

9-1-1 Advisory Board Meeting

July 27, 2016

1. CALL TO ORDER – The Greene County 9-1-1 Advisory Board was called to order by Chair David Hall on July 27, 2016 at approximately 3:04 p.m. in the Public Safety Center, 911 Emergency Communications conference room at 330 W. Scott Street, Springfield, MO 65802. Five board members were in attendance. *Attendance details in Attachment 1*

2. APPROVAL of the June 8, 2016 and June 24, 2016 Special Meeting Minutes – **Hall** indicated a draft of the meeting minutes were distributed to the board members for review prior to the meeting. **Williams** motioned to approve the minutes for the June 8, 2016 monthly meeting. **Compton** seconded. Motion carried 5/0.

Williams made a motion that the June 24, 2016 special meetings minutes, be corrected by the change of date and requested the staffing study spreadsheet be added to the minutes for approval. Approval of June 24th special meeting minutes will be added to the August Agenda.

3. STATUS UPDATES

A. Financial Reports – Tina Phillips, Greene County Budget Officer distributed the May 2016 financial reports. May represents 41.67% of the year. Total expenses are only at 36.08% of budget. Personnel being light at 35%, General Liability insurance not billed by Springfield yet, and Springfield Overhead not billed yet. The CAD system maintenance is fully paid from Professional Services, which includes the Staffing Study expense.

4. OLD BUSINESS

A. Emergency Communications Department Update – **Schwartz** passed out the monthly Atta's and indicated there was one external complaint in June for rudeness which was sustained.

B. PICAD and Statistics Update - Webb explained the updates on June's dashboard.

C. Inter-Governmental Agreements Update – **Hall** explained that a question had come up from the City of Republic's attorney who needed extended time to review. **Hall** will be ready to present an update for the September board meeting.

D. West Safety System phone upgrade – Vote

Webb passed out the details of the upgrade again for review. **Schwartz** asked the board vote on adding 3 or 5 phone positions and the text to 911 capabilities.

Discussion Notes:

Williams - Would like to agree to 3 phone positions.

Hall – How long will the system last? **Webb** - 5-7 years but the equipment now is ready for the upgrade.

Compton – What did we put in the budget for this? **Schwartz**- \$250,000, estimated 1.5 years ago.

Hall – Text to 911 would it be usable right away? **Webb** - Yes

Williams – Requesting the 911 text be part of the upgrade.

Nelson – Phase 2 with texting? How will we get the information to the public? **Webb** –Phase 2 with texting doesn't work, Public Education will be needed to tell people they should only text if unable to call 9-1-1.

Compton – What is the plan for Public Education? **Webb** - Connect with the Greene and City PIO's and press releases.

Schwartz – We are currently exploring regional and what it means for all AT&T surrounding area calls to come through Springfield first. **Webb** – met with 12 directors of surrounding counties and exploring savings to these smaller counties. Smaller counties would route calls through us and could buy into ours at a cheaper rate. Or purchase their own system when their current one is at end of life.

Motion – **Williams** add 3 console positions and text to 911 capabilities. **Seconded by Chris Coulter. Motion carried 5/0.**

Compton – Inquired when this phone upgrade would be done? **Webb** stated we would like to complete by end of 2016 if possible.

5. New Business

A. 2017 Budget Presentation - Schwartz

- 1. Greene County Budget office is increasing by \$100,000 for the 2017 budget year for a total \$6.4 million.
- 2. Not requesting any FTE's this coming calendar year due to limited revenues.
- 3. No amount will be in the unappropriated contingency line item to help in balancing the budget.
- 4. All maintenance agreements (i.e. Motorola, AT&T, Intrado, Stancil, etc) are increasing in 2017.

Williams asked about the overtime amount increase, **Schwartz** explained we use the overtime budget to cover for training, community education events, and employee sick days. A simple average percentage was used based on the estimated base salary numbers from the city. Currently, we have more personnel then in past years and more people means more training needs which is time away from Ops Room Floor. **Williams** is not in favor of increasing the overtime amount based on salaries and would like to see the overtime budget cut to balance the budget.

Coulter [stated that the board will take ownership on this cut of the budget.]

Hall – questioned the increase to show 10% on salaries **Schwartz** explained we have added two manager positions and personnel to be fully staffed.

Schwartz proved the following information regarding past budgets

2013 Budget – \$5,527,648	Actual – \$5,841,443 (Motorola leases paid out of cash reserves)
2014 Budget – \$5,499,530	Actual – \$6,003,599 (both Motorola leases paid off early)
2015 Budget – \$5,814,000	Actual – \$5,337,207
2016 Budget – \$6,300,000	Actual – \$5,882,061 (added seven full-time employees)
2017 Budget – \$6,400,000	

Nelson –requested the unused budget funds at the end of the year 2016 be placed in the cash flow/savings account, instead of using the extra toward the 2017 budget.

Hall - complimented Schwartz that she had done a good job on the lines of the budget.

Schwartz - will present the updated Budget Draft for the Aug 2016 meeting to be voted on by the Board.

B. Commissioner Bob Cirtin – Absentee Issue – request that the 911 Advisory Board attendance be shown on the agenda. This will benefit the Board on keeping track of how many absented meetings they have made over the last year. **Schwartz** indicated an attendance record would be sent to the Board.

6. ADJOURNMENT -- With no further business to discuss, the meeting was adjourned at approximately 4:25 p.m. Coulter motioned to adjourn, Nelson seconded. Motion carried 5/0.

The next scheduled meeting will be **Wednesday, August 10, 2016 at 3:00 p.m.** 911 Conference room, second floor of the Public Safety Center.

Attachment 1

Present

David Hall	Springfield Fire Department Representative
Duane Compton	Greene County Municipality Representative
Chris Coulter	Greene County Commission Representative
Paul Williams	Springfield Police Department Representative
Nelson Prewitt	Greene County Fire District Representative

Absent

Collin Quigley	City of Springfield Representative
Howard Fisk	Greene County Business Representative
Scott Kensel	Member-at-Large Representative
Jim Arnott,	Greene County Sheriff's Office Representative were not present.

Non-Voting Members Attendance

Tina Philips	Greene County Budget Office
Zim Schwartze	S/G County Emergency Communications Department
J. R. Webb	S/G County Emergency Communications Department
Katrina Viau	S/G County Emergency Communications Department
Bob Cirtin	Presiding Commissioner, Greene County
Emily Prewitt	Guest
Trent Prewitt	Guest
Don Prewitt	Guest

	Jan	Feb	Mar	Apr	Apr*	May	Jun	Jun*	Jul	Aug	Sep	Oct	Nov	Dec	Total	Absent	Proxy
2016																	
David Hall	1	1	1	1	1	1	1	1	1						9	0	0
Jim Arnott	A	1	P	1	P	1	A	1	A						4	3	2
Howard Fisk	1	1	1	A	A	1	1	1	A						6	3	0
Scott Kensel	1	1	A	1	1	A	1	A	A						5	4	0
Duane Compton	1	1	1	1	1	1	1	1	1						9	0	0
Nelson Prewitt	1	A	A	1	1	1	1	A	1						6	3	0
Collin Quigley	1	1	1	1	1	1	1	1	A						8	1	0
Chris Coulter	A	1	1	1	1	1	A	1	1						7	2	0
Paul Williams	1	P	1	1	1	1	1	1	1						8	0	1

* Special Meeting April 18, 2016

* Special Meeting June 24, 2016