

# MEETING MINUTES

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Consolidated Dispatch Agency  
Board Meeting

Public Safety Complex Room 221  
June 4, 2019                      1:15 PM

Meeting called by:        Regular Meeting  
Type of Meeting:        CDA Board Meeting  
Facilitator:              Chairman Vince Long, County Administrator, Leon County  
Attendees:                Reese Goad, City Manager, City of Tallahassee  
                                  Vince Long, County Administrator, Leon County  
                                  Walt McNeil, Sheriff, Leon County  
                                  Steve Harrelson, Director, Consolidated Dispatch Agency

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*I.      Call to Order*

Chairman Vince Long called the meeting to order at 1:18 PM.

*II.     Public Comment*

No comments.

*III.    Approval of Previous Meeting Minutes*

City Manager Reese Goad made a motion to approve the April 30, 2019 minutes. Sheriff Walt McNeil seconded the motion. Approval of the meeting minutes was unanimous.

*IV.    Presentation of CDA Budget for Approval*

Director Harrelson presented the FY2020 budget to the Board which included a proposed increase of 5.35%. A salary study was conducted with City of Tallahassee Human Resources which supported an increase in the starting salary for Public Safety Communications Operators (PSCOs) from \$14.67 to \$16.67. The salary for newly hired PSCOs would increase incrementally upon completion of the training program. Director Harrelson requested a one-time increase of \$36K to the uniform budget to implement standardized uniforms. As with most first responder agencies, standardized uniforms provide a professional image and foster a sense of team. An increase in the training budget was proposed to assist with the CDA's move to Emergency Police Dispatch (EPD), to obtain more advanced training and to improve professional level training for supervisors. An increase in the membership line item is needed as the agency seeks to obtain additional accreditations, including status as an Accredited Center of Excellence in three areas (Triple ACE award). The motion to approve the FY2020 budget was made by Sheriff Walt McNeil. City Manager Reese Goad seconded the motion. City Manager Reese Goad requested that Director Steven Harrelson expand on the need to increase the PSCO starting rate. Director Harrelson spoke on the importance of the Public Safety Communication Operators to the citizens of Leon County, the importance of maintaining a competitive salary in comparison to other agencies and the local market, and it is attractive to those seeking to build a career. Approval of the FY2020 budget was unanimous.

V. *Frequency of Board Meetings*

The Board discussed the frequency of its meetings, with a recommendation for semi-annual meetings, May and October, with special meetings to be called by Director Harrelson as needed. City Manager Reese Goad moved to approve the frequency of meetings. Sheriff McNeil seconded the motion. The motion was approved by unanimous vote.

VI. *New Business*

No new business.

VII. *Adjournment*

Chairman Vince Long commented on the meeting environment in that it promotes a freer exchange of information and discussion. The meeting was adjourned at 1:36 PM.