

Hertford County Emergency Communications Governance Board Minutes
Meeting Date: May 14, 2014
Time: 2:00 PM
Location: Hertford County Emergency Service EOC

Topic: Governance Meeting

Board Members Present: Chris Smith – Emergency Management Director/Fire Marshal, James Broglin – EMS Director, Troy Fitzhugh – Ahoskie Police Chief, Bryant Cook – Hertford County Firefighters Association, Juan Vaughan – Hertford County Sheriff, Hal Thomas – Murfreesboro Town Council, Maurice Vann – Ahoskie Town Councilman, Darrell Rowe – Murfreesboro Police Chief.

Board Members Not Present: Ken Dilday – Ahoskie Fire Department (Town), Joe Murray – Citizen at Large, Ronald Gatling – Hertford County Commissioner.

Others Present: David Brown – E-911 Director, Loria Williams – County Manager, Sara Turner – GIS/Land Records/E911 Addressing, Stephanie Tyler - IT Director, Ray Wiggins – Assistant County Manager, Mark Loudermilk – Architect, Ernie Olds – Consultant, Sherri Busch- Consultant.

2:05 P.M. Chris Smith called meeting to order. Minutes from last meeting were presented. Motion was made by Sheriff Vaughan to approve minutes as is and motion was seconded by Chief Rowe. No discussion, all in favor, motion carried.

Old Business:

Assessment Report

- Values have been updated.
- All data stayed pretty much the same.

E-911 Board Meeting

- Chris Smith reports that members from the board met with Richard Taylor in Raleigh focusing on ‘How to spend the money’
 - Whatever we do **has** to meet the goals and objectives of the grant.
 - All changes to goals have to be approved by the State 911 Board.
 - Monthly reports have to be sent in by the 1st of each month (had already done this so far).
 - There should not be any ‘surprises’. The 911 Governance board must keep the State 911 Board notified of all progress of the project.
 - The contract was reviewed in great detail by Richard Taylor.

New Business:

Kimball Update

- Ernie Olds reported that they are ready to start the design phase.
 - Loria Williams noted that she will go back and review her emails so that the project can move forward.

- Loria Williams noted that the commissioners don't have any problems and that Kimball does not need to make a presentation to the Board of Commissioners at this time.
- Ernie Olds reported that the current report makes certain assumptions and advice/ideas about layout. Once a plan layout is derived, Kimball will look at how to involve everybody who has a role/stake hold in the new building.
- Loria Williams reported that user committees need to be created in and around protocols.
 - Sherri Busch reported that typical user committees are: Operations (standardize all things and can be and identify those that cannot be standardized), Technology (to determine what needs to happen to current technology and where do we go with what we know we have), Facility (to determine the needs and expectations of the facility and ensure they are met).
 - Chris Smith reported that will we move forward with the user groups and they will be defined by the next meeting.
 - Sherri Busch recommended to expedite that so that the committees can report to the board at the next meeting.
 - Loria Williams requested a timeline and detailed specifics on what the consultants need from the group in order to move forward.
- All correspondence from Kimball will now switch to David Brown with cc's send to Chris.

Introduction of E-911 Director

- Chris Smith Introduced David Brown as the new E-911 Director.
- David Brown gave a brief introduction of his background and experiences including details of his employment as a probation and parole officer.
- David Brown reiterated that he has spoken with the town chiefs, and is going to do his best to make this consolidation a positive thing for all of Hertford County.
- David Brown reported that his training will start in June for the necessary certifications required for the position.
- Mrs. Williams and David Brown noted that as of July 1, Mr. Brown will have authority over one quarter of the workforce (will be overseeing the Hertford County dispatchers).
- David Brown reported that training is a must for the EMD certifications required by the dispatchers in the consolidation. He has requested a defined timeline to nail down dates of training to ensure that all employees will be offered the training they need prior to the consolidation.

Other

- Chris Smith reported that Sarah Wallace will longer be the representative for the Murfreesboro Town Council. In her place, the council has appointed Hal Thomas. He will carry out the remainder of Sarah Wallace's Term (term expires 12/30/2014).
- Sheriff Juan Vaughan motioned to dismiss; Chief Rowe seconded. Motion carried.

Next Scheduled Meeting: June 4, 2014 – 10:00 AM @ EOC