

**Central Communications, Inc. (E-911) Minutes
October 5th, 2010**

The regularly scheduled meeting was called to order at 7:38 p.m., October 5th, 2010 at Central Communications, Inc., 4317 Lamberton Road in Pennsboro, WV. In attendance were: Sam Rogers, Angie Pratt, Shirley Williams, Lavada Williamson, Executive Director John Dotson, Deputy Director John Hatfield, Renae Henning, Mary Jane Schaffer, and Pam Swisher.

MINUTES: Minutes from the Sept meeting were unavailable due to the illness of Angie Lipscomb. They will be presented at the November meeting.

TREASURE'S REPORT: The Board reviewed the financial statements prepared by the accountant. Angie Pratt reported the balances of the PIC account at \$237685.88 and the checking account at \$16020.16. Shirley Williams moved to accept the treasure's report; Lavada Williamson seconded-motion carried.

PUBLIC COMMENT: Mary Jane Schaffer and Pam Swisher were asked if they had any comment they advised not at this time. An introduction was given; Mary Jane Schaffer is the vice-president of Doddridge County EMS and Pam Swisher is the Office Manager of Doddridge County EMS.

ADVISORY BOARD RECOMMENDATIONS: NONE

OLD BUSINESS: None

NEW BUSINESS: The board had previously discussed having bi-monthly meeting due to the operations at Central Communications, Inc. are running smoothly. Lavada Williamson advised a special board meeting can be called at any time. Discussion was made and the board agreed to meet on the odd month to be more effective

with the Advisory Board meeting on the even month a vote will be made at next meeting.

The board discussed moving the November meeting being that it falls on Election Day discussion was made and the board decided they will meet on Monday November 1st at 5:30 p.m. at Central Communications, Inc.

OPERATIONS MANAGER: Angie Lipscomb could not be present due to illness but presented a report that Emergency Medical Dispatch began on September 7th and so far was running smoothly.

Dispatcher's went to the back up center on September 23rd and there were technical difficulties on Frontier's side and they advised John Hatfield it would be resolved and was shortly thereafter.

Ashley Gum had returned to work full time so the power shift has been resumed and all operations are running smoothly.

DEPUTY DIRECTOR: John Hatfield submitted his written report as follows:

The tower to be erected by the West Virginia Office of Trauma and Emergency Care System at the City of Pennsboro Industrial Park Board has been proceeding a little slowly. The gravel has been (mostly) deposited; the concrete pads and tower legs have all been poured, and the grounding system has been partially installed. As of Friday they have yet to proceed to the next step; install the building. After the building is installed they will then have to stack the tower. Lloyds has made the decision to leave their tower at the current location undisturbed.

All of our items for mounting to the tower have been received with the exception of two antennas. They were backordered, but should

ship Wednesday, 10/06/10. I had tried to get the antennas from another vendor, but they were not terribly responsive, and in the end, could have shipped on Monday and the other several week from now. There was some additional expense over what was ordered; there were additional coax hanger kits needed, as the contractor uses a hanger every 3 feet rather than every 10 feet. There were also addition shipping charges in excess of what was estimated.

The items for the Ritchie Amateur Group for the new tower have all been received. There is some additional cost over what was presented to the Ritchie County Commission for consideration of re-imbusement. There were additional coax hanger kits needed, as stated above, and again, there were also an additional shipping over what was estimated. It was also found that they had billed all the GSA items at normal cost. After many, many calls and emails, I was able to get them to issue a credit to our account for the difference.

I finally have had some contact with Polycom (and State Purchasing) concerning the teleconferencing equipment. First, according to the State Purchasing Contract Administrator, each agency deals directly with vendor; there is no contact for this equipment. The quote received from Polycom is for the lower tier system, with no multiple hosting services (meaning we can't host a meeting to multiple agencies at once. We can, however, join a multi-agency meeting hosted by another agency.) The attached quote for the amount of \$14,197.64.

In addition to his written report John Hatfield advised the following:

According to Mr. Gonzalez the tower crew will move in Thursday and they will work over the weekend and it will take about five (5) days. Sometime after that point they will hang the antennas.

John Hatfield advised the only technical problem was with Frontier at the back up center and was resolved within two (2) hours; all other equipment has been operating properly.

EXECUTIVE DIRECTOR: John Dotson reported the Emergency Medical Dispatch was going as expected and the dispatchers are learning the cards and procedures.

Tower: They are to start stacking the steel this week. We are still waiting on (2) antennas. They should ship this week.

Audit: The board needs to choose a firm. The bids that Cokeley's provided were submitted to the board.

GASB: The report was submitted to the board

ANY OTHER BUSINESS: Angie Pratt submitted a letter that was submitted to the Doddridge County Commission from the Doddridge County Ambulance Authority which a copy is attached.

The letter is requesting as of October 30th, 2010 Central Communications, Inc. will dispatch all emergency calls to the Doddridge County Ambulance Authority. Angie Pratt advised a motion was made seconded and approved with no objections by the Doddridge County Commission on this date.

Discussion was made if this change would affect the protocols & liabilities of Central Communications, Inc. Sam Rogers advised is the respective counties decision to choose which ambulance service would take their emergency calls.

Angie Pratt advised that the Doddridge County Ambulance Authority would be housed out of Smithburg Fire Department and also purchased the Big Kahuna's property.

Mary Jane Schaffer questioned what radio frequency they would be using and advised 154.400 belonged to Doddridge County Fire & Rescue and no one has approached them about requesting permission to use that frequency. Angie Pratt questioned as to if the Doddridge County Fire & Rescue owned the frequency or if the County Commission owns it. Angie Pratt advised they would check into it.

Angie Pratt advised she wanted to submit the letter due to the fact the advisory board meets on October 28th and discussion was made and it was recommended that it be submitted before the advisory board.

Angie Pratt also advised Executive Director John Dotson that Donnie Lindsey will be getting him the list of run assignments.

Pam Swisher asked if someone calls into the 911 center and request Doddridge County EMS and Sam Rogers & Executive Director John Dotson advised that Central Communications, Inc. would still have to follow protocols. They can call Doddridge County EMS direct but if they call 911 Central Communications, Inc. would have to follow their protocols.

The board will review bids submitted for audit and make a decision and will submit their decision to the accountant.

Angie moved to adjourn the meeting at 20:26; seconded by Shirley-motion carried.

Respectfully Submitted

President

Secretary