

**Central Communications, Inc. (E-911)**

**March 1<sup>st</sup> 2011**

The regularly scheduled meeting was called to order at 7:30pm. At Central Communications, Inc. 4317 Lamberton Road in Pennsboro WV. In attendance were: Sam Rogers, Shirley Williams, Jerry Evans, John Dotson, John Hatfield, & Angie Lipscomb.

**Approval of minutes:** Shirley Williams moved to approve the minutes; seconded by Jerry Evans – motion carried.

**Approval of Treasurer's Report:** The board reviewed the financial statement prepared by the accountant. The balance of PIC account at \$112,791.95 and the checking account at \$22,789.10. Shirley Williams moved to accept the treasurer's report; seconded by Jerry Evans – motion carried.

**Public Comment:** None

**Advisory Board Recommendations:** None

**Old Business:** None

**New Business:** Discussed sending two dispatchers to training at Chief Logan State Park & upgrading radio equipment. Shirley Williams moved to approve; seconded by Jerry Evans – motion carried.

**Operations Manager Report:** Central operated from back up center February 7<sup>th</sup> 2011. Reported I (Angie Lipscomb) took NIMS 100, 200, 300, 400, 700, & 800 classes. Operations at Central Communications, Inc. are running great.

**Deputy Directors Report: Deputy Director's Report – 03/01/11**

The tower being erected by the West Virginia Office of Trauma and Emergency Care System at the City of Pennsboro Industrial Park Board has been delayed by winter weather, but is now scheduled to start moving ahead this Thursday with the installation of the 38,000 pound building at the site. I have arranged with Simonton Windows the use of their parking lot to transfer the building from the road truck to a trailer used to transport the building on the hill. They foresee the tower being ready for our occupation in two weeks. We have talked again with the Ritchie County Sheriff and have provided pricing for items needed for re-locating their repeater to the tower (in the past they had turned down the offer), and to also install a remote site at Pinetwist. They are to get back with us this week; I have the order waiting for their decision (we offered to

purchase the items at GSA prices and they can reimburse us). If they decide to move, we need to get the items ASAP to take advantage of the free installation deal.

The FCC has mandated that all licensees from 150 MHz to 470 MHz convert their equipment to narrowband emissions by December 31<sup>st</sup>, 2012. I have attached a rough timeline of my plan of action for the narrow banding endeavor. Some of the equipment used by CCI and our associated agencies will need to be replaced, and all equipment re-programmed for narrowband operation. CCI is in pretty good shape overall; the only equipment needing replacement is some of the equipment used at our remote sites. We had requested a quote from Miller Communications in April of last year for the cost of the equipment and labor needed for use in a grant application being prepared by Doddridge County Fire/Rescue. Having hearing nothing from DCF/R, I have today asked Miller Communications to refresh that quote. I have furnished you with the quote from last year to ask for approval to purchase the equipment needed. The total needed should still be less than this quote even including yearly cost increases because we have decided the two portables in the quote truly aren't needed.

**Executive Directors Report:** Reported EMD Program installed at each terminal. The 911 conference will be held at Chief Logan State Park. Central wanted to send two dispatchers for training. Submitted 2011-12 budget to you for your revisions and approval. Central had Jerry to fix the heat in the bathrooms. Executive Director reported John Hatfield spoke with Joe G. on 2/23. He stated they should set the building at the Pennsboro tower within the next 2 weeks. Hopefully we will be up and running by the end of March.

**Executive Session:** Sam Rogers moved for executive session at 8:10 Jerry Evans seconded; motion carried. Board of Directors came out of executive session at 8:30. The board of Directors increased the salary for Executive Director John D. Dotson in the amount of \$3,000.00.

Jerry Evans made the motion to adjourn meeting at 8:35 seconded by Shirley Williams – motion carried.