

**ADAIR COUNTY ENHANCED 911 JOINT SERVICES BOARD  
BOARD OF DIRECTORS' MEETING  
January 11, 2023, 1:30 pm**

**DIRECTORS PRESENT:** Danica Collinge (Adair County Sheriff's Office), Don Crosby (City of Kirksville), Lacy King (City of Kirksville), Katherine Probst (Adair County Ambulance District), Brad Ray (Adair County Commission), Sara Seifert (Truman State University), Scott Williamson (City of Kirksville)

**OTHERS PRESENT:** Jon Cook (Joint Communications Center), and Carol Richardson (Joint Communications Center).

**ABSENT DIRECTORS:** Mari Macomber (City of Kirksville) and Jeremy Davis (Adair County Fire Department).

**CALL TO ORDER:** The meeting was called to order by Sara Seifert, Chair, at 1334 hours after determining that a quorum was present and that proper notice of an open meeting was posted in compliance with RSMo 610.020.

**ORDER OF AGENDA:** Chair Sara Seifert asked if anyone wished to alter the order of the agenda. There were no changes to the agenda as posted.

**MINUTES:** Approval of the minutes of the regularly scheduled board meeting on November 9, 2022, was given following a motion from Danica Collinge and a second from Scott Williamson. The motion was approved on the following vote: Danica Collinge-aye, Don Crosby-aye, Jeremy Davis – absent, Lacy King-aye, Mari Macomber – absent, Katherine Probst-aye, Brad Ray-aye, Sara Seifert-aye, and Scott Williamson-aye.

**FINANCIAL REPORT:** Board member Lacy King provided a review of the financial reports ending November 30, 2022, and they were found to be in order. Don Crosby made a motion to approve the financial report as presented. This motion was seconded by Scott Williamson. The motion was approved on the following vote: Danica Collinge-aye, Don Crosby-aye, Jeremy Davis – absent, Lacy King-aye, Mari Macomber – absent, Katherine Probst-aye, Brad Ray-aye, Sara Seifert-aye, and Scott Williamson-aye.

**DIRECTOR'S REPORT:**

Activity Report: E-911 Director Jon Cook reported the E-911 Center had an increase in call volume overall for the year. There does not seem to be a specific call type that is leading to this, just a general increase of all types of calls.

Staffing: Cook also reported the E-911 Center to be fully staffed with the exception of an additional position which was been approved by the board for this year. There have been interviews, but hiring for this position is a timing issue involving training space and the addition of the third console with the completed renovation. We will be evaluating this position and the interviews and hopefully will have more to follow at the next meeting.

GIS Data Validation Project: No additional information is available on the status of the State 911 Service Board's GIS Data Validation project. The procurement process is underway. Additional information will be provided as it is available.

## **UNFINISHED BUSINESS:**

Radio Coverage Working Group: A working group, consisting of operational leadership from all county response agencies met in December to discuss improving county-wide radio coverage. Director Cook reported that the result of this meeting was to ask Command1 for some alternative models that would be lower cost or possibly allow some incremental changes as opposed to one large project. Cook has sent this information to Command1 and has learned that there are some options that would reduce overall costs, but has not received any detailed information on this as yet. Cook stated as soon as he had new information, he would get with the study group and then report back to the board.

## **NEW BUSINESS:**

Election of Officers: The floor was opened for nominations for Chairman and Vice-Chairman of the E-911 Joint Services Board. Board Member Don Crosby made a motion to re-appoint Sara Seifert as Chair and Don Crosby as Vice-Chair for 2023. A second to the nomination came from Board Member Scott Williamson. The motion was approved on the following vote: Danica Collinge-aye, Don Crosby-aye, Jeremy Davis – absent, Lacy King-aye, Mari Macomber – absent, Katherine Probst-aye, Brad Ray-aye, Sara Seifert-aye, and Scott Williamson-aye.

911 Phone System/Radio Console Procurement Update: The radio consoles and the phone system are currently out for bid, which is due January 19<sup>th</sup>. There have been three site visits so far. One of the goals is to consolidate vendors for both maintenance and troubleshooting issues. An evaluation of the bids will be completed once bids are opened. Board members Danica Collinge, Katherine Probst, and Sara Seifert volunteered to participate in the evaluation of the bids. The next opportunity for the City Council to approve a purchase would be February 6.

Board Educational Session: Board Member Don Crosby introduced an article from the Vermont Legislature on emergency service provider health and wellness. The article spurred a discussion on what is being done for dispatchers' mental health in reference to crisis intervention, counseling, or debriefings. Several suggestions were brought up, including an app "Lighthouse" which is for first responders and public safety agencies. E-911 Center staff will continue to look into the possibilities and will report back to the board with their conclusions at a future meeting.

**ADJOURN:** With no further business to discuss, the meeting was adjourned at 1:58 pm on a motion from Lacy King and a second from Katherine Probst. The motion was unanimously approved on the following vote: Danica Collinge-aye, Don Crosby-aye, Lacy King-aye, Katherine Probst-aye, Brad Ray-aye, Sara Seifert-aye, and Scott Williamson-aye. The next meeting will be on April 12, 2023, at 1:30 pm.