**Emergency Communications Advisory Board**

**April 10, 2025**

**Members present:** Sheriff Jeff Easter,Firefighter Brian Finan, Chief Kevin Lanterman, Chief Brandon Russell, Chief Tammy Snow, Director Julie Stimson, Chief John Turner, Chief Jeff Whitfield, and Chief Doug Williams.

**Alternate Board Members:** Deputy Chief Lem Moore, Greg Gann, and Captain Aaron Moses.

**Also, present:** Director Elora Forshee, Deputy Director Alayna Moreno, Connor Murphy, Jackie Blackwell, Colonel Shannon Reed, and Kirk Sponsel.

1. **Call to Order – Director Julie Stimson called the Meeting to order with a quorum present.**
2. **Approval of Minutes from February 13, 2025 Meeting – Approved**
3. **Director’s Report – Director Forshee**
   1. **Bylaw Review –** The current bylaws were drafted in 2017 but voted on by Commission or City Council. In conferring with Sedgwick County Legal, the Board needs to request an amendment of the resolution to align with the Bylaws. There are three areas to examine:

Article I, Section 3 – The current resolution includes only temporary membership of Derby and Haysville representatives, then shifting to just suburban representatives. The bylaws include permanent representation of Derby PD and Derby Fire and then a suburban representative for both law enforcement and fire. The motion was made to modify the resolution to include a representative from the Derby Police Department, a representative from the Derby Fire Department, a representative for suburban law enforcement agencies, and a representative for suburban fire departments. The motion passed in a unanimous vote.

Article II, Section 1, Subsection a – The current resolution includes broad language of the Board’s purpose to be to determine operational policies and procedures for Emergency Communications. The bylaws are more specific to state that the Board shall review and approve operational policies and procedures in context of effect on all agencies dispatched by Emergency Communications. Both include similar language with regard to reviewing technology. The motion was made to modify the language in the resolution to specify that the Board would provide oversight for policy and in context of their effect on all agencies dispatched by Emergency Communications. The motion passed in a unanimous vote.

Article V, Section 1– The bylaws state that the Board, by majority of a quorum vote, may amend the bylaws as long as they are not in contravention of any laws or ordinances. A motion was made to also include the Resolution that established the Advisory Board to ensure that future bylaws were not in alignment with the Resolution. The motion passed in a unanimous vote.

A motion was made to include language in the Resolution to provide Board representation for any future Cities of the First class that may be identified within Sedgwick County to include their police and fire chiefs upon that designation. The motion passed in a unanimous vote.

* 1. **Jensen Hughes Dashboard Updates** – Board members were directed to updates that are to be posted on the Jensen Hughes Dashboard and provided opportunity to ask questions about said updates, to which there were none. Specific to the Advisory Board, the considerations provided by Jensen Hughes were all either under development or completed.
  2. **2026 Budget Development –** The following budget enhancement requests have been made:

Accreditation Manager

20 Call Taker FTEs

Funds requested for additional phone consoles, $18,000 per system.

$5,000 for public education and collection of public feedback

Issues Tracking System

* 1. **Training Curriculum Development** – Meeting with designees with the fire departments on April 25, and also working with LE, and Derby to work with our Call Takers/Dispatchers in a training atmosphere; will work with EMS individually.

1. **Subcommittee Reports**
2. **LE Subcommittee – Deputy Director Moreno –** First meeting scheduled April 24, 2025 at 1500 to look into information that the 911 staff gathers from the callers and if what is being obtained is needed by the LE.
3. **EMS Subcommittee** – **Division Chief Reed** – Meeting scheduled with Deputy Director Moreno the third Monday each month. Hospital transfers, logistics about training in CAD for EMS, extra radio channels not being used, looking at using them for hospitals.
4. **Fire Subcommittee** – **Chief Turner –** Last meeting was April 2, 2025 – PROQA possibly implementing that in September 2025. Paging/Alerting – a consultant is being hired, per Director Forshee – ECOM is also looking at a Radio Consultant, would like to work together on this to refrain from spending more money with First Wireless & KCOM.
5. **Staffing, Recruitment, and Public Education Report – Jackie Blackwell –** Three double fill positions, will be reduced to two as of April 11. The next academy class will graduate May 2 with 15 recruits. Our next start date for new Call Taker applicants will be May 27, 2025. As for public education, Jackie attended the following career fairs: Butler County Community College, WSU-Criminal Justice, Veterans Administration, and South High School CSI Day. Jackie met with Citizens Police Academy, Hispanic Citizens Police Academy, Wichita Fire Academy, and Clearwater Senior Center; and in the upcoming weeks she will attend the ICT Open Streets, NOMAR, and Maize Career Day.
6. **Off Agenda Items -** 
   1. **Active Shooter Exercise After-Action Meeting – Director Stimson** – April 16, 2025 @ Noon.
   2. **Telecommunicators Week** / April 13 – 19
   3. **EMS Week** – May 18th – Celebrating 50th Year Anniversary

**Motion to Adjourn @ 1504**