

HUNTINGTON COUNTY PUBLIC SAFETY DISPATCH

Melissa N. Christman, Communications Director



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HCPSD Meeting for: Tuesday, March 6th, 2018

Members Present: *Melissa Christman, Robert Jeffers, Chad Hacker, Terry Stoffel, Brandon Taylor, Brooks Fetters, Kendal Mickley, Tony Ehler, Charlie Chapman, Tim Albertson, Rob Miller.*

Call to order: By Sheriff Stoffel @ 8:05 am.

Approval of last meeting minutes: Mayor Fetters, and 2nd by Tim.

Old Business: Melissa advised that she had mentioned at the last meeting that she was making some personnel changes. They now have a 1st, 2nd, and 3rd shift Supervisor and Tony Ehler is the new Deputy Director. Everything seems to be moving along really well.

New Business:

- SOP Subcommittee, Have not had time to meet due to the Spillman training going on.
- Financial Subcommittee, Melissa advised she would like to meet and talk about the 2019 budget and she hopes to present it to the board in June.
- Tablets are going out of date due to newer data available. Would like to switch to the cash-lite program for approximately \$60,000. Motion to approve made by Chad 2nd by Tim.

Directors Report:

Projects:

- Spillman training starting today at the Sheriff's Dept. This will last through April and the go-live date is May 7th, 2018.
- Backup communication trainer (EMA) contract has been signed by city/county and electrical work is completed.

Incidents:

- 2/14 Everyone did a great job with the call that started out as a Break in and resulted in a Police shooting.
- J&K;
 - Backup Tab was completed 2/12, has been used during repeater issues in Roanoke.
 - Outgoing Caller ID not working due to failed Zertron update. Repair equipment is here and installation will start 3/6.
 - 1/19 Reported phone system was hanging up after 4 rings when making an

outbound call. This was fixed 2/15.

Training:

- January;
 - Spillman was on site conducting set-up and training for Director Taylor 3-days each week this month.
- February;
 - Assistant Director Ehler and Shift Supervisors completed an online 9-1-1 Supervision course through PowerPhone. They also attended Skywarn Storm Spotter Training.
 - Per the request of the 9-1-1 Board, our agency was selected to go through an online Suspicious Activity Reporting (SAR) training course. Supervisor staff completed the training and reported our feedback to the IN911 Board. All the dispatchers will complete this online 30 min training course in 2018.
 - Four dispatchers were sent to Bluffton in Feb to attend Active Shooter Response course put on by PowerPhone.
 - Dispatchers are currently completing the required online Spillman HUB and Mobile training, before their class training begins April 19th.
- Training process has started for (1) new part-time dispatcher.

Fiscal:

- Electrical work completed on the backup EMA communications trailer and was paid for from E911 Funds.
- Report through the end of February 2018 attached.
- Office supplies and Pest control expenses.
- Paul retired and we will have full staff by March 11th.

General Discussion:

- Kendal advised that Property Taxes are going up.
- Rob Miller advised he will be attending as many meetings as he can.
- The dedication ceremony went well for 9-1-1, it was amazing what one person did to Get this started and that person being J.E.Roush.
- The Roush family had some real nice comments and Tony gave them a tour of the 9-1-1 Center.
- Brandon advised of a 9-1-1 problem in the Roanoke area. The calls were going to the surrounding counties when placed on a landline.
- Melissa advised J&K was coming today to work on computers.

-Motion to Adjourn, By Sheriff Stoffel, 2nd by Tim.

Typed by: Bob Jeffers