

Hertford County Emergency Communications Governance Board Minutes

Meeting Date: March 19, 2014

Time: 2:00 PM

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, Joe Murray – Citizen at Large.

Board Members Not Present: Ronald Gatling – Hertford County Commissioner, Sarah Wallace – Murfreesboro Town Councilwoman, Bryant Cook – Hertford County Firefighters Association, Juan Vaughan – Hertford County Sheriff, Maurice Vann – Ahoskie Town Councilman.

Other Present: Loria Williams – County Manager, Sara Turner – GIS/Land Records/E911 Addressing, Eric Koss - IT Director, Sherri Busch – Consultant, Ernie Olds – Consultant, Ray Wiggins – Assistant County Manager.

Meeting was rescheduled from 10:00AM to 2:00PM to allow panel to conduct interviews in the morning of this date. Agenda items did not change.

2:07 P.M. Chris Smith called meeting to order. Quorum was not present at this time. Minutes from last meeting were presented. Acceptance tabled until quorum was available to take action. 3:10 Minutes were reentered for acceptance. Motion was made by Ken Dilday to approve minutes as is and motion was seconded by James Broglin. No discussion. All in favor. Motion carried.

Old Business:

E-911 Director Interviews

- Ken Dilday spoke for the interview panel and reported that the interviews went well and that the panel had interviewed three candidates: David Brown, Diane Jones and Ronnie Barefoot.
- The panel is recommending to the board to hire David Brown (unanimously).
- Loria Williams reported that there were 7 or 8 applications, all of which were sent to the interview panelists for review. Applicants were rated through a point process and the top three chosen to be interviewed.
- Loria Williams noted that Sherri Busch was not a part of the rating process due to the fact that she had some knowledge of one of the applicants; however she did participate in the interviews themselves. Loria noted that there were 2 internal applicants from Ahoskie who applied; however, they did not rate high enough to proceed in the interview selection process.
- Quorum was present at 2:30PM.
- With the recommendation from the interview panel, Chief Fitzhugh motioned to move forward with the procedures necessary to hire David Brown for the E-911 Director position. Chief Rowe seconded, none opposed, discussion included Mr. Brown's background and current employment. Motion carried.
- Loria Williams noted that she will proceed with the notification and request service from Mr. Brown within 45 days.

New Business:

Ernie Olds from the Becker Morgan Group and Sherri Busch from Kimball and Associates reported on the summary from survey data.

- Sherri Busch went over the projections for technology and the recommendations from the report. She said that the technical support should be the primary focus for now, and should consider possibly moving up the operational items based on the hiring date of the new 911 director.
- Ernie Olds explained that Sherri's report is more of a technical review, and the first part of his summary tries to incorporate technical aspects with the building aspects to summarize the associated costs and space requirements.
- Ernie Olds explained that the current cost analysis is based on the bid information from the current Scotland County consolidation project. (4 months old)
- Ernie Olds explained that the average costs are now estimated at a +/-20% and average prices will be much more detailed as vendors start providing more accurate information with a finalized contingency of less than 5%.
- Loria Williams requested information on where the flexibility is for adjusting the suggested budget, and emphasized that the current estimates are above the grant funding which indicates that items that are eligible to be updated at a later time will need to be identified as such.
- The members present at the meeting pointed out that after a quick review of the report, the tables do not seem to be populated correctly with the information sent to the consultant groups from the individual PSAPs. Sherri indicated that she will look into the versioning of the report presented and will update the group with a new report as that table data is populated correctly.
- Ernie Requested feedback
 - Technical Mistakes – any and all mistakes including spelling, grammar, etc.
 - Any questions or concerns that aren't addressed that the committee thinks it's constituents will ask about
 - Anything fundamental – Let them know how they can make it more understandable
- Direct any questions and comments to Sherri Busch or Ernie Olds through Chris Smith.
- Loria Williams addressed the group and asked that they quickly review and get this information back – especially anything at all concerning the scope of the project.
- Loria Williams requested that Eric Koss, Sara Turner and herself meet and discuss technical issues and decisions that will still need to be made.
- Loria Williams noted that she will put Ernie Olds in contact with the current architects from the Courthouse and Administrative Building Projects to shore up questions about parking, site details, surveys, utilities, etc.
- Loria Williams requested a set timeline to really get started on the project, and is requesting such within 30 days.

Other

- Chris Smith noted that the members of the E-911 State Board did an onsite visit to each of the PSAPs today; however the intention of that visit was not made clear.
- Next Scheduled Meeting: April 2, 2014 – 10:00 AM @ EOC

Motion to adjourn made by Joe Murray, 2nd by James Broglin. Meeting adjourned 3:25 PM.