



**Commission Board**  
Doug Ridenour, Sr., President  
Vito Chiesa, Board of Supervisors, District 2  
Joe Lopez, Interim City Manager, City of Modesto  
Jody Hayes, Stanislaus County CEO  
Ken Irwin, City Manager, City of Patterson  
Adam Christianson, Stanislaus County Sheriff  
Alan Ernst, Fire Chief, City of Modesto

3705 Oakdale Rd.  
Modesto, CA 95357  
Phone: 209.552.3900 Fax: 209.552.3950

**CONSOLIDATED EMERGENCY DISPATCH AGENCY COMMISSION**  
**MINUTES**

September 20, 2017

Regular Meeting Minutes  
1:00 p.m.

City-County Administration Building  
1010 10<sup>th</sup> Street, Board Chambers – Basement Level  
Modesto, CA 95354

[www.stan911.com/consolidated.shtm](http://www.stan911.com/consolidated.shtm)

1.0 Open and Welcome

Meeting called to order at 1:02 p.m. by President, Doug Ridenour, Sr.

Commission Members Present: President, Doug Ridenour, Sr.; Supervisor Vito Chiesa; City of Modesto Interim City Manager Joe Lopez; Stanislaus County CEO, Jody Hayes; Patterson City Manager, Ken Irwin; City of Modesto Fire, Chief Alan Ernst; and Captain, Jim Gordon (Alternate for Stanislaus County Sheriff Adam Christianson/Fire Warden Dale Skiles)

2.0 Pledge of Allegiance to the Flag

3.0 Presentation

3.1 "Appreciation Award", Recognizing Darren Eudy, Computer Aided Dispatch Engineer, for Exemplary Service During Fiscal Year 2016/2017

Presentation put on hold and will be presented after Item 6.4. President Ridenour recognized Darren Eudy for his hard work and dedication to Stanislaus Regional 9-1-1, for the successful upgrade to the computer aided dispatch system and for his continued service to the community and agencies. President Ridenour, on behalf of the Commission and Dispatch Advisory Board, presented Eudy with the Stanislaus Regional 9-1-1 Appreciation Award. Alternate Commissioner Gordon, on behalf of the Sheriff's Department, presented Eudy with a Certificate of Recognition for his commitment, dedication and service with Stanislaus Regional 9-1-1.

4.0 Public Comment Period  
No Public Comment

## 5.0 Consent Calendar

### 5.1 Approval of Minutes – Regular Meeting, August 16, 2017

*Motion to approve consent calendar made by Commissioner Lopez, seconded by Commissioner Ernst. Approved. 7-0 unan.*

## 6.0 Regular Agenda

### 6.1 Accept Year-End Budget Accounting for Fiscal Year 2016/2017

Stanislaus Regional 9-1-1 (SR911) Executive Director (Director) Scotty Douglass shared at the June meeting, when the final budget was adopted, it was anticipated by staff that \$175,000 would be surplus from last fiscal year. Fiscal Year 2016/2017 closed with an additional total surplus of \$99,366.

*Motion to Accept the Year-End Budget made by Commissioner Chiesa, seconded by Commissioner Hayes. Approved. 7-0 unan.*

### 6.2 Approve the Allocation of Surplus Fiscal Year 2016/2017 Funds to 1) Support the Purchase of Capital Equipment in the Amount of \$42,681, 2) Increased Training and Professional Services Budgets in the Amount of \$20,000, and 3) the Remaining Surplus Funds in the Amount of \$36,685 to the Stanislaus Regional 9-1-1 Contingency Reserve Fund.

Director Douglass shared there is currently a surplus of funds in the amount of \$99,366 from Fiscal Year 2016/2017. The recommendation is to use \$42,681 of the surplus funds to purchase and replace the Administrative Phone System, Tri-Band Portable Radios and CritiCall Laptops. In addition, it is recommended to appropriate \$20,000 of the surplus funds to be equally split between Training and Professional Services Budget Objects. Commissioner Ridenour asked how the \$20,000 was going to be split. Director Douglass shared \$10,000 would be for training to bring the Communications Training Officers up to standards for POST training and the remaining \$10,000 would be for team building and professional development. Commissioner Ernst inquired on the training amounts if it is anticipated the same amounts to be the standard for years to come. Director Douglass explained this is to get staff up to date on training and future trainings will be more in the range of \$7,000-\$7,500 a year. The remaining surplus of \$36,685 would be placed in the Contingency Reserve Fund which will increase the fund to \$381,388.

*Motion to Approve the Allocation of Surplus made by Commissioner Chiesa, seconded by Commissioner Hayes. Approved. 7-0 unan.*

6.3 Adopt Administrative Policy/Procedure 201, Dispatch Advisory Board By-laws

Director Douglass quoted the Joint Powers Authority (JPA) Agreement as stating, "the Dispatch Advisory Board is authorized to adopt bylaws, subject to the approval of the Agency." Because the Dispatch Advisory Board (Advisory Board) does not currently have by-laws, there is inconsistency as to the meeting procedures and governance of the group. This has led to having to adjust meeting schedules more formally and appointing temporary chairpersons to conduct business.

Director Douglass also advised that the bylaws, as recommended, will provide consistent structure as to how the Advisory Board conducts business and provides clarity on the role of this advisory body.

Commissioner Ridenour asked about the performance review by the Advisory Board regarding the Director. County Counsel, Thomas Boze responded that the Advisory Board is the body who reviews the Director's performance in accordance with the JPA Agreement. The results are then shared with the Commission President. **Commissioner Ridenour would like the Commission to have more input on the performance review of the Director in the future and asked that the item be placed on a future agenda to review at a later date.** Commissioner Hayes responded the agreement was structured so the Advisory Board conducts the evaluation but any employment decisions about the Director go to the Commission. Commissioner Lopez added that one of the desired tasks from the matrix study was to continue to review the current JPA Agreement. He would like the **Commission to begin reviewing the agreement in the next couple of months.**

*Motion to Adopt Administrative Policy/Procedure 201 made by Commissioner Ernst, seconded by Commissioner Irwin. Approved. 7-0 unan.*

6.4 Accept Monthly Dispatch Operations Reports for July and August, 2017

SR911 Operations and Technical Services Division Manager, Wendy Silva, shared the monthly operations report highlighting operational statistics for July and August of 2017. Commissioner Chiesa asked if the people in training were laterals or new into the dispatch business. Silva commented that two have some prior experience and the other is new. Alternate Commissioner Gordon commended staff on their "great work" in being fully staffed. Commissioner Lopez thanked Silva for the reports and added that they are easy to read and follow.

Commissioner Ernst inquired if the increase in call volume over the previous year was related to having additional wireless carriers directly routed to Stanislaus Regional 9-1-1 (SR911). Silva confirmed that SR911 has been receiving wirelessly routed calls for approximately a year and that the additional calls were more likely due to an overall increase in 9-1-1 activity and not to

additional wireless carriers being added to SR911. President Ridenour asked if the 7-digit alternative number to 9-1-1 was still valid. Silva confirmed that the 7-digit alternative of 558-HELP, is still in service.

*Motion to Accept Monthly Dispatch Operations Report made by Commissioner Lopez, seconded by Alternate Commissioner Gordon Approved. 7-0 unan.*

7.0 Informational

7.1 Status Report Regarding Dispatcher Staffing

Wendy Silva discussed the staffing report included in the meeting packet. As of September 2017 there are 39 Dispatchers and 4 Call-Takers in occupied full-time positions, fully staffed.

7.2 Status Report Regarding SR911 Technical Projects

Wendy Silva discussed the list of technical projects included in the project listing in the meeting packet. Alternate Commissioner Gordon thanked Silva for her work on the Simulcast Project. Commissioner Ernst echoed those comments.

7.3 Oral Update from SR911 Executive Director

None.

8.0 Commissioner Reports.

None.

9.0 Correspondence. None

10.0 Adjournment

Regular meeting adjourned at 1:49 p.m.

ATTESTED: Melissa Parikh  
Consolidated Emergency Dispatch Agency Commission Clerk

*The above is a summary of the minutes of the governing board of the Consolidated Emergency Dispatch Agency Commission. Complete audio minutes are available from the Stanislaus Regional 9-1-1 Administrative Office.*