

MEETING MINUTES

Consolidated Dispatch Agency
Management Committee Meeting

Public Safety Complex Room 112
October 26, 2018 @ 1:30 PM

Meeting called by: Special Meeting
Type of Meeting: CDA Management Committee Meeting
Facilitator: Deputy Chief Darryl Hall, Leon County Emergency Medical Services
Attendees: Chief Jerome Gaines, Tallahassee Fire Department
Undersheriff David Folsom, Leon County Sheriff's Office
Chief Michael DeLeo, Tallahassee Police Department
Deputy Chief Darryl Hall, Leon County Emergency Medical Services
Interim Director Steve Harrelson, Consolidated Dispatch Agency

I. Director Search Update

City of Tallahassee Human Resources (HR) Director Ellen Blair introduced Mission Critical Partners as the consulting firm that will review and make recommendations regarding the roles and responsibilities of the CDA Director and will also assist the Board in establishing performance objectives. Bonnie Maney was introduced as the representative for the consulting firm and provided some background on the agency. Bonnie presented a detailed presentation on the projected plan and timeline for the Director position.

Chief Michael DeLeo recommended allowing the CDA staff members to meet with Mission Critical Partners to provide their input.

HR Director Blair provided packets to the committee members for the recommended six candidates who applied for the CDA Director position.

Deputy Chief Darryl Hall suggested to for the Management Committee to interview all six candidates to narrow down the poll. Chief Jerome Gaines stated after his review of the candidate's credentials, he recommends three of the six. Chief DeLeo provided his top three candidates. Undersheriff David Folsom agreed to Chief DeLeo's recommended three candidates. Through further discussion, Chief Gaines changed his top three candidates to match Chief DeLeo and Undersheriff Folsom. HR Director Blair would like to schedule the interviews as soon as possible, after discussion the Management Committee is looking at November 5, 2018 from 12:00 PM-3:00 PM.

II. Adjournment

Chief DeLeo made a motion to adjourn. Chief Gaines seconded the motion. The meeting was adjourned at 2:08 PM.

MEETING MINUTES

Consolidated Dispatch Agency
Management Committee Meeting

Public Safety Complex Room 115
November 15, 2018 @ 2:00 PM

Meeting called by: Regular Meeting
Type of Meeting: CDA Management Committee Meeting
Facilitator: Chief Chad Abrams, Leon County Emergency Medical Services
Attendees: Division Chief Todd Notley, Tallahassee Fire Department
Undersheriff David Folsom, Leon County Sheriff's Office
Chief Michael DeLeo, Tallahassee Police Department
Chief Chad Abrams, Leon County Emergency Medical Services
Interim Director Steve Harrelson, Consolidated Dispatch Agency

I. Call to Order

Chief Chad Abrams called the meeting to order at 2:04 PM.

II. Approval of July 27, 2018 Meeting Minutes

The second order of business was the approval of the meeting minutes from the July 27, 2018 regular meeting. Chief Michael DeLeo made a motion to approve the minutes and Chief Chad Abrams seconded the motion. Approval of the minutes was unanimous.

III. Public Comment

No public comment.

IV. Old Business

Interim Director Steve Harrelson provided information about the CDA when he was appointed the Interim Director. The CDA was 23 positions down and 19 employees who were still in some phase of training. Interim Director Harrelson provided details on the established goals he wanted the CDA to accomplish. These goals included but are not limited to, onboarding process and staffing levels, overall effectiveness of the training program and training officers, staff wellbeing and overall environment, improve call answer performance, branding of the CDA, improve external customer relations, and improve staff professional development.

V. Interim Director CDA Update

The CDA started a training class on September 17, 2018 with 10 recruits, as well as rehired previous staff members who resigned for various reasons. The next training class is scheduled for December 3, 2018 and the goal is at least nine recruits. The push is to hire into the over hire positions approved by the Board.

Interim Director Harrelson advised the members of other changes that have occurred in the past three months. These changes include but are not limited to increasing the employee wellness program, deep cleaning of the communications center, desk reconfiguration, an automated message on the non-emergency line, and agency logos displayed in the communications center.

Chief DeLeo requested a report explaining all of the updates and changes to include the call answer time and call processing times. Chief Abrams inquired about additional information on the changes made to the training program.

VI. New Business

Undersheriff David Folsom advised that Lieutenant Ben Benedict will be the new LCSO Liaison at the CDA effective December 21, 2018. Chief Abrams advised he appreciates everyone for the work they are doing. Chief DeLeo showed thanks to everyone on the critical incident that took place and how all agencies responded. On the behalf of the CDA, Interim Director Harrelson thanked all partnering agencies who reached out after the loss of a CDA member.

Ron Wostel provided a brief update on the 800 MHz.

VII. Adjournment

Chief DeLeo made a motion to adjourn. Chief Chad Abrams seconded the motion. Meeting adjourned at 2:18 PM.