Asst. County Manager – Rusty Leeds**
    1. Asst. County Manager Leeds discussed that Jensen Hughes has completed the first and second Phases of their investigations and will be delivering the Final Phase of their report on Monday, December 16, 2024 at 9:00am. This presentation of the Final Phase will take place in front of the County Commission at the Ruffin Building, Lower Level, in the BoCC Chambers. Following the County Commission meeting the report will be presented at 12:00pm at the City Hall to the City Council in the City Council Chambers. The County will provide a live stream on YouTube, and the report will be made public. Upon release of the report further discussion on moving forward will be brought up at the next Board Meeting in February 2025.
11. **Off Agenda Items -** 
    1. **Firefighter Brian Finan – CAD Outage Alerts** – Brian asking about the parameters. He hasn’t received the alerts according to the 2-3 that have recently been sent out. Director Forshee assured that the alerts were sent out when CAD was down but will follow up with Brian to ensure he is receiving the alerts as he is assigned to be getting.
    2. **Director Julie Stimson – Emergency Management Department** – Emergency Management recently attended a meeting with Johnson County associates and they discussed Lithium Batteries and Electric Vehicles having a different severity of fire dangers and warnings that should be reviewed in detail regarding the safety precautions being different than other fires being fought.

**Motion to Adjourn @ 1434**