



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

**October 3, 2018**

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

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

1.0 Open and Welcome

Meeting called to order at 2:01 p.m. by Chairman, Alan Ernst

Advisory Board Members Present: City of Modesto Fire Chief/Chairman, Alan Ernst; Deputy Fire Warden, Erik Klevmyr (for Fire Warden/Assistant Director of OES, Richard Murdock); Stanislaus County Sheriff's Captain, Jim Gordon (for Stanislaus County Sheriff, Adam Christianson); City of Modesto Police Chief, Galen Carroll; Stanislaus County Probation Chief Probation Officer, Mike Hamasaki.

Others Present: Scotty Douglass, Wendy Silva, Lisa Frazer, John Bettencourt, Melissa Parikh, Stanislaus Regional 9-1-1.

2.0 Public Comment Period

No public comments.

3.0 Consent Calendar

3.1 Approval of Minutes from Dispatch Advisory Board Regular Meeting August 1, 2018

Carroll/Hamasaki unam. Approve Consent Calendar 5-0

4.0 Regular Agenda

4.1 Approve EMS Policies and Procedures No. 801, EMS Call Entry

Stanislaus Regional 9-1-1 (SR911) Shift Manager, Lisa Frazer (Frazer) discussed policy No. 801, EMS Call Entry. This policy is to provide direction to call takers and dispatchers when entering medical calls for service.

Gordon/Carroll unam 5-0

4.2 Approve EMS Policies and Procedure No., 802, CAD to CAD Process

Frazer discussed policy No. 802, CAD to CAD Process. This policy is to provide direction to call takers and dispatchers when after medical calls are entered into the CAD system at SR911.

Gordon/Carroll unam Approved 5-0

4.3 Approve EMS Policies and Procedure No. 803, CAD to CAD Received from Valley Regional Communications Center

Frazer discussed policy No. 803, CAD to CAD received from Valley Regional Communications Center. This policy provides direction to dispatchers when receiving calls for service that are entered and transmitted from Valley Regional Emergency Communications Center (VRECC) via the CAD to CAD link.

Gordon/Carroll unam Approved 5-0

4.4 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Purchase of an Audio Bridge to Add to the Avtec Dispatch Radio Console in an Amount Not to Exceed \$27,222.54

SR911 Interim Director, Wendy Silva (Silva) shared the Audio Bridge provides a permanent patch between resources that does not require dispatcher input. The Audio Bridge solves the audio echo issue between P25 linked resources and covers all components of the radio system. It eliminates back room wiring and relays which are a source of potential failure. SR911 Executive Director, Scotty Douglass (Douglass) shared that the Audio Bridge is a software solution and there won't be a need to purchase individual widgets every time there is a change.

Carroll/Gordon unam Approved 5-0

4.5 Accept Year-End Budget Accounting for Fiscal Year 2017/2018

Douglass shared that at the completion of each fiscal year, SR911 budget is closed with a final accounting showing the surplus from the previous fiscal year Operating Budget. For Fiscal Year 17/18 the net surplus was \$51,844.

Douglass recommended going to the Commission for the Audio Bridge for approval and using the surplus funds to purchase the software.

Accept the informational report, Fiscal Year 2017-2018 Budget Surplus Calculation, and Recommend to the Commission to use the excess funds to pay for the Audio Bridge mentioned in Item 4.4. Carroll/Klevmyr unam Approved 5-0.

## 5.0 Informational

### 5.1 SR911 Monthly Dispatch Operations and Staffing Report for August 2018

Wendy Silva presented the staffing report included in the packet. Chief Carroll requested that the Non-Emergency Calls be separated out from the 911 calls on the Average Calls Per Hour chart. The chart would read 911 Calls, Non-Emergency Calls and 911 & Non-Emergency Calls.

### 5.2 SR911 Financial Update

Douglass presented an update regarding the Fiscal Year 2018-2019 budget.

### 5.3 SR911 Technical Services Division Projects Report

Wendy Silva presented an update on the Technical Services projects.

### 5.4 Executive Director Report

Douglass shared his appreciation to the Sheriff's Office and Modesto Police Department for coming to SR911 Training Day and participating with the Dispatchers. Douglass mentioned that the Interim Director assignment for Wendy and himself is going well. Silva shared they had their training day and it went well. Douglass shared that they built some other specifications into the future UPS and will be partnering with Office of Emergency Services (OES).

### 5.5 Dispatch Advisory Board Member Reports

No comments.

## 6.0 Adjournment

Meeting adjourned at 2:34 pm

ATTESTED: Melissa Parikh  
Dispatch Advisory Board Clerk

*The above is a summary of the minutes of the Governing Board of the Dispatch Advisory Board. Complete audio minutes are available from the Stanislaus Regional 9-1-1 Administration Office.*