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PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE

Meeting Minutes April 28, 2009

Convened at 2:40 PM

Present: Portage County Commissioner Charles W. Keiper II; Robert Keller, Brimfield Fire; Matthew Radigan, Kent State University Police, James Deffenbaugh, Palmyra Township Trustee; Tim Paulus, Palmyra/Edinburg Fire; Bill Lillich, City of Kent; Mayor Lynn McGill, City of Aurora; Jon Barber, Director, Office of Homeland Security and Emergency Management; Seth Reiwaladt, Aurora Police Department; Dave Ruller, City of Kent; Deborah Mazanec, Clerk, Portage County Board of Commissioners.

CALL TO ORDER AND INTRODUCTIONS

Chairman Commissioner Charles W. Keiper II
Aurora Mayor Lynn McGill
Kent City Manager David Ruller

PURPOSE OF THE MEETING

At the March 19, 2009 meeting, the 9-1-1 Planning Committee agreed to invite Portage County communities to this meeting to consider the makeup of the Technical Advisory Committee, in accordance with ORC 4931.42. The Planning Committee also agreed to a target date of August 30, 2009 to hear the results from the Technical Advisory Committee.

Meeting notices were sent to all Portage County township trustees, cities and villages, fire and police officials, and telephone companies serving Portage County.

The Planning Committee discussed the make-up of the Technical Advisory Committee noting the Ohio Revised Code requirements as follows:

ORC 4931.42 (C) The 9-1-1 planning committee shall appoint a 9-1-1 Technical Advisory Committee to assist it in planning the countywide 9-1-1 system. The advisory committee shall include at least one fire chief and one police chief serving in the county, the county sheriff, a representative of the state highway patrol selected by the patrol, one representative of each telephone company in each case selected by the telephone company represented, the director/coordinator of emergency management appointed under section 5502.26, 5502.27, or 5502.271 of the Revised Code, as appropriate, and a member of a board of township trustees of a township in the county selected by a majority of boards of township trustees in the county pursuant to resolutions they adopt.

Director Jon Barber, Portage County Office of Homeland Security and Emergency Management, noted that he thought many of the Portage County communities read the invitation and may not have realized they needed to send a letter of interest. He did receive a call from Chief Riewaldt [Aurora Police Department] who is in attendance today. He believes that many may have taken for granted that they would have a place at the table since they are part of the process. Sheriff Doak expressed interest in representation as well as the State Patrol who was in attendance at the meeting this morning.

The Planning Committee received two (2) letters of interest for serving on the Technical Advisory Committee on from City of Aurora Police Chief Seth Riewaldt and the second from Kent State University Assistant Chief of Police Dean Tondiglia. Director Barber indicated that Sheriff Doak and the State Highway Patrol have expressed an interest. The City of Ravenna has a PSAP and expected that they were already in the mix as well as the City of Streetsboro. There are six (6) PSAP's and he believes that all will be expecting to be in the discussion.

Director Barber went on to explain that when the initial advisory committee was in play, the phone companies were on the Technical Advisory Committee because the system itself was being built. Now that the 9-1-1 system is in place, he believes that although the code still speaks to who the Technical Advisory positions are, we may not need a representative from each phone company and wireless phone provider in this County. Because we're looking either at a single system or the current PSAP or expanded to other agencies or to consolidate, he believes, are decisions the groups within themselves need to make. Mr. Barber recommended that the committees get together to discuss and bring a recommendation back to the Planning Committee in regards to the direction that they feel is most suitable for the County.

Mr. Ruller brought up the fact that Director Barber indicated that the ORC requires "at least one Fire Chief, one Police Chief...". Does that mean that it would be acceptable to have more than one on the committee? Director Barber responded yes, referring to ORC 4931.42, where it explains the advisory committee shall include "at least" one. In the past, it has always been the President of that association (ie. Police Chief, etc.), but anyone would be considered. The ORC also indicates one

representative from each telephone company, but this includes all the wireless providers, voice over IP, ATT, etc. Director Barber continued, saying that he is not sure what their role would be on the Technical Advisory Committee because this committee is created to determine whether to build six, one that we could share, or consolidate services, and he believes those recommendations need to come from the users.

Mayor McGill asked what the timeframe would be. Commissioner Keiper responded that that he would like to see a decision made by August. The Mayor asked what is considered the correct number of people on a "working committee"? There are two (2) people that want to serve, probably more. Director Barber responded that he believes there needs to be a representative from each PSAP (4) and a single representative from either the Fire Chiefs' Association and the Police Chiefs' Association or more if they want to send more than one representative.

Chief Keller stated that he serves on the Communication Subcommittee for the County Fire Chiefs and the recommendation from the subcommittee is that he will serve on the Technical Advisory Committee with Chief Williams as an alternate. This has to be approved by the committee on the first or second Monday in May.

Commissioner Keiper added that the Planning Committee could appoint one member and an alternate. Mayor McGill asked if we could convene this committee with nine people? Commissioner Keiper indicated that he would prefer a committee of seven or nine members. He added that there are six PSAPs (five that we receive money, the Sheriff is seven, a Fire Chief would be eight, and a Police Chief would be nine. Director Barber noted that the Sheriff is considered a PSAP so he's one of the six, but adds the State Patrol so that's nine (9) plus a trustee representative or association member (10) plus the Planning Committee. The Planning Committee does not have to be on the committee as the recommendations come back to that body.

Clerk Mazanec wondered about the telephone companies and Director Barber indicated that the ORC calls for telephone companies' representation. Clerk Mazanec said that the position should be listed even if no one serves. Director Barber said that there are possible 15-20 different organizations between phone companies, wireless and voice over IP.

Commissioner Keiper shared that if the law says "shall include at least one fire chief, one police chief, county sheriff, a representative of the State Highway Patrol, one representative of each telephone company, each case selected by the telephone company represented, the Director or Coordinator of Emergency Management appointed as appropriate and a member of the Board of Township Trustees of the Townships in the County selected by a majority of the Boards of Township Trustees pursuant to a Resolution that they adopt."

Commissioner Keiper stated that each Board of Trustees has to agree to this appointment and adopt a resolution. He further indicated there is no mention of a representative for each PSAP serving on the TAC.

Director Barber said that the challenge is that this law was written when 9-1-1 was formed in 1990 and was never updated. Under the new law, which took effect in January 2009, the Technical

Advisory Committee was not addressed for next generation 9-1-1. Each telephone company has wireless, wire, voice over IP phone companies and IP service.

Commissioner Keiper noted that he would rather have a committee that provides representation but it's safer for us to follow the law. We can include the PSAPs and others as it doesn't say we can't. Mayor McGill pointed out that the ORC is really specific on what they say so we have to follow it. Director Barber reiterated that there's going to be representation by the six (6) PSAPs and the other listed required personnel. Director Barber noted that Jim Deffenbaugh, Palmyra Township Trustee, was present noting that each Board of Township Trustees would have to send a resolution of appointment to the Township Trustees Association.

Commissioner Keiper reiterated that each township has to send their concurrence. "A member of a Board of Township Trustees of the Township of the County selected by a majority of Boards of Township Trustees in the County..." In other words, the Association can put forth a member with concurrence of a majority of the Townships. The Planning Committee has no choice in that appointment.

Director Barber agreed to send a notice to the Township Association requesting an appointment. Commissioner Keiper added the next meeting of the Association is the third Saturday in May.

Director Barber indicated he will have to send letters to the phone companies for a representative, also. Commissioner Keiper suggests we put a deadline on the response date so we will be covered.

Clerk Mazanec asked if the Committee could adopt a resolution by position without naming and let Director Barber fill in names later? She further indicated that the Committee doesn't have to wait for the Townships to meet, they only need to send a letter indicating they heard from a majority of the Townships and this is the person, official action isn't necessary.

Director Barber said that a letter is needed to each Township indicating the need for a single representative to represent the Township Association. Commissioner Keiper added that he would be open to a second appointment if a person stands out and wants to serve.

Commissioner Keiper stated that, if a resolution is needed, it would include a member of each of the six PSAPs. Chief Riewaldt questioned this issue noting that the PSAPs are represented by the Chief in Law Enforcement. Theoretically, he could be here representing the County as Police Chief plus bring in someone from the Aurora Police representing PSAP so does he get two votes?

Commissioner Keiper understands and is willing to do with less people as long as the PSAPs are not offended. The Sheriff must be included by law, the OSP by law, one fire chief as recommended by the Fire Chief's Association, one police chief as recommended by the Police Chief's Association, and one member of each telephone company should they choose to serve.

Director Barber indicated we have two letters of interest and both are from the Law Enforcement side. He highly respects each individual and feels their input would be beneficial.

Clerk Mazanec asked if the Committee allows for alternates to attend as well so it would be one member and alternate? Commissioner Keiper responded that it would be quicker if it's just one member. Mayor McGill feels it's nice to bounce ideas off another person but allow only one vote or recommendation to the Board.

The Planning Committee agreed the Technical Advisory Committee meetings would be public meetings and anyone may attend and participate in the discussion at the pleasure of the committee.

Matthew Radigan indicated he was sent on behalf of Chief Peach and Officer Tondiglia as a proxy to reiterate Officer Tondiglia's interest to be on the committee as a Technical Advisor. From a technical expertise viewpoint, Mr. Radigan felt it important to have him on the Committee.

Mr. Ruller noted that the KSU PSAP is now an unfunded PSAP. Director Barber indicated that the thought is to eliminate appointment of the PSAPs. Director Barber continued to say that Officer Tondiglia has given some technical expertise in the past and sent a letter of interest, one of only two. Commissioner Keiper noted that he doesn't mind appointing the list plus the two people that applied or going back to the PSAPs. The larger the group, the harder it is to reach a consensus. Ultimately, it comes down to the Planning Committee.

Mayor McGill asked if a small telephone company that provides service to a few customers would have a vote in how the County's 9-1-1 system operates? Director Barber responded that the code does say that. Mayor McGill added the recommendation comes back to the Planning Committee and they are counting on this committee to give a good recommendation. If there are six required positions and we put in Officer Tondiglia and Chief Riewaldt that is eight. There should be at least nine in cases of tie voting so who's the extra person? He added that he is not worried about the telephone companies but the people serving on the committee should have the ideas and ask the telephone companies for their help when they're stuck.

Mayor McGill suggests that we send letters to landline companies that would meet this code. Commissioner Keiper agreed but he doesn't mind doing the major wireless companies. Director Barber indicated that original members of the phone companies were GTE, Alltel, and United Telephone.

It was moved by Lynn McGill, seconded by Dave Ruller to appoint seven members to the 9-1-1 Technical Advisory Committee by position with alternates to be chosen by the member. Landline telephone companies would be contacted and asked for a landline and wireless service representative. Voice vote as follows: Lynn McGill, Yea; Dave Ruller, Yea; Charles W. Keiper II, Yea./Resolution No. 09-002.

Director Barber suggested the Technical Advisory Committee try to schedule a meeting late May. Commissioner Keiper directed Director Barber to set the meeting and staff it. Director Barber asked if the Planning Committee wants a recommendation back before sometime in August? Commissioner Keiper agreed, if possible.

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RE: APPOINT PORTAGE COUNTY 9-1-1 TECHNICAL ADVISORY COMMITTEE FOR THE 9-1-1 PLANNING COMMITTEE.

It was moved by Lynn McGill, seconded by David Ruller that the following resolution be adopted:

WHEREAS, Ohio Revised Code 4931.42 (C) states that: "The 9-1-1 planning committee shall appoint a 9-1-1 technical advisory committee to assist it in planning the countywide 9-1-1 system. The advisory committee shall include at least one fire chief and one police chief serving in the county, the county sheriff, a representative of the state highway patrol selected by the patrol, one representative of each telephone company in each case selected by the telephone company represented, the director/coordinator of emergency management appointed under section 5502.26, 5502.27, or 5502.271 of the Revised Code, as appropriate, and a member of a board of township trustees of a township in the county selected by a majority of boards of township trustees in the county pursuant to resolutions they adopt"; and

WHEREAS, the Portage County 9-1-1 Planning Committee met on April 28, 2009 to consider the appointments to the Portage County 9-1-1 Technical Advisory Committee; now therefore be it

RESOLVED, that the 9-1-1 Technical Advisory Committee will be appointed as follows. Each appointed member may name an alternate although only one vote between the member and the alternate will be allowed:

The 9-1-1 Technical Advisory Committee members shall include:

1. One fire chief to be appointed by the Portage County Fire Chiefs' Association
2. One police chief serving in the county to be appointed by the Portage County Police Chiefs' Association
3. The Portage County Sheriff
4. A representative of the state highway patrol selected by the patrol
5. One representative of each telephone company, should they choose to appoint a representative
6. The Director of the Portage County Homeland Security and Emergency Management Office
7. A member of a board of township trustees of a township in the county selected by a majority of boards of township trustees in the county pursuant to resolutions they adopt; and be it further

RESOLVED, that the Portage County 9-1-1 Planning Committee finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the

public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Lynn McGill, Yea;

Dave Ruller, Yea;

Charles W. Keiper II, Yea.

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Motion by Mayor McGill, seconded by Mr. Ruller to adjourn at 3:10 PM. All in favor, motion carries.

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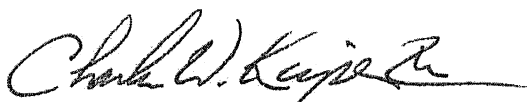
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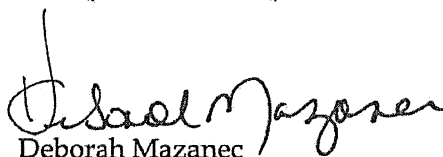
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Charles W. Keiper II

Chairman/President

Portage County Board of Commissioners



Deborah Mazanec

Clerk, Portage County Commissioners

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