

Hertford County Emergency Communications Governance Board Minutes

Meeting Date: September 4, 2013

Time: 10:00 AM

Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Attendees: Chris Smith – Emergency Management Director/Fire Marshal, James Broglin – EMS Director, Darrell Rowe – Murfreesboro Police Chief, Troy Fitzhugh – Ahoskie Police Chief, Ken Dilday – Ahoskie Fire Department(Town), Bryant Cook – Hertford County Firefighters Association, Juan Vaughan – Hertford County Sheriff, Maurice Vann – Ahoskie Town Councilman,

Board Members Not Present: Ronald Gatling – Hertford County Commissioner, Sarah Wallace – Murfreesboro Town Councilwoman, Loria Williams – County Manager, Eric Koss - IT Director, Citizen at Large – Not Appointed yet.

Other Present:, Sara Turner – GIS/Land Records/E911 Addressing

Chris Smith opened the meeting.

Changes to the draft bylaws were discussed and approved by all members. Motion was made and seconded and bylaws were adopted.

Floor was opened for nomination of officers. Chris Smith was nominated to be Chairman with no other nominations. Sheriff Vaughan volunteered to serve as Vice Chairman when no other nominations were brought forth, James Broglin was nominated as Secretary with no other nominations. Motion was made to accept the nominated individuals as the officers and seconded. Discussion included why the bylaws stated that only active members could serve as an officer, however no changes were recommended at this time.

Citizen at large applications discussed. A third application in addition to the two submitted at the previous meeting are now Hazel Pierce, Joe Murray and Keith Williams. Applications were passed around for review. After a brief discussion on the qualifications of each applicant, Ken Dilday made the motion to nominate Joe Murray for Citizen at large. Darryl Rowe seconded. All were in favor with none opposed.

Discussed Communications Consultant RFPs. Received two applicants in which both came in over budget and were going to be rejected by Loria Williams. Will resubmit RFPs.

Discussed the Architect RFQs. Chris handed out available literature from five companies to be reviewed by the board. The companies reviewed were: ADW WareBonsall, Becker Morgan Group, JKF, Oakly Collier, and Smith Sinnett. The group agreed to review briefly each of the qualifications and submit the top three companies to request a face to face question/answer session. The top three chosen in order of most liked to least liked were; Becker Morgan Group, Ware Bonsal, and Oakley Collier.

Meeting adjourned 11:45.

Next Scheduled Meeting October 2nd, 2013 at 10:00 AM at Hertford County Emergency Services EOC. On Standby for possible interview meeting in the upcoming weeks.

Minutes taken by Sara Turner