



ADMINISTRATIVE BOARD MEETING MINUTES

AUGUST 27, 2018

- A. Forbes called the meeting to order at 2:03 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Smelker, Houchlei, Cove, Murphy, VonSeggern, Redman, Wilson, Vujea
Absent: Weeks, Leaf, Rothenberger
Others in attendance: Lehman, Stafford
- C. No additions were made to the agenda.
- D. A motion was made by Redman and seconded by Cove to approve the agenda for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by Cove and seconded by Murphy to approve the minutes from the July 2018 meeting. **All in favor. Motion carried.**
- F. No public comment.
- G. Committee Reports
 - a. Personnel Committee
A 6-month review was completed with Director Lehman. All expectations were met or exceeded. Status change form was processed for step increase.
 - b. Finance Committee did not meet in the past month.
No meeting was held. Smelker had a phone conversation with Vujea regarding Director Lehman's review. All was agreed.
 - c. Equipment Committee did not meet in the past month.
No meeting was held.
- H. Directors Report was reviewed and discussed.
Jill Rantz was promoted to supervisor. Director Lehman attended the BIE luncheon for public relations. Two dispatchers in training are on track and doing well. One dispatcher has been placed on FLMA leave and his return date is in October. One dispatcher has taken a new position with another company and will be leaving at the end of August. Supervisor Che'rie will be retiring at the beginning of September. Shifts were adjusted for staff shortage. The opening dispatcher position will close on August 31st. Some overtime will occur due to staff shortage. Director Lehman attending a Finance course in July. She would like to attend another course geared more towards government.
- I. Old Business
 - a. MDC Project Status – All equipment has been received, asset tagged, and is at Barry Central at this time. Glasgow and Mulvaine are working to get all profiles/images loaded onto each computer. The Windows 10 has proved to be difficult in the installation process. In 2012, the Windows 07 was easier to work with. Tuesday, August 28th, two MDCs will be installed into two of the Barry County Sheriff vehicles. This will allow a two-week testing period to work out any issues. Nashville, Prairieville, and Barry townships all run on the same system as the Sheriff's Office, so they will be next with installation. Freeport,

Woodland, and the City of Hastings run on a separate program, and so they will be last in the installation process, so we have a better understanding of any issue that may arise. Estimated completion is a little aggressive, but still looking at a completion date of October 1st.

- b. ESInet Status – Barry County Telephone has been converted over to the fiber network. This took five attempts. It has been going well. TDS is having issues converting over. After TDS, AT&T will be the final cut over to fiber. Once that is done, we will be using only fiber network.
- J. August 2018 operating disbursements were discussed. A motion was made by Murphy and seconded by Smelker to approve the August operating disbursements in the amount of \$18,709.00. Roll call vote. **All in favor. Motion carried.**
- K. August 2018 state expenses were discussed. A motion was made by Murphy and seconded by Cove to approve the August state expenses in the amount of \$122,681.50. Roll call vote. **All in favor. Motion carried.**
- L. September 2018 contingent vouchers were discussed. A motion was made by Murphy and seconded by Smelker to approve the September 2018 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- M. Miscellaneous
 - a. CAD Project - We are in the discovery phase, looking at new CAD solutions. The current Logisys system was purchased in 1995. NG9-1-1 is something that Barry Central does not currently have with the CAD system and will need to look into to be NG compliant. Radio and phone systems are NG compliant. This will be a large project and has the potential to change how we currently dispatch. A committee has been formed to work through this discovery process. Director Lehman, Network Administrator Glasgow, Dispatch Supervisory Mulvaine, Board member Murphy, as well as a couple dispatcher are part of this committee. The dispatchers will be the end users and their input is crucial. We are moving forward with demos of different CAD solutions. Priorities that will be sought out are mapping overlays for fire mutual aid, ability to process efficiently with Talon mobile client, and any box system that may be placed in the future. IP hosted solutions that would coordinate with neighboring counties will be researched as that would save on price and maintenance fees. Reports are very limited in functionality currently with Logisys. The options that are current have the ability to produce reports quicker and are more in depth than the current reports. Currently it can take between 2-4 hours to produce the standard reports that we use. FOIA requests more than two years old are not obtainable within our system. Contact with Logisys has to be made so that they can pull the archived report. A representative from fire and law enforcement was discussed, and a representative will not be needed for discovery, but during the demonstration process, it would be beneficial. Motorola has a Spillman Flex solution that has been researched. Neighboring counties are also looking into this and Motorola has a discount program that we may be able to utilize. Superior, Caliber, Core, and Tyler Technologies will be researched as well. A competitive bid process would be beneficial as the decision is made.

- b. Textty - A new texting/TTY platform that went live on August 2nd. Comtech GEM client was previously used. We can initial an outbound text now, which we previously could not do. This new platform will state Barry County 911 will show up when an outbound text is sent.
 - c. MAYDAY & X-RAY Policy - A new updated policy has been created. Yarger and dispatcher Frey have been working on this to define who would be calling the MAYDAY and performing the lunar report. It was determined that it should be the commander to call the MAYDAY. A motion was made by Cove and supported by Wilson to approve the new MAYDAY / X-RAY policy. **All in favor and the motion carried.**
- N. No public comment
- O. A motion was made by Murphy and seconded by Wilson to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 2:45 pm.

Respectfully submitted by Jamie Stafford