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**Chatham Communications Center
E-911 Executive Advisory Board
Sheriff's Department Training Room
October 16, 2018**

I. Welcome

City Manager Rob Hernandez opened the meeting at 12:50 p.m. Mr. Hernandez led all in the Pledge of Allegiance.

II. Roll Call

Kristi Norman, from CEMA, called the roll. The following members were present:

- Rob Hernandez, Savannah
- Ferman Tyler, Bloomingdale
- Ron Feldner, Garden City
- Robbie Byrd, Pooler
- Caroline Hankins, Thunderbolt
- Shawn Gillen, Tybee Island
- Terry Enoch, SCCPSS
- Dr. Frank Davis, CES
- Chad Riner, GSP

Also Present:

- Kelli Beaman, 911
- Diane Pinckney, 911
- Linda Cramer, Chatham Co
- Chief Jeff Hadley, CCPD
- Kelvin Lewis, Chatham Co
- Janice Bocook, Chatham Clerk
- Kristi Norman, CEMA
- Lara Hall, SAGIS
- Nick Batey, County ICS
- David Anderson, Engineering
- Phil Koster, CES
- Wade Simmons, Pooler Fire

Not Present:

- Lee Smith, Chatham Co
- Charles Akridge, Bloomingdale
- Phil Jones, Port Wentworth
- Sheriff John Wilcher
- Dennis Jones, CEMA



III. Approval of Previous Minutes

Changes were requested to be made to the Minutes as follows: page three: the question marks need to be removed in the Director’s Report; page three; NOX box needs to be changed to KNOX box; and page four: civil needs to be changed to civic.

Mr. Tyler moved to approve the minutes as amended with the above changes. Dr. Davis seconded the motion which carried unanimously.

IV. Project Manager Transition Report

Project Manager Kelvin Lewis advised all he circulated a transition tracker showing the different tasks being tracked. He advised most everything is tracking as it should be. There were a couple of areas of concern. Firstly, with regard to the design of the current center space, which is to be used as a back-up center, a meeting is pending with Cogdell Mendrala and leadership. Secondly, signatures are still needed from the City of Savannah and Chatham Emergency Services regarding the PSAP MOU/IGA, and the MOU/IGA with Bulloch County, which is to be a secondary back up is pending a site visit by Ms. Beaman.

Dr. Davis inquired as to a fall back plan for when the servers are migrated from the City of Savannah to the County. Mr. Batey, from Chatham County ICS, advised the primary servers will be off line less than twelve hours during the Migration. Tybee Island offered to be a backup call center during the migration. Ms. Beaman advised that would be helpful.

V. E911 Director Report

Ms. Beaman advised Bulloch County will be used as an additional back up site. She is going to Bulloch County for a site visit and will then get the MOU/IGA executed.

Henry County will also be a backup site, and that MOU is pending signatures. The 911 Communications Center is working on filling positions.

All staff will be attending a mandatory Suicide Talk presented by the Chatham County Safety Net Council.

Chatham County Human Resources has completed all the PDQs. The 911 Center staff will attend Chatham County’s Open Enrollment in November.

New chairs have been ordered for the Center and uniforms have been chosen.

Ms. Diane Pinkney advised the 911 Plan has been completed and the draft approved by Michael Nix from GEMA. In order to file the final plan, she needs completed MOUs; management control agreements; and information exchange agreements from all participating parties back to her as soon as possible. All this documentation will be attached to the Plan and the complete Plan will be



resubmitted to Michael Nix for final approval. This needs to be done by November 1, 2018.

Ms. Pinkney advised that Michael Nix has stated that the fire departments who are participating in the 911 plan need to have MOUs with the Center. These MOUs need to be signed and submitted to Ms. Pinkney ASAP.

Ms. Pinkney also advised plans need to be put in place with the Sheriff; colleges in Chatham County; and the Board of Education. These plans can be finalized after the November 1st, 2018 date.

VI. Committee Reports

a. Law Enforcement

No report this month.

b. Fire Service

No report this month.

c. Emergency Medical Services

They met October 15, 2018. They have recommendations which will be presented to the Recommendations Review Committee at its meeting scheduled for October 17, 2018.

d. Radio and Technology

They met October 15, 2018. They have finalized the MDTs to be used and have recommendations to be presented to the Recommendations Review Committee at its meeting scheduled for October 17, 2018.

e. GIS and Mapping

No report this month.

f. QA/QI Workgroup

No report this month.

g. Recommendations Review Committee

The hurricane caused their meeting to be rescheduled. They are scheduled to meet October 17, 2018 and will provide a report next month.

VII. Old Business

a. Update to E911 Plan and Resolutions

Ms. Pinkney provided the update above under the E911 Director's Report.



VIII. New Business

a. Subcommittee Task Assignments

None.

b. Carolyn Smalls Report

Chatham County Human Resources Director Carolyn Smalls advised that the Chatham County Human Resources department has been working with Ms. Beaman and Ms. Pinkney to reclassify Communications Center positions and new classes and pay ranges have been put into place. No one is taking a pay cut and a few may be getting increases. The HR department is in the process of sending letters to staff regarding the transition. The recruitment program for the 911 Center will be taken over by Chatham County and will happen prior to the transition on January 1, 2019.

Ms. Smalls advised the Chatham County Pension Plan will need to be amended for the Center employees who are currently vested with the City of Savannah to allow for a five- year vesting period with the county. That amendment is being worked on.

Also, there are eight employees who are just months shy of vesting with the City of Savannah. Those employees will remain City of Savannah employees until they are vested, at which time, they will be transferred to the county and will be included in the five- year vesting policy. Ms. Small advised this may need to be put into writing so these eight employees are protected.

Dr. Davis thanked Ms. Smalls for doing right by the eight employees who are just shy of vesting.

All 911 Center employees will be included in the county's open enrollment.

c. Draft 911 Plan

Ms. Norman advised the draft of the 911 Plan is too large to upload to the EAB's website. She asked that anyone wishing to receive a copy of the Plan, to let her know, and she would email it to them.

Assistant County Manager Cramer advised the Plan is on the County Commission agenda for approval at their October 19, 2018 Commission meeting.

d. City of Savannah City Council Meeting

Mr. Hernandez advised the Savannah City Council annually receives a public safety update in November. He requested Ms. Beaman and Mr. Lewis attend that meeting to provide an update on the 911 Center transition to the City



Council. Ms. Beaman and Mr. Lewis agreed to attend the meeting. Mr. Hernandez advised he would get back with them to give them the meeting date.

e. Disaster Relief

Ms. Cramer advised CEMA Director Jones, along with Chatham County Public Works Director Robert Drewry and a member of the county finance team had gone to Miller County to help them with their relief efforts after Hurricane Michael.

IX. Adjourn and Next Meeting

The next meeting will be held on November 14, 2018 at 11:00 tentatively at the Sheriff's Office.

Ms. Hall advised November 14th is GIS Day. They have a program at Savannah State University for over 400 county eighth graders to show them about GIS and she invited all EAB members to attend as well.

There being no further business to be discussed, Vice Chair Rob Hernandez declared the meeting adjourned at 1:24 p.m.

Dennis Jones, Secretary

Minutes Prepared by:
Janice Bocook
Clerk of Commission