



PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE
PORTAGE COUNTY ADMINISTRATION BUILDING
Thursday, January 27, 2022
Convened: 1:00 PM

Meeting Location: Portage County Administration Building, 449 S Meridian St, Ravenna Ohio. Room 708

Present: Portage County Commissioner Sabrina Christian-Bennett, City of Streetsboro Mayor Glenn Broska and City of Kent Manager Dave Ruller.

Others in Attendance: Portage County Sheriff's Office Major Larry Limbert, City of Kent Police Chief Nicholas Shearer, City of Kent Police Captain Jennifer Ennemoser, City of Ravenna Police Chief Jeff Wallis, City of Ravenna Police Department David Rarrick, City of Ravenna Police Captain Jason Smallfield, City of Streetsboro Police Chief Tricia Wain, City of Streetsboro Police Lieutenant Richard Polivka, Kent State University Police Chief Dean Tondiglia, Kent State University Police Dispatch Supervisor Alisen Butcher, City of Aurora Police Lieutenant Rob Hagquist, Portage County Homeland Security & Emergency Management Director Ryan Shackelford, Portage County Prosecutor Division Chief Chris Meduri, Portage County Homeland Security & Emergency Management Deputy Director Brett Lee, and Portage County 9-1-1 Coordinator Daniel Young.

Portage County Commissioner Sabrina Christian-Bennett called the meeting to order at 13:16.

There were no prior meeting minutes to approve.

9-1-1 Coordinator Daniel Young stated the purpose of the meeting was to discuss proposed changes to the county's current 9-1-1 plan and provide discussion on the proposed changes. The 9-1-1 Planning Committee would not vote to amend the current plan at this meeting as another meeting would be scheduled to vote on the proposed changes to the plan.

Daniel Young discusses the proposed changes to the county's 9-1-1 plan.

- Wireless Carriers information was moved from page 2 to page 1 to allow for formatting of the Portage County PSAP locations.
- Portage County PSAP Locations changed from PSAPs A – G to consolidating PSAP A: Portage County as the Portage County Sheriff's Office location, City of Kent Police Department location, Kent State University PD Location, City of Ravenna Police Department Location, and the City of Streetsboro PD location and PSAP B: City of Aurora. Change was necessary to reflect the fact that in Portage County we operate as 2 PSAPS with PSAP A having multiple remote locations.
- Costs and Funding, the MOU and resolution location was changed from Portage County EMA to the Portage County 9-1-1 Office.
- Portage County NG 9-1-1 Cost Breakdown chart was updated to reflect the 3 additional Vesta 9-1-1 answering positions requested by the City of Ravenna PD, City of Kent PD, and Kent State University PD. There was also a correction to the networking cost to Kent City PD as when operations were moved to the new police department, the county was able to get a better rate on the circuit than what was originally contracted at the start of the county's hosted solution.
- Heading of "PSAPs" was changed to locations to reflect all of the centers are locations and not PSAPs.
- Host Network A was broken down into Host Network A and Host Network B to show we have a primary connection to the host and a secondary redundant connection.



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- Added line under 9-1-1 Coordinator that PSAPs must respond to all inquiries made by the 9-1-1 coordinator in the time frame requested by the 9-1-1 coordinator.
- Discussion for authority of the 9-1-1 coordinator in regards to a center that falls out of compliance or that refuses to meet the standards set by the state for primary PSAPs. Commissioner Christian-Bennett referred to Chris Meduir to research for further guidance through the ORC on what steps the board could take if a center does fall out of compliance or refuses to comply with standards and the county loses the funding for 9-1-1.
- The following sections were changed only to reflect the current language of OAC 5507.
 - Prioritization
 - Minimum Training Standards (5507-1-07)
 - Component 1 – General Knowledge
 - Component 2 – General Skills
 - Component 3 – Agency Skills
 - Component 4 – Call Taking Skills
 - Continuing Training Standards (5507-1-08) – discussion by Daniel Young to point out that 5507-1-08 was changed to require all 9-1-1 Telecommunicators will be required to view the state's provided 2 hours of continued education material as well as an additional six hours of additional job related training. For the state audit, centers will have to show proof of training for all telecommunicators for 8 hours of training.
 - Emergency Medical Dispatching (5507-1-09)
 - Emergency Power (5507-1-10)
 - Security (5507-1-11)
 - Minimum Capability (5507-1-12)
 - Temporary PSAP (5507-1-13)
 - Logging/Recording (5507-1-15)
 - Graphical Information Systems (5507-1-16)
 - Statistical Analysis (5507-1-17)
 - Minimum Call Answering Standards (5507-1-18)
 - Rules Enforcement (5507-1-19)
 - ORC Section 128.01 – Definitions

Daniel Young discusses our current position counts, costs, and income.

- 14 Positions for the Portage County PSAP.
- Each position costs \$1,000.00 per month per position.
- Total cost annually for positions; \$168,000.00
 - Portage County Sheriff's Office – 4 Positions / \$48,000.00 annually.
 - City of Ravenna Police Department – 2 Positions / \$24,000.00 annually.
 - City of Kent Police Department – 3 Positions / \$36,000.00 annually.
 - Kent State University Police Department – 3 Positions / \$36,000.00 annually.
 - City of Streetsboro Police Department – 2 Positions / \$24,000.00 annually.



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- Networking fees are the cost for the 9-1-1 connection between the host and the dispatch center as well as the connection to Host A and Host B, the redundant server.
- Total networking fees annually; \$32,988.00
 - Portage County Sheriff's Office - \$4,500.00 annually / \$375.00 monthly.
 - City of Ravenna Police Department - \$3,684.00 annually / \$307.00 monthly.
 - City of Kent Police Department - \$3,420.00 annually / \$285.00 monthly.
 - Kent State University Police Department - \$4,500.00 annually / \$375.00 monthly.
 - City of Streetsboro Police Department - \$3,684.00 annually / \$307.00 monthly.

Daniel Young then discusses the current expenses vs income for current positions, adding 1 position, 2 positions and then 3 positions. Networking cost does not go up with the number of positions.

	Current	1 Additional Position	2 Additional Positions	3 Additional Positions
Positions:	(14) \$168,000.00	(15) \$180,000.00	(16) \$192,000.00	(17) \$204,000.00
Networking:	\$32,988.00	\$32,988.00	\$32,988.00	\$32,988.00
Sub Total:	\$200,988.00	\$212,988.00	\$224,988.00	\$236,988.00
9-1-1 Coordinator Salary:	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00
Total Expenses:	\$260,988.00	\$272,988.00	\$284,988.00	\$296,988.00
2021 Income:	\$308,073.57	\$308,073.57	\$308,073.57	\$308,073.57
Expenses:	\$260,988.00	\$272,988.00	\$284,988.00	\$296,988.00
Balance:	\$47,085.57	\$35,085.57	\$23,085.57	\$11,085.57

The Portage County Sheriff's office is also requesting an additional \$40,000.00 from the 9-1-1 funding to help cover the cost of the 9-1-1 Coordinator. The salary of the 9-1-1 Coordinator is \$60,000.00 annually, adding benefits and other expenses brings the true cost of the position to about \$91,000.00 annually. The request for the \$40,000.00 is to allow fluctuation for the cost of the position without requiring adjusting the 9-1-1 plan annually to account for raises, healthcare and other expenses that could increase in the position. The total cost of the additional three 9-1-1 positions as well as the increase to the coordinator's salary would bring expenses to \$336,988.00. The fund would require \$28,914.34 of the reserve funding in the account to pay these items annually. Mayor Broska and Commissioner Christian-Bennett stated that we could not allow our expenses to pull the fund into the negative.

At the end of 2021, the 911 fund had a reserve of \$575,305.00 so the positions and salary increase could pull from the reserve for multiple years if nothing in the expenses changed and the income stayed static at \$308,073.57.

Commissioner Christian-Bennett explained that her understanding of the cost sharing with the sheriff's office is that the sheriff did assign duties to the 9-1-1 coordinator outside the job duties of the 9-1-1



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coordinator. Major Limbert advised that Daniel Young was removed from all dispatch duties and is doing only 9-1-1 coordinator duties.

Mayor Broska asks if the centers requesting additional positions are planning on staffing all positions 24/7. Chief Shearer states that his center does have 4 dispatchers on shift on occasion. Daniel Young states his support in additional positions for Kent City and Kent State as the centers as well as the Sheriff's Office utilize each other's centers in backup situations as all three centers are on the same CAD platform. Ravenna PD, Streetsboro PD and Aurora PD share the same CAD system.

Dave Ruller asks with the request of additional money for the 9-1-1 coordinator's salary, what has changed with the job since originally it was stated that the job would not be a full-time position. Major Limbert states that as state made changes, more attention from the coordinator should be put on 9-1-1 for Portage County. Ryan Shackelford states there are much more duties and opportunities that the 9-1-1 coordinator could take part in if the focus was strictly on 9-1-1 for Portage County.

Dave Ruller makes the motion to refer the topic to the Portage County 9-1-1 Technical Advisory Committee (TAC) for further discussion on the job duties and which county division the job would fall under. Commissioner Christian-Bennett seconded.

Commissioner Christian-Bennett = Yes Mayor Broska = Yes City Manager Ruller = Yes

Dave Rarrick notes research into the ending of the contract with AT&T for the 9-1-1 system is coming close, possibly May.

Director Shackelford advises the board that the 9-1-1 TAC already approved the additional positions so the board can move forward with the decision on that.

Director Shackelford advised the members of the 9-1-1 TAC are made up of Police Chief Association, Fire Chief Association, EMA, Township Trustee Association, Telephone Company, and any other member that has a stake in 9-1-1.

Mayor Broska states he's in general concurrence of adding the 3 additional Vesta Phone Positions. Commissioner Christian-Bennett agreed. Stated again, the 9-1-1 Planning Committee's goal of today's meeting was only to discuss the changes, the board will have to meet again to approve the changes to adopt the new plan.

Commissioner Sabrina Christian-Bennett, Chairwoman

Mayor Glenn Broska, Committee Member

City Manager Dave Ruller, Committee Member

Daniel Young, 9-1-1 Coordinator

PLEASE SIGN IN

BOARD OF COMMISSIONERS' MEETING

911 Committee Mtg
1/27/22

NAME	ADDRESS	EMAIL	PHONE
JEFF WALLIS	RAVENNA P.D.		330-296-6436
TRAC SMALLER	RAVENNA P.D.		330-296-6484
BOB MAGUIST	AURORA PD		330-562-8181
BETH LEE	Portage CO. EMA		330-347-3607
DANIEL MCELIC	WINONA PD		330-246-6486
TRAVIS LAM	STARKBOND PD		330-626-4976
RICH PALLIVA	STARKBOND PD		(330) 626-4976
ALISE BUTCHER	KSU PD		330-672-2212
RYAN SWANSON	PC EMA		330-697-2689