

MEETING MINUTES

Consolidated Dispatch Agency
Board Meeting

Public Safety Complex Room 221
July 30, 2018 @ 10:00am

Meeting called by: Regular Meeting
Type of Meeting: CDA Board Meeting
Facilitator: Vince Long, County Administrator
Attendees: Vince Long, County Administrator
Sheriff Walt McNeil, Leon County Sheriff's Office
Reese Goad, Interim City Manager
Interim Director Tim Mahler, Consolidated Dispatch Agency

I. Call to Order

County Administrator Vince Long called the meeting to order at 10:01am.

II. Public Comment

Emily Carder, an employee of the Consolidated Dispatch Agency addressed her concerns about the recommendation for an Interim Director being employed by one of the partnering agencies. Emily also expressed her opinion about a CDA operations staff member being a part of the selection process of the new CDA Director.

III. Approval of April 25, 2018 Meeting Minutes

The first order of business was to approve the meeting minutes from the regular meeting on April 25, 2018. Sheriff Walt McNeil made a motion to approve the minutes. Interim City Manager Reese Goad seconded the motion. Approval of the meeting minutes was unanimous.

IV. CALEA Accreditation Commission and Conference Results

The CDA applied for CALEA Accreditation in July of 2015, since then the agency has learned a lot and has changed a number of things. Jeanine Gauding and Tim Mahler attended the CALEA Accreditation Conference in Grand Rapids, MI. At the conclusion of the conference, the CDA is now accredited through CALEA. The CDA is one of 14 PSAPS in Florida out of 210 that are accredited. Reaccreditation occurs every four years. County Administrator Vince Long and Interim City Manager Goad congratulated the CDA and the staff on this accomplishment.

V. CDA FY2018 Strategic Plan Approval

The CDA FY2018 Strategic Plan was sent out to the Board members for review. The provided strategic plan provided was the same plan provided to the CALEA Commission. Interim City Manager Goad stated that the Strategic Plan is a live document that can be managed and changed and he recommends keeping the plan in draft form while looking for a permanent CDA Director. Sheriff McNeil recommends focusing on a year to year

plan, something that can be modified as the agency grows and the CDA Director sees fit. County Administrator Long advised the FY2018 Strategic Plan can be approved with taking the comments into account.

VI. CDA FY2019 Budget Approval

The budget provided for approval was the same preliminary budget that was approved by the Board on April 25, 2018, no additional changes were made. Sheriff McNeil made a motion to approve the FY2019 budget. Interim City Manager Goad seconded the motion. Approval of the FY2019 budget was unanimous.

VII. CDA Director Search Update – COT HR

Jennifer Hill with the City of Tallahassee Human Resources Department provided an update on the CDA Director search. The decision was made to use Renee Narloch & Associates who will handle the recruitment completely. Applications are currently being accepted. Interim City Manager Goad has some additional information to share. Renee Narloch will be meeting with the Board and Management Committee to discuss and obtain feedback on the needed skills and abilities for the position. The search for a Director is not a quick process, it can take several months.

VIII. Management Committee Presentation

The Management Committee has made a recommendation to appoint a new Interim Director for the CDA while the consultant works on the recruitment process. The Management Committee met last weeks and recommends consideration of Chief Steve Harrelson from the Leon County Sheriff's Office to fill the position as Interim Director. The recommendation also includes the Board members meeting with the Management Committee to discuss the steps for moving forward including training, operational structure, and hiring plan. Sheriff McNeil personally thanked the CDA staff and Interim Director Tim Mahler for his efforts and also stated that there is more work to be done with trying to get the CDA on a stable footing. Sheriff McNeil made a motion to accept the recommendation from the Management Committee. Interim City Manager Goad seconded the motion. Approval of the new CDA Interim Director was unanimous.

Sheriff McNeil addressed the concerns during the public comment. Interim City Manager Goad followed up by stating the willingness of the Leon County Sheriff's Office to lend resources is a true demonstration of teamwork.

IX. New Business

Interim Director Mahler added the CDA has ordered new chairs for the communications center.

X. Adjournment

The meeting was adjourned at 10:25am.