

Hancock County E-911 Commission Minutes
Tuesday, May 10, 2011
9:00 A.M.

The Hancock County E-911 Board met on Tuesday, May 10, 2011, in Trailer 13B at 3068 Longfellow Drive, Bay St. Louis, Mississippi, at 9:00 A.M.

Present at the meeting were Commissioners San Fillipo, Smith, Underwood, Varnell and Attorney Trent Favre. Also present were Dawn Penton, John Albert Evans, Richard Shelby and Jim Fuller.

Absent from the meeting were Commissioners Adam, DeNardo and Dubuisson.

Public Comments

None.

Prior Minutes

Commissioner San Fillipo moved, seconded by Commissioner Smith, to approve the minutes for the month of March.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.

Voting Nay: None.

Old Business

South Repeater Update

Michelle Cuevas advised the Commission that the South repeater was operational.

Commissioner Smith moved, seconded by Commissioner San Fillipo, to submit a letter to the Fire Fighter's Association requesting reimbursement for one-third of the total cost of the South repeater installation work, totaling \$1892.41.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.

Voting Nay: None.

Team One Repairs to Tower Sites

Alan Collins submitted recommendations for repairs that needed to be completed at the Crown Castle and Rockyhill site including batteries to be replaced, TTA to be replaced, grounding issues to be corrected, transmitter power supply and a Lan card.

Commissioner San Fillip moved, seconded by Commissioner Underwood, to accept the quote of \$1200 for 30 non-flame retardant batteries for both tower sites.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.

Voting Nay: None.

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Commissioner Smith moved, seconded by Commissioner San Fillipo, to accept the quote from MillerCo in the amount of \$1800.00 to conduct the annual tower inspection and to replace the tower top amplifier.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.
Voting Nay: None.

Commissioner Smith moved, seconded by Commissioner San Fillipo, to accept the quote from Team One to repair the 48 volt power supply in the amount of \$380.00.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.
Voting Nay: None.

The Lan card was ordered in February. The grounding issues were fixed the day of the last 911 Commission meeting when Alan presented the preventative maintenance items to be corrected.

PSIC Grant Radio Assignment

John Albert Evans stated that the grant application did not state specific radio assignment. It was determined that there were 16 mobiles, 14 portables and 4 consoles. It was discussed that the department heads of the seven emergency agencies would meet and determine the assignment of the radios.

Dispatching Update

Commissioner Smith moved, seconded by Commissioner Underwood, to approve the renewal of AMR's contract for managerial duties contingent upon Attorney Favre's approval.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.
Voting Nay: None.

Commissioner San Fillipo moved, seconded by Commissioner Smith, to accept the resignation of Christy Easter.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, and Varnell.
Voting Nay: None.
Abstaining: Underwood.

Commissioner San Fillipo moved, seconded by Commissioner Underwood, to approve the shift change and promotion of Jolene Dougherty to supervisor of Shift C with an increase of .50 per hour.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.
Voting Nay: None.

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Dawn Penton spread on the minutes the AMR Deliverable Report of the monthly operation of the Hancock County Central Dispatch.

Michelle presented quotes for the recorder maintenance that were submitted by Motorola. No decision was made and will be discussed at the next meeting. The warranty expires in August; therefore, a maintenance agreement will need to be in place for September.

Michelle also presented quotes for relocating dispatch. AT&T gave budgetary numbers for relocating to the new trailer is \$5000 and to relocate to another site would be \$15000. Motorola budgeted \$11,579 for moving to the new trailer. An amount for site relocation has yet to be determined because it is more involved and will take a little more time to gather the quote information. No decision was made since all budgetary information has not been obtained.

Dawn Penton requested that the drug and psychological testing for dispatchers be before the hiring request from the Board of Supervisors.

Phone Billing Issues

The phone bill issue has been resolved and it is at the lowest amount possible. The amounts were \$9000 per month and are now down to \$6200 per month.

Crown Castle Equipment Shelter

Crown Castle previously submitted a quote for the shelter drawings for \$3600. It was Commission and Board of Supervisor approved. When the purchase order was to be submitted, a confirmation of the price revealed that they wanted to increase the price to \$4500. Attorney Favre is to contact crown Castle and Compton Engineering to see if an agreement could be concluded.

New Business

911 Coordinators Conference

Michelle Cuevas informed the Commission of a 911 Coordinators Conference for all emergency personnel at the Hollywood Casino for June 13 to 15 at the cost of \$395 per person.

Docket of Claims

Commissioner Underwood moved, seconded by Commissioner Smith, to approve and accept the docket of claims for March.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.
Voting Nay: None.

Attorney's Report

Attorney Favre is still in the process of obtaining an Attorney General's opinion on outsourcing dispatch. He is waiting on the proposal from AMR in order to include the scope of the outsourcing in the letter.

The rebanding closeout letter has been sent to Attorney Favre and he will submit a copy to Michelle Cuevas to spread on the minutes.

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Attorney Favre has reviewed all of the Communications Ordinances that are currently approved in Harrison County. He advised Michelle Cuevas to make the necessary modifications to ordinance in order for the Commission to approve at the next meeting.

There is no update as of yet on the status of the Port Bienville tower. All information has been presented to Compton Engineering.

Budget planning needs to begin next month.

Attorney Favre reviewed statutes on Commission authority. It was originated as its own entity in 1987. Since the Commission is not fully self funded, it is required to seek Board approval for certain issues. Additionally, hiring personnel requires that the employee be accepted and placed on the County payroll.

Executive Session

Commissioner Underwood moved, seconded by Commissioner San Fillipo, to go into executive session to discuss personnel issues.

A vote was called with the following results:

Voting Yea: San Fillipo, Smith, Underwood and Varnell.

Voting Nay: None.

Commissioner Underwood moved, seconded by Commissioner San Fillipo, to come out of executive session with no action taken.

A vote was called with the following results:

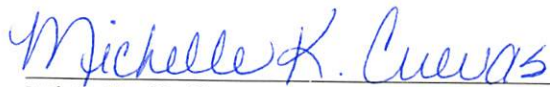
Voting Yea: San Fillipo, Smith, Underwood and Varnell.

Voting Nay: None.

Meeting Ended

The meeting ended due to lack of quorum.

The May 10, 2011 Minutes have been read and approved by me on June 21, 2011



Michelle K. Cuevas
E911 Coordinator



James Varnell
E911 Commission Chairman