



**DISPATCH ADVISORY BOARD**  
**MINUTES**

**August 2, 2017**

**Regular Meeting Minutes**  
**2:00 p.m.**

**Stanislaus Regional 9-1-1**  
**3705 Oakdale Rd., Modesto, CA 95357**

- 1.0 Open and Welcome  
SR911 Executive Director Scotty Douglass called the Regular Meeting to order at 2:01 p.m.  
  
Advisory Board Members Present: Stanislaus County Sheriff Adam Christianson, Stanislaus County Fire Warden Dale Skiles, City of Modesto Police Chief Galen Carroll and City of Modesto Assistant Fire Chief Michael Lillie (for Interim City of Modesto Fire Chief Alan Ernst)  
  
Others Present: Wendy Silva, John Bettencourt and Melissa Parikh, Stanislaus Regional 911; Angelica Ramos, Stanislaus County Chief Executive Office, Tom Boze, Stanislaus County County Counsel
- 2.0 Public Comment Period  
No public comments.
- 3.0 Consent Calendar
  - 3.1 Approval of Minutes from Dispatch Advisory Board Regular Meeting March 1, 2017.  
Christianson/Skiles unam. Approve Consent Calendar 4-0
  - 3.2 Approval of Minutes from Dispatch Advisory Board Regular Meeting June 7, 2017  
Christianson/Skiles unam. Approve Consent Calendar 4-0
- 4.0 Regular Agenda
  - 4.1 Accept Monthly Operations Reports for May through June 2017.

Scotty Douglass presented the monthly reports. Douglass pointed out the call volume increasing. He also pointed out the decrease in the mandated overtime and voluntary overtime.

Christianson/Carroll unam. 4-0

4.2 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Stanislaus Regional 9-1-1 5-year Capital Improvement Plan

Scotty Douglass presented the 5-year Capital Improvement Plan. The plan represents Capital Improvement Projects for the next 5 years and projects for future consideration. Douglass recommended deleting the Fire Command 5 Radio System Project as individual agencies have been responsible for the replacement costs in radio infrastructure as past practice. Stanislaus Regional 9-1-1 is responsible for the maintenance of the radio systems and maintaining the FCC licenses. Wendy Silva discussed the Capital Improvement projects in-progress and the projects recommended for fiscal year 2018/19.

Christianson/Carroll approved with exception of striking out Fire Command 5 Radio System Project 2018.5 - unam. 4-0

4.3 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission a Support Agreement with Harris Corporation in an Amount not to exceed \$55,575 for the County-wide 800 Megahertz Public Safety Radio System

Scotty Douglass shared the original contract was with Tait but now Harris Corporation has a partnership with Tait, Inc where Harris would act as the sole distributor of Tait products and support. It is recommended for retroactive approval to June 13, 2017. The contract has been reviewed and approved to form by Stanislaus County County Counsel.

Christianson/Carroll unam. 4-0

4.4 Appoint a Member of the Dispatch Advisory Board to act as Chairperson for the purpose of presenting the Executive Director's annual pay for Performance Evaluation

Scotty Douglass shared the need to appoint a member of the Dispatch Advisory Board to act as Chairperson for the purpose of presenting the Executive Director's annual Pay for Performance evaluation. Sheriff Christianson was nominated to conduct the evaluation as Chairperson.

Carroll/Skiles unam. 4-0

4.5 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission a Professional Services Agreement with Jocelyn E. Roland, PH. D. for Psychological Screening and Counseling Services

Scotty Douglass shared that Dr. Roland has provided support and services to SR911 since 2015 and recommends continuing with the firm

for an additional two year term. It is recommended for the agreement with Dr. Roland for retroactive approval to July 1, 2017. The contract has been reviewed and approved to form by Stanislaus County County Counsel. Carroll/ Christianson unam. 4-0

## 5.0 Informational

- 5.1 SR911 Dispatch Operations Staffing Report  
Scotty Douglass presented the report. He mentioned the number of deployable staff is increasing and the vacancies are decreasing. Having part-time staff has resulted in a savings in overtime pay and equivalent to an excess of 2 FTE dispatchers/call-takers.
- 5.2 SR911 Technical Services Division Projects Report  
Wendy Silva presented an update on the projects listed on the Technical Services Project Tracking list.
- 5.3 SR911 Training Update  
Scotty Douglass handed out 2016 2014 2012 Continued Professional Training POST Compliance Study. SR911 shows out of compliance due to the last several years of budget cuts. SR911 has two qualified POST instructors which will allow them to host future trainings. It will take approximately 9 months to a year to come into compliance.
- 5.4 Executive Director Report  
Scotty Douglass handed out a draft copy of the Administrative Policy/Procedure, "Dispatch Advisory Board By-Laws" for consideration of future approval. Douglass commented that the Board should expect more written administrative policies/procedures to be presented in future meetings. Members of the Board expressed a desire to visit potential changes to clarify the definition of the membership to include partner agency representatives as appointed by the Commission and language to allow flexibility in their contribution to operational and fiscal efficiency for the agency.
- 5.5 Dispatch Advisory Board Member Reports  
None

## 6.0 Adjournment

Meeting adjourned at 3:09 p.m.

ATTESTED: Melissa Parikh  
Dispatch Advisory Board Clerk

*The above is a summary of the minutes of the Governing Board of the Dispatch Advisory Board.*