

Barnes County Emergency Services Advisory Committee  
Meeting minutes

Wednesday, October 5, 2011

Meeting called to order by Eldred Knutson at 0900.

Members present: Eldred Knutson, Mark McDonald, Andrea Suhr, Scott Miller, DuWayne Didier, Kim Franklin and Gary Retterath. Barnes County Commissioner John Froelich also in attendance.

Andrea Suhr provided some papers with additional information for general knowledge, including a general history of the 911 system, a list of allowable expenditures for the 911 Fund, and a copy of the agreement with State Radio for the transfer of 911 calls during an emergency.

A Chairperson needs to be elected. DuWayne Didier nominated Kim Franklin; 2<sup>nd</sup> by Scott Miller. Motion to cease nominations made by Mark McDonald; 2<sup>nd</sup> by DuWayne Didier. Vote taken, motion carried unanimously. Kim Franklin elected Chairperson.

Discussion of the goals of the Barnes County Emergency Service Communications System (ESCS) and determined that they are as follows:

- Review the policy (guidelines) of the committee
- Produce updated contracts between Barnes County and the City of Valley City
- Create spending guidelines for the committee/911 Fund – As stated by Eldred Knutson, as a Barnes County entity Dispatch shall follow the counties spending guidelines which enable the department head to spend up to \$500 without prior approval; up to \$1,000 with the approval of the portfolio holder (ESCS); and more than \$1,000 needs to be pre approved by the Barnes County Commission
- Create a written plan for rural addressing
- Create a formal records retention plan for 911 Dispatch
- Members are encouraged to attend the Barnes County Commission meetings to bring up any concerns and/or updates that affect the Committee or 911
- When vacancies of dispatch personnel are encountered, members are encouraged to attend any potential interviews to assist in hiring dispatchers/meetings regarding filling said positions
- Meetings will be held a minimum of two (2) times per year: once in January or start of the year, and again prior to budget submission. Other meetings may be scheduled as needed. Need to publish meeting date, time, and location as it is a public meeting, and also publish the minutes after the meeting is held.
- Create a log for documentation of concerns/issues with 911 Dispatch to be completed when issues arise, including the date and time complaint/issue received, who received the complaint, name of complainant, resolution, and date and time resolved. This log will be reviewed at the Committee meetings and/or as needed.

A motion was made by Gary Retterath to have meetings a minimum of bi-annually; 2<sup>nd</sup> by DuWayne Didier. Vote completed, motion carried unanimously.

Andrea Suhr advised the Committee that currently, there is no formal written plan in place for rural addressing or for records retention. Andrea will create plans for both of these for review of the board. Kim Franklin will send Andrea the link to the State of North Dakota records retention guidelines.

The ESCS Guidelines were reviewed by the members present and a motion to approve the guidelines with said changes was made by Andrea Suhr; 2<sup>nd</sup> by Eldred Knutson. Vote completed, motion carried unanimously.

The need for a maintenance schedule for testing of the generator for 911 Dispatch Center was discussed. It is the desire of the Committee that the generator be tested manually at least monthly. Currently, the generator does a self-test every Tuesday; however, there has been no documentation of the test since installation of the generator.

Request from Fingal Fire Department/1<sup>st</sup> Responders for dispatch to not give the name of the resident when dispatching medical calls. Discussion by Committee members brought agreeance that providing this information to responders improves response time while limiting the amount of time that dispatch is taken away from a 911 call. It is the desire of the Committee at this time to continue dispatching responders using this information in addition to giving the 911 address and common sense directions.

The Committee discussed the status of the Oriska Fire Department and their non-response to fire calls. It was noted that there has been a failure to respond by this department for quite some time. Kim Franklin stated that she has also been unable to make contact with their department. The Committee discussed what, if anything, should be done due to their lack of response. Andrea Suhr will do some checking into the appropriate route to proceed at this time. Andrea Suhr advised the committee that the 911 Dispatch Center is currently working with the City of Valley City to update dispatch computers and program software, radios, and 911 phone system (Positron). She will make sure that if and when the City decides to implement these updates, that the bids, etc., will be provided to the Committee for review and presentation to the County Commission prior to purchase.

A motion was made by Eldred Knutson to adjourn the meeting; 2<sup>nd</sup> by Gary Retterath. Meeting adjourned at 10:25 am.

Respectfully submitted,

Andrea Suhr  
911 Coordinator