



- I. Welcome and Pledge of Allegiance
- II. Roll Call
- III. Approval of Previous Minutes (Review in Advance)
- IV. E911 Director Report
- V. Project Manager Transition Report
- VI. RRC Approved
 - a. Adopt Addressing Standards for new street names across the County and request MPC to be the clearing house for all naming conventions.
 - b. Adopt Addressing Standards for fire hydrants across the County and assign the E911 EAB Fire Subcommittee to be the clearing house for all naming conventions.
 - c. Adopt GIS Layering Standards across the County for all E911 dispatch operations and assign to the E911 EAB GIS/MAPPING Subcommittee to manage.
 - d. Implement the International Academy of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD) program to include:
 - i. response determinates being transmitted to the ambulance service at the time of call intake;
 - ii. pre-arrival instructions to callers;
 - iii. ProQA Paramount call taking and dispatch software; and
 - iv. AQUA 7 Ascent case review software.
 - e. Once the Program has been transitioned and stabilized, upgrade / replace the current CAD and RMS system with a modernized, unified and centralized CAD and RMS system.
- VII. Old Business
 - a. Update to E911 Plan and Resolutions
- VIII. New Business
 - a. None
- IX. Adjourn and Next Meeting – December 19, 2018 – Location TBD



**Chatham Communications Center
E-911 Executive Advisory Board
Sheriff's Department Training Room
November 14, 2018**

I. Welcome

The meeting was opened at 11:06 a.m. All participated in the Pledge of Allegiance.

II. Roll Call

Kristi Norman, from CEMA, called the roll. The following Members / Alternates were present:

- Ferman Tyler, Bloomingdale
- Ron Feldner, Garden City
- Michael Kaigler, Chatham Co
- Caroline Hankins, Thunderbolt
- Daphanie Williams, COS
- Shawn Gillen, Tybee Island
- Terry Enoch, SCCPSS
- Dr. Frank Davis, CES
- Dennis Jones, CEMA
- Wade Simmons, Pooler Fire
- John Wilcher, Sheriff

Also Present:

- Kelli Beaman, 911
- Mr. Jeff Hadley, CCPD
- Kelvin Lewis, Chatham County
- Kristi Norman, CEMA
- Nick Batey, County ICS
- Joseph Estes, IXP
- Robert Bryson, TIPD
- Chuck Kearns, CES
- Sean Clayton, TPD

Not Present:

- Phil Jones, Port Wentworth
- Chad Riner, GSP

III. Approval of Previous Minutes

Chief Tyler moved to approve the minutes as distributed. Chief Simmons seconded the motion which carried unanimously.

IV. E911 Director Report

Ms. Beaman updated the Board on the Memorandum of Agreement with Bulloch County. The new air conditioning unit was scheduled to be installed on the 19th of November and painting was scheduled to begin on the 26th of November.

Also, the HR transition information was forwarded to employees and three meetings were going to be held.

ICS Director Batey updated the Board on the conversion which is scheduled to take place on December 7th. He is not anticipating any difficulties with the transition. The radios are



already working and there are not a lot of changes that need to happen as far as that is concerned. The project is moving well. Everything is running on time. Mr. Batey advised the downtime for the conversion could be as long as a week. He is waiting on specifics from Tritech to have a better estimation of how long the downtime will be. The down time comes from having to stop the input of data from the old system for migration into the new system before bringing up the new system.

Ms. Beaman clarified that the Center will continue to be operational during the transition.

Mr. Batey advised continuity of service is the most important thing. If something goes wrong with the conversion, the old system will continue to be used until the transition can be done smoothly. He reminded the Board the transition is complicated, but ICS is confident the transition will be done smoothly.

V. Project Manager Transition Report

Mr. Lewis handed out an updated transition tracker report. The Plan has been submitted to the state. The backup center MOU has been fully executed. Everything is on track and going well. Mr. Lewis reiterated that continuity of service is of the utmost importance.

He met with the new Mr. of Police of the Savannah Police Department and resolved some questions Mr. Minter had.

The Human Resource transition is on track.

VI. RRC Approved

a. Adopt Addressing Standards for New Street Names Across the County and Request MPC to be the Clearing House for All Naming Conventions.

Mr. Lewis confirmed this is in regards to new streets not existing streets.

Mr. Kaigler advised if the Board approves the recommendation, the county will forward that to the MPC.

Action of the Board: Dr. Davis moved to adopt the recommendation of addressing standards for new street names across the county and requesting the MPC be the clearing house for all naming conventions. Chief Simmons seconded the motion, which carried unanimously.

b. Adopt Addressing Standards for Fire Hydrants across the County and Assign to the MPC to be the Clearing House for all Naming Conventions.

The GIS subcommittee made this recommendation. The recommendation is to standardize how fire hydrants are marked, to address them, and to color code the hydrants based on NAPA standards. The important piece is getting an address point for all fire hydrants, public and private. The municipalities are going to have to locate and advise of the locations of each hydrant in their municipality.



Action of the Board: Chief Simmons moved to return the recommendation back to the GIS Committee for further details. Dr. Davis seconded the motion, which carried unanimously.

c. Adopt GIS Layering Standards across the County for all E911 Dispatch Operations and Assign to the E911 EAB GIS/MAPPING Subcommittee to Manage.

Mr. Jones explained currently there is no continuity in GIS mapping across the county, SAGIS, the municipalities, and 911. This request is to pull all the information together to coordinate mapping, so all will have a common standard on mapping. The motion is to develop that standard. There will be no significant costs incurred. David Anderson and Laura Hall are the leads on the committee and will oversee the creation of the standards.

Action of the Board: Mr. Feldner moved to adopt the request to create a GIS mapping standard. Chief Tyler seconded the motion, which carried unanimously.

d. Implement the International Academy of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD) Program to Include:

- i. Response determinates being transmitted to the ambulance service at the time of call intake;
- ii. Pre-arrival instructions to callers;
- iii. ProQA Paramount call taking and dispatch software; and
- iv. AQUA 7 Ascent case review software.

Mr. Jones explained these were separate recommendation but they all tie together so they are lumped into one recommendation. They all tie back to the EMD.

Dr. Davis advised from a medical standpoint all are important. This would be an upgrade to the way calls are now dispatched with regard to hot and cold calls. There is a cost but it is important to make this upgrade. You don't need lights and sirens for every call, and this software helps to make that decision.

Mr. Lewis advised it is a costly prospect, approximately \$250,000 for only MS. Ms. Beaman advocates for the EMD.

Mr. Batey advised the technology committee has not reviewed the software. Mr. Kaigler advised it needs to be determined that the software is compatible with the new system. Dr. Davis advised it is an international product that is tried and true and believes it will be compatible. Mr. Kaigler questioned the procurement



method. Mr. Lewis advised the RFP process has been completed. There are different options with regard to the cost. Mr. Lewis also advised this needs to be done.

Mr. Kaigler advised the motion should be to procure rather than implement. Mr. Batey believes there will be a cost savings if fire and police are included with the EMS.

Action of the Board: Dr. Davis moved to approve the recommendation to procure with favorable pricing options the International Academy of Emergency Dispatch (IAED) Emergency Medical Dispatch (EMD) Program to include: response determinates being transmitted to the ambulance service at the time of call intake; pre-arrival instructions to callers; ProQA Paramount call taking and dispatch software; and AQUA 7 Ascent case review software and contingent on it's compatibility to the CAD system. The motion was seconded and carried unanimously.

- e. **Once the Program has been Transitioned and Stabilized, Upgrade/Replace the Current CAD and RMS System with a Modernized, Unified and Centralized CAD and RMS System.**

Mr. Lewis advised once the transition has occurred, the next step will be to put out an RFP and get pricing on a new CAD and potentially an RMS system. The Trittech option is costly and does not give all the options wanted.

This recommendation came from the technology committee and all on that committee have reported their jurisdictions are in favor of a shared CAD/RMS.

Action of the Board: Chief Tyler moved to approve the recommendation to explore options to upgrade or replace the current CAD and RMS system with a modernized, unified and centralized CAD and RMS system once the current system has been transitioned and stabilized. Dr. Davis seconded the motion, which carried unanimously.

VII. Old Business

- a. **Update to E911 Plan and Resolutions**

Mr. Jones advised the 911 Plan has been completed, submitted and accepted by the state. From the State perspective, we are ready to go January 1, 2019.

All Resolutions and Mutual Aid Agreements have been received. The Plan and all agreements have been uploaded to the EAB website.



Chief Enoch requested the BOE PD be included in the transition and wondered what the time line for that would look like. He advised that is why he is in attendance. Chief Enoch asked this question at the last meeting. No answer was given at that time and as there was no resolution to the question, it was not reflected in the minutes.

Mr. Lewis advised the MOU with the BOE PD was included in the E911 Plan submitted to the state. As far as the transition is concerned, discussion is still ongoing with the County Manager and Superintendent Levett. Mr. Kaigler advised he would follow-up with the County Manager.

Chief Enoch advised he had concerns as to why the issue was removed from the discussion and why the County Manager is having side conversations with the superintendent rather than discussing in the EAB meetings. He believes all discussions should be open. The BOE PD dispatches for 38,000 children in every municipality and there is a need to make sure effective communication is ongoing.

Mr. Kaigler asked Chief Hadley to have the police subcommittee meet with Chief Enoch and look at processes in terms of how we respond when there is an issue with regard to a school jurisdiction. Chief Enoch advised that was a separate issue. His concerns are the BOE PD dispatch calls coming from the 911 center in the future. Mr. Kaigler advised that will not be an issue.

Mr. Jones advised he would add the issue of Transition of BOE PD to the December agenda.

VIII. New Business

None.

III. Adjourn and Next Meeting

The next meeting will be held on December 19, 2018 at 11:00, the location to be determined. Dr. Davis recommended moving the date and time to an earlier time as this meeting is six days prior to Christmas. Mr. Jones will send out options of dates and times for the Board to review and consider. There being no further business to be discussed, Secretary Dennis Jones declared the meeting adjourned at 12:15 p.m..

Dennis Jones, Secretary

Minutes Prepared by:
Janice Bocook
Clerk of Commission