

Hertford County Emergency Communications Governance Board Minutes
Meeting Date: July 2, 2014
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, Juan Vaughan – Hertford County Sheriff, Ken Dilday – Ahoskie Fire Department(Town), Hal Thomas – Murfreesboro Town Council, Darrell Rowe – Murfreesboro Police Chief

Board Members Not Present: Joe Murray – Citizen at Large, Ronald Gatling – Hertford County Commissioner, Maurice Vann – Ahoskie Town Councilman, Troy Fitzhugh – Ahoskie Police Chief, Bryant Cook – Hertford County Firefighters Association,

Other Present: Loria Williams – County Manager, Steve Watt – Kimball Consultant, Sara Turner – GIS/Land Records/E911 Addressing, Eric Koss - IT Director, David Brown – E-911 Director, Davey Gaston – Facilities Manager

10:05 A.M. Chris Smith called meeting to order. Minutes from last meeting were presented. Motion was made by

Ken Dilday to approve minutes as is and seconded by Chief Rowe. No discussion, all in favor, motion carried.

Old Business:

Kimball, Becker & Morgan Final Design Plan

- Handouts were provided to the group indicating the final design of the building.
- No discussion was had on the handout.
- Discussion was held on the final site location and parking situation of the building.
- Per Loria Williams, the Hertford County Commissioners decided that the site location of the E-911 building should be behind the new courthouse, as opposed to in front of the new courthouse as originally anticipated. This will create a shared secure parking lot located between the new courthouse and the E-911 building site location.
- Chris Smith shared his support for this decision and emphasized that this building, due to the nature of the work and security, is not typically ‘advertised’ to the public.

User Committee Updates

- David Brown provided a handout identifying the current users groups. The handout identified the following
 - Facilities to be included in regular meetings
 - Law Enforcement
 - Technology
 - Rescue
 - Fire

- Sara Turner added to those committees an Addressing Committee, which will be responsible for writing/approving a countywide addressing ordinance to ensure that the addressing processes and data will meet the required standards and will be unified so that when the consolidation is complete, the addressing data for the CAD will be complete as well.

New Business:

HVAC System

- Much discussion was had on the proposed HVAC system to the building.
- David Brown indicated that the HVAC system will utilize a newer technology, but will be different from the HVAC systems installed in the other new facilities on site of the governance center.
- It was indicated that the building will be supplied with a Natural Gas Line.
- Davey Gaston asked two questions pertaining to the building that will need to be addressed by a representative from Becker Morgan/Kimball.
 - Will there be a backup HVAC system in place?
 - Is the roof sloped or flat?

E-911 Director Update

- Emphasis was given on the importance of the user committee groups.
- Discussion was held on the meeting of the technology user group and the issues that need to be identified and addressed in subsequent meetings.

Other

- Discussion was made in detail about the current methods, standards and protocols used by the dispatchers and the lack of information reaching the intended responders.
- Several issues were identified and discussed in and around dispatching discrepancies, reports, and the CAD/Mapping software. Suggestions were made to contact the current vendor for a training session in an effort to efficiently dispatch the correct responding departments in incidents.
- Motion was made by Juan Vaughan to dismiss and seconded Darrell Rowe. All in favor. Motion carried.

Next Scheduled Meeting: August 6, 2014 – 10:00 AM @ EOC