

Cass County
911 Governing Board
Meeting Minutes
April 17, 2023 at 10am

The Cass County 911 Governing Board met at 10am at Cass County Central Dispatch, 520 High St, Logansport, IN 46947. The meeting was called to order by Vice President Rick Bair.

MEMBERS PRESENT: Tracy Williamson, Rocky Buffum, Rick Bair, Travis Yike, John O'Connor, Mike Dietrich

MEMBERS ABSENT: Ed Schroder

STAFF/PUBLIC PRESENT: Director Tara Grigsby, Felicity Perez-Nuscis

MINUTES OF PREVIOUS MEETING

Travis Yike made a motion to approve the minutes of the previous meeting as presented which was seconded by John O'Connor. Unanimously approved on a motion duly made and seconded.

DIRECTORS REPORT

FINANCE

Part Time fund is low, about ½ of overtime budget has been used. Four dispatchers should be going on their own in May which will help.

CALLS, EQUIPMENT, ETC

A printout indicating calls taken by agency was shared and reviewed.

Cushing Systems was bought out by Caliber and software is being updated due to the change.

ERS will be visiting on April 24th to complete programing needed for the 800 radio project.

LEDGER

A printout of current fund balance was shared and reviewed.

TRAINING

Tara Grigsby reported dispatchers are currently working on state mandated training. Rick Bair asked what training is currently required by the state. Tara Grigsby replied Law Enforcement Dispatch, Fire Dispatch, EMS Dispatch, National Incident Management System, IDACS and a 40 hour telecommunicator course.

OLD BUSINESS

BUILDING MAINTENANCE

Tara Grigsby has been working with Richard Gundrum to get contractors to come back to finish ceiling tile replacement.

Tara Grigsby indicated their was a request for her Assistant Director to hold office hours, however she does not currently have an office. The Emergency Medical Services Director and Assistant Director have taken over the space that previously housed dispatch staff. Mike Deitrich will discuss with Richard Gundrum.

FIRE RADIO PROJECT

Rocky Buffum indicated a need to establish a transition timeline. Moving fire agencies to 800 radio becomes possible after the work to be done by ERS Monday. All portable radios have been received and distribution to county agencies is in progress. Agencies are encouraged to use this time before the dispatch center is programmed to familiarize with equipment.

Mobile radio installation is to be scheduled. Rick Bair indicated he would like to wait to switch over until after all mobile radios are installed.

Tara Grigsby asked if ERS work in dispatch should be delayed as screens would be crowded with both old and new systems on the screen at the same time.

Rocky Buffum indicated even if we wait for mobile installation it is desirable to get the capability for 800 communications ready to go. Part of the reason for this project is the county VHF Repeater is past its life expectancy and parts are no longer available. It could fail at any time. If it fails before mobiles are installed, and dispatch hasn't been updated, they would be unable to communicate with fire units via radio. If it fails and dispatch is ready to go, the system can be made to work with portable radios as an interim step.

Rocky Buffum will reach out to ERS about getting the installation window for mobile radios nailed down.

The consensus was to wait for completion of mobile radio installation to start conducting fire operations over 800 radio.

NEW BUSINESS

VACANCIES AND SALARY DISCUSSION

Tara Grigsby reports dispatch is fully staffed once those in training complete their training. Four will be going on their own in May, 1 she does not anticipate completing training. Tara reports she has a stack of applications for additional candidates.

CALL TAKING SOFTWARE

Tara Grigsby indicated this was addressed with conversations at previous meetings and could be dropped from the agenda for future meetings.

BOARD COMMENTS

Rocky Buffum indicated he had been called about dual dispatch East of Logansport with New Waverly Fire Department and asked if the issue had been addressed. Tara Grigsby replied the ESN shape was not drawn correctly and it has since been updated which should resolve the issue.

NEXT REGULAR MEETING

The next regular meeting is scheduled for June 19, 2023 at 10am.

PUBLIC COMMENTS

None

ADJOURNMENT

A motion to adjourn was made by John O'Connor, which was seconded by Travis Yike. Unanimously approved on a motion duly made and seconded.

Respectfully submitted,



Rocky Buffum, Board Secretary