

## HUNTINGTON COUNTY PUBLIC SAFETY DISPATCH

Melissa N. Christman, Communications Director



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**HCPSD Meeting for:** May 1<sup>st</sup>, 2018 08:00 am

**Members Present:** *Melissa Christman, Robert Jeffers, Chad Hacker, Kendal Mickley, Tony Ehler, Tim Albertson, Rob Miller.*

**Call to order:** By Tim Albertson @ 8:02 am.

**Approval of last meeting minutes:** Melissa advised the amount for the protocol software upgrade was incorrect, should read "for approximately \$600.00. Kendal, 2<sup>nd</sup> by Rob.

### **Old 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- Tablets are going out of date due to newer data available.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 \$600. Motion to approve made by Chad 2<sup>nd</sup> by Tim.

### **New Business:**

- SOP Subcommittee has not met
- Financial Subcommittee has not met
- Protocols, Hazardous Materials Drill at Koch Fertilizer.  
Koch conducted a Table Top Exercise that included HCPSD. After the Exercise, Melissa and Tony met with Koch officials, EMA and Huntington Fire to debrief on the protocol. Tony pointed out that since it was a drill, that dispatch missed the page, Melissa said that dispatch is working hard to page at the 1-minute mark and Tony pointed out that they have the ability to page sooner.

### **Budget Discussion:**

- Melissa pointed out that a line item needed to be increased from \$2000 to \$5000 for office equipment
- Melissa pointed out that there needed to be some changes in certification pay for all the dispatchers and supervisors.
- Kendal mentioned that some of this needed to go to Job Classification.

## **Directors Report:**

### **Incidents:**

- Melissa brought up all the technical problems that they have had with the contracted service from J&K Communications.
- On 4/9 Dispatch lost the ability to receive calls; CCIS and J&K were notified immediately. Dispatch contacted the 911 resolution center and the 911 calls were routed to Grant Co. The problem was found to be on AT&T's end and shortly after 8:14pm, the problem was resolved.
- Several other problems listed with J&K communications.

### **Training:**

- **March:**
  - 4 dispatchers went to training delivered by a victim's husband put on by the Denise Amber Lee Foundation.
  - All Full-time dispatchers have completed the SAR training.
  - Koch Fertilizer drill- day shift worked together to conduct this drill using the Hazardous Materials protocol.
  - Power phone- 3 newest FT dispatchers completed their Law and Fire protocol training.
  - IDACS Coordinator- second shift supervisor are up-to-date with IDACS Coordinator certifications.
- **April:**
  - Dispatchers completed on-site Spillman training.
  - Director and assistant Director attended the annual APCO/NENA Conference in Indianapolis. We attended pre-conference classes: Disaster Operations and Recruit, Hire, Retain and Promote for Success.
- **PT Hire** – currently in training
  - Spillman was on site conducting set-up and training for Director Taylor 3-days each week this month.
- Training process has started for (1) new part-time dispatcher.

### **Fiscal:**

- Protocol Software payment was made.
- Commissioners and County Council approved payment of OT/PT for Spillman training to come out of E911 Fund.
- Kendal pointed out that the PSAP is going to affect the tax levy
- Melissa said that if we don't propose a salary increase now, it's never going to happen

### **General Discussion:**

-Tony mentioned the reason for having J&K communications contract with us is because HCPSD has Zetron Equipment vs. Motorola.

-Rob mentioned that maybe we need to send J&K a letter and document all of the problems that HCPSD is encountering.

Next meeting June 26<sup>th</sup> 08:00 am at the Jail training room.

This will give the Board a chance to review the budget worksheets before they get turned in.

Typed by: Bob Jeffers