

MEETING MINUTES

Consolidated Dispatch Agency
Management Committee Meeting

Public Safety Complex Room 115
May 20, 2015 @ 1:30 p.m.

Meeting called by: Regular Meeting
Type of Meeting: Management Committee Monthly Meeting
Facilitator: Undersheriff Rob Swearingen, Leon County Sheriff's Office
Attendees: Undersheriff Rob Swearingen, Leon County Sheriff's Office
Chief Tom Quillin, Leon County Emergency Medical Services
Chief Jerome Gaines, Tallahassee Fire Department
Major Audrey Smith, Tallahassee Police Department
Director Timothy Lee, Consolidated Dispatch Agency

1:35 p.m.: Undersheriff Rob Swearingen called the meeting to order.

The opportunity for public comment was moved to the end of the meeting.

The first order of business was the approval of the meeting minutes from the regular meeting on April 23, 2015. It was noted that the Undersheriff's name was wrong under the adjournment and needed to be corrected. With that amendment Chief Quillin motioned to approve the minutes, and Chief Gaines seconded the motion. Approval of the meeting minutes was unanimous.

The next order of business was update on the 800 Mhz system. Radio shop did not have representative present. Director Lee was asked to bring up the MOU. The only change was giving final approval authority to the Management Committee (Terms, Section 4). There are no other changes, and the request was to move forward with the document. Undersheriff Swearingen advised that he has had their legal counsel review it, and he is ok with it. He also asked for and received confirmation that this is the agreement that would replace the expired 3-year 800 MHz agreement. Director Lee stated he would have Ron come back with a list of agencies that want to participate so the committee can review and approve. Motion to accept the 800 MHz radio agreement was made by Major Smith and Chief Quillin seconded. The vote was unanimous. As a part of this discussion Director Lee also covered the Interlocal agreement with the universities, which was to have been included in the Director's report.

The third order of business was the update on the Continuous Improvement Plan. Director Lee advised that the recent changes were provided in the handout. One item on the handout is the Premise Hazard Feature Development Timeline. It is the only option available that will operate on the existing platform. The "stop" feature presented previously can only occur on the virtual environment.

The fourth order of business was discussion and approval of the CDA's proposed FY16 budget. The total budget is flat compared to the FY15 budget. Changes

included moving budget within accounts to more appropriately reflect expenditures, adding the Assistant Director, adding a missing PSCO, and adding an Administrative Specialist I position. Item was moved by Undersheriff Swearingen, seconded by Chief Gaines and approved unanimously for forwarding to the CDA Board for approval.

The next order of business was discussion an update on the Assistant Director position. The interviews are scheduled for 5/28/15. The 28 applicants have been narrowed down to nine. The top three will be scheduled to interview with Director Lee, Dee Crumpler, Rob Swearingen, and Alan Rosenzweig a week to 10 days after the interviews on 5/28. There are four local candidates.

The following order of business was the Director's report. The Gartner risk assessment will start 5/21/15 when they are onsite. They will be contacting all agencies touched by Motorola CAD. The Training Management System (item noted in the City Audit) is ready to award; the paging software has been procured and installed today; Just FOIA (public records software) should be closed out this week; we have received the testing environment for Paramount Law; and the Financial Audit has to be presented to the CDA Board and submitted by the end of June.

Chief Quillin asked about the concern raised at the previous Management Committee meeting regarding FAMU not answering 911 calls. The review found that there was only one call in the previous 90 days where this had occurred. Director Lee talked to the FAMU Police Chief about it. Undersheriff Swearingen added that the one time was a training issue and the concern raised that FAMU was routinely not answering the calls was unfounded.

In the New Business/Old Business item, Director Lee provided a handout of policies that are in process and their status. Undersheriff Swearingen said he was ready to move ahead with the Tactical Dispatch policy. The Sheriff's Office has tweaked theirs. Tony Drzewiecki advised that they are working on getting the video feed from the schools. It would be incident driven due to confidentiality concerns and case law. Director Lee stated he was going down a similar path with the Tallahassee Airport. They have talked to Wayne about the traffic feed as it goes "dark" on the weekends and the situational awareness it provides is vital.

The MOU for Radio Use that was listed under Item IX was addressed in the 800 MHz radio agenda item.

The floor was opened for public comments. There were no comments.

2:14 p.m.: Chief Quillin moved for adjourned of the meeting; Major Smith seconded. Undersheriff Swearingen adjourned the meeting with a unanimous vote.