



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

**June 7, 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 2:02 p.m.

Advisory Board Members Present: Stanislaus County Captain Jim Gordon (For Sheriff, Adam Christianson), Stanislaus County Assistant Fire Warden Eric Holly (For Stanislaus County Fire Warden Dale Skiles), City of Modesto Interim Fire Chief Alan Ernst, City of Modesto Police Chief Galen Carroll (After Agenda Item 4.1)

Others Present: Lisa Frazer, Alan McFadon, Wendy Silva, and John Bettencourt, Stanislaus Regional 911; Jody Hayes, Angelica Ramos, Stanislaus County Chief Executive Office, Erik Klevmyr, Stanislaus County OES-Fire Warden

**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.

Agenda item was pulled. A quorum of participating Board members did not exist. Item will be presented at July 5, 2017 meeting.

**4.0 Regular Agenda**

- 4.1 Accept Monthly Operations Reports for February through April, 2017**  
Scotty Douglass presented the reports for acceptance with the assistance of Dispatch Shift Manager, Lisa Frazer. Fire Chief Ernst requested staff provide additional breakdown of average calls per hour between emergency and non-emergency calls.

Ernst/Gordon unam. 3-0

- 4.2 Appoint and Approve the Rotation of Dispatch Advisory Board Members to the Consolidated Emergency Dispatch Agency Commission Dias, Effective June 1, 2017

Scotty Douglass explained that two members of the Dispatch Advisory Board rotate on and off of the JPA Commission annually. In the future the rotation schedule shall occur automatically as outlined in the Agenda item.

Ernst/Carroll unam. 4-0

- 4.3 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Fiscal Year 2017-2018 Meeting Dates for the Dispatch Advisory Board

Scotty Douglass presented the meeting dates for both the Dispatch Advisory Board and Commission for the Fiscal Year 2017-2018. During the current fiscal year, the Advisory Board meeting has been moved to the first Wednesday of the month allowing for more time between the Board meeting and the Commission meeting. Months when little or no business is anticipated, no meetings are scheduled.

Carroll/Gordon unam. 4-0

- 4.4 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission to Approve and Authorize the Executive Director to Negotiate and Enter into Contract with Avtec, Inc. for the Procurement of a Dispatch Radio Console

Scotty Douglass gave the background on the procurement process for the radio console. The selection team felt confident with all the participating vendors. Avtec, Inc. provided the best choice for the Agency. Jody Hayes asked for a clarification of the actual costs as how it compared with the amount available from the November 16, 2016 approval of the capital project. Douglass commented that the actual cost was less than the approved amount. Chief Carroll asked about the project timeline. Wendy Silva pointed out that the project should be completed by late November 2017.

Carroll/Gordon unam. 4-0

- 4.5 Agreement to Recommend and Forward to the Consolidated Emergency Dispatch Agency Commission the Stanislaus Regional 9-1-1 Fiscal Year 2017-2018 Final Budget

Scotty Douglass discussed the importance of returning to the Advisory Board and Commission with a final budget as opposed to submitting just one version. The Agency has a chance to review and revise expenditures and statistics used in calculating the budget. Costs for retirement, insurance and County CAP charges were updated. Also, the statistical

counts for fire and law were updated using new procedures to capture the data more accurately. Also incorporated into this budget is the application of an estimated \$175,000 surplus from the Fiscal Year 2016-2017 Budget. This will reduce charges to partners in the Fiscal Year 2017-2018 Budget.

Gordon/Carroll 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 compared to September of 2016. The Agency still has many dispatchers with less than one year experience.
- 5.2 SR911 Technical Services Division Projects Report  
Wendy Silva presented the report from the revised Technical Services Project Tracking List.
- 5.3 Dispatch Advisory Board Member Reports  
No Reports given.

6.0 Adjournment

Meeting adjourned at 2:52 p.m.

ATTESTED: John Bettencourt  
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.*