

MEETING MINUTES

Consolidated Dispatch Agency
Management Committee Meeting

Public Safety Complex Room 115
7/16/15 @ 2:00 p.m.

Meeting called by: Regular Meeting
Type of Meeting: Management Committee Monthly Meeting
Facilitator: Lieutenant Tony Drzewiecki, Leon County Sheriff's Office
Attendees: Lieutenant Tony Drzewiecki, Leon County Sheriff's Office
Chief Chad Abrams, Leon County Emergency Medical Services
Chief Mike DeLeo, Tallahassee Police Department
Chief Jerome Gaines, Tallahassee Fire Department
Director Timothy Lee, Consolidated Dispatch Agency

2:00 p.m. Lt. Drzewiecki called the meeting to order.

The first order of business was the approval of the meeting minutes from the regular meeting on June 18, 2015. Chief DeLeo motioned to approve the minutes, and Chief Gaines seconded the motion. Approval of the meeting minutes was unanimous.

The next order of business was approval of CDA policies. Policies 103, 123, 433, 511, and 637 were approved, some with minor modifications. Policy 214 was tabled for further discussion on adding information about the roles of agency liaisons. Policy 125 was tabled for further review and discussion by the CDA. Policy 712 was tabled due to Policy 712 referencing policies not yet developed. Chief Abrams motioned to approve, and Chief DeLeo seconded the motion. It passed unanimously.

The third order of business was the update on the 800 MHz system. Director Lee thanked Lt. Drzewiecki and the Radio Shop for working with CDA staff to get the backup EOC/911 center put together for future use. Director Lee provided notes from two previous Radio meetings and gave his update. Director Lee emphasized the strong group focus on redundancy for the system. The CDA has identified contractual issues as vulnerability. Currently, the Radio Shop has radios up and operational and is working toward getting a live CAD set up in order to promote redundancy, though the probability of needing a backup is slim, according to Director Lee. Ron stated that one of the objectives from last month has been met. He has spoken to public safety agencies about his analysis and is currently planning on giving the same report to non-public safety agencies within the next one to two weeks. Lt. Drzewiecki motioned for the acceptance of the updated information and Chief DeLeo seconded. It passed unanimously.

The next order of business was the update on the Continuous Improvement Plan (CIP) and was combined with the Assistant Director introduction and the Director's report. A summary of the updates to the CIP was provided to the committee. Director Lee began with an introduction of Assistant Director Tim Mahler to the board. Director Lee then moved on to a discussion of the audit and some of the issues that were identified by it. The first issue presented was that of tracking public records requests, which will be handled by the newly purchased Just FOIA software. The second issue was that of tracking and retaining training; Intalex has been procured to resolve this issue and will provide advance warning of expiring certifications. The process of submitting the application for accreditation from CALEA is set to begin this week.

This past week Director Lee met with the liaisons, who are having regular meetings every other week (opposite the operations meetings) to address issues proactively. The final meeting with Gartner and the Technical Subcommittee is on the agenda for next week. The Board meeting, to be held in the first week of August, will be for presentation of their final recommendation. Lt. Drzewiecki motioned to accept the update on the Continuous Improvement Plan, the Assistant Director introduction, and the Director's report. Chief Gaines seconded the motion. It was approved unanimously.

There was no public comment.

There was no internal comment.

2:32 p.m. Meeting was adjourned.