

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

July 5<sup>th</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: Shirley Williams, Lavada Williamson, 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 the PIC account \$169,482.14 and checking \$1,251.85. Lavada Williamson moved to accept the treasurer's report; seconded by Jerry Evans – motion carried.

**Public Comment:** None

**Advisory Board Recommendations:** None

**New Business:** Gravel for trailer parking behind fence. Lavada Williamson moved to approve; seconded by Jerry Evans – motion carried.

APCO Conference: Lavada Williamson moved to approve; seconded by Jerry Evans – motion carried.

**Executive Director :**

1. We increased the Brick Street coverage from 100/300/100 to 300/500/300 with Broad Form Employers Liability included. This increased the premium to \$1917.00 . An increase of \$277.00.
2. The antennas are on the tower and we are in the process of getting ready to install the radios.
3. The 911 center was down on June 01, and June 05. After several conversation with the phone companies we believe the problems have been addressed. (Discuss)
4. James White has requested we place gravel on the area where the trailers are parked. He has gotten an estimates, and the material will cost approximately \$675.00. I believe this will help keep the trailer clean. Therefore I believe we should pay for this project, although Jim has offered to take some of his budget to help with this project.
5. The Nation APCO conference is in Philadelphia PA. This is close enough to drive. Therefore I would like to send 4 people. The cost would be approx \$3600.00 (Discuss)

**Deputy Director's Report – 07/05/11**

The tower being erected by the West Virginia State Trauma and Emergency Care System at the City of Pennsboro Industrial Park Board has made some progress. All of our antennas have been mounted on the tower; we have racks in stock to mount when we get direction from WVSTECS in where to mount them, which should be this week. Mr. Gonzales stated it would be at least a month before the propane tank could be filled, due to State purchasing guidelines, but we could fill the tank if we wished. We did choose to do so, and it was filled last Friday. The contractor that sold the generator to the State now needs to

verify proper operation before we continue, also; Mr. Gonzales has informed the contractor to do so. The next item to accomplish is antenna testing and coverage verification. We had one issue with the project; an antenna that was broken badly within its packaging. We will have to re-package it and freight it back to the manufacturer to see if they will replace the antenna. We were able to procure a very good, used antenna from Harrison County 911.

The FCC narrowbanding update; Notices were sent out to all served agencies concerning the requirements. The Ritchie County Sheriffs Department has had most of their equipment re-programmed for narrowband operation; the WVSP has been notified that they need to do so as soon as they can; the Sheriff would rather have it done with.

At this time the only equipment needing replacement that is absolutely verified is a radio for the Ritchie County Fire/EMS UHF link radio at the North Tower.

I had completed the required narrowbanding changes to the FCC licenses for several served agencies (6 licenses), but none have yet to be approved. I'm not sure why they are taking longer than our licenses did.

**Operations Manager Report:** None

**Executive Session:** Called by John Dotson to discuss a personnel issue. Executive Session beginning time: 8:13pm ending time: 8:19. No action was taken.

**Adjournment:** Shirley Williams moved to adjourn; seconded by Lavada Williamson – motion carried. Meeting adjourned at 8:20pm.