

**PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE  
PORTAGE COUNTY JUSTICE CENTER  
EMERGENCY OPERATIONS CENTER**

**Tuesday, May 8<sup>th</sup>, 2018**

**Convened: 1:00 PM**

**Present:** *Portage County Commissioner Vicki Kline, Streetsboro Mayor Glen Broska and Kent City Manager Dave Ruller*

**Others in attendance:** *Kent State University Police Support Manager Matthew Radigan, Streetsboro Chief of Police Darin Powers, Portage County Sheriff's Office Chief Deputy Dale Kelly, Mantua Village Chief of Police Joe Urso, Aurora Police Lieutenant Rob Hagquist, Portage County Sheriff's Office Peter Kacarab, Portage County 9-1-1 Coordinator Joleen Clelland, Kent Police Captain Jayme Cole, Garrettsville Village Police Chief of Police Timothy Christopher, Ravenna Police Captain Dave Rarrick, Portage County Chief Assistant Prosecutor Denise Smith, Portage County Budget and Financial Management Director Todd Bragg*

---

Chair Commissioner Vicki Kline called the meeting to order at 1:04 P.M.

There were no meeting minutes to approve.

Commissioner Kline stated the purpose of the meeting was to consider and discuss the following items:

1. Recommendations to Reappoint 9-1-1 Technical Advisory Committee (TAC)
2. Recommendations for updating the County 9-1-1 Plan
3. State 9-1-1 Compliance Standards and auditing procedures
4. County 9-1-1 funds balance and future funding options

Joleen stated the purpose of the 9-1-1 Technical Advisory Committee (TAC) convening is to make recommendations back to the 9-1-1 Planning Committee for needed 9-1-1 Countywide Plan amendments.

---

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

*Tuesday, May 8th, 2018*

It was moved by Mr. Ruller and seconded by Mayor Broska that the following motion be adopted:

**WHEREAS,** Ohio revised Code 128.06 (C) states: The 9-1-1 planning committees shall appoint a 9-1-1 Technical Advisory Committee to assist 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 from 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 5502.06, 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 May 8<sup>th</sup>, 2018 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 (TAC) shall have members representing the following groups:

1. Police Chief Dean Tondiglia
2. Fire Chief David Barnes
3. Portage County Sheriff David Doak
4. Portage County EMA Director Ryan Shackelford
5. Portage County Township Trustee John Kovacich
6. Representative State Highway Patrol

, 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

*Tuesday, May 8th, 2018*

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

Motion by Mr. Ruller to reappoint TAC. Seconded by Mayor Broska. All in favor. None opposed. Motion carries.

Vote as Follows:

Vicki Kline, Yea;                      Dave Ruller, Yea;                      Glen Broska, Yea.

---

Joleen addressed new State of Ohio PSAP Operations Rules that will go in affect on May 12<sup>th</sup>, 2018. All of the PSAP's should be in compliance already. The state will now be auditing Portage County each July to ensure the standards are being met. The 9-1-1 County Coordinator will receive an audit pack from the State of Ohio and the coordinator will assist each PSAP in completing the data requested. This auditing is what will determine any reduction in funding from the GAF funds. There will also be required Continuing Education Training that the state will disperse to the Coordinator that each dispatcher within the county will need to complete. This year there were 3 videos that needed to be viewed on the State of Ohio 9-1-1 website. Joleen will make sure to get with each PSAP when the audit packet is received.

The current 9-1-1 fund balance was reviewed with the Committee. The only expenses so far from the current fund is the 9-1-1 Coordinator salary and the AT&T monthly network charges. AT&T has not invoiced the monthly position charges that began in September of 2017 nor the purchase of the IP phones and Vesta Mapping. The current balance does not reflect the large invoice that will be received once AT&T billing catches up.

Joleen stated that the Portage County Director of Finance Todd Bragg has requested the ability to use some of the surplus in the 9-1-1 fund to assist in funding at the Sheriff's Office. Dave Ruller felt he would like to see some of the invoices catch up before dispersing any of the fund to PSAP's. He would also like to get through the first year of the audit cycle in case any issues are found and maybe revisit the issue in a year or two. Todd Bragg talked about PSAP'S that are looking at reducing their staff because of lack of funding. He felt the surplus could be used at this time on an emergency basis. Vicki requested that any PSAP that has a "need" to use the surplus of the 9-1-1, submit a letter of request. Dave Ruller suggested the letters be submitted to the TAC so they may

*Tuesday, May 8th, 2018*

make a recommendation to the 9-1-1 Committee in regards to dispersing the surplus. The TAC will forward their recommendation to the 9-1-1 Committee. Joleen will schedule a TAC meeting by the middle of June.

Joleen made a recommendation to the Committee based on the fact that over the course of the next few years the State of Ohio Counties will see a decline in the GAF that are dispersed, based on this information, looking into ORC 128.22 "Improved Property Tax Assessment" would be a good idea. Joleen explained to the Committee how this assessment works per the ORC and what these funds generated could be used for. The group discussed the pros and cons for this type of assessment. Mayor Broska suggest that when the TAC convenes, have them create a plan with a purpose for the tax assessment and present that back to the committee.

---


The group agreed to set the next TAC meeting for the middle of June and then the 9-1-1 Committee will convene a few weeks after to review their recommendations.

There being no further business, motion by Mayor Broska to adjourn the meeting. Seconded by Mr. Ruller. All in favor. None opposed. Motion carries.

The meeting was adjourned at 2.38 P.M.

---

Vicki Kline  
Chair/President  
Portage County Board of Commissioners



---

Minutes prepared by Joleen M. Clelland  
9-1-1 County Coordinator

*Tuesday, May 8th, 2018*

# PLEASE SIGN IN

PORTAGE COUNTY 9-1-1 MEETING

Emergency Operations Center at the Portage County Justice Center

Tuesday, May 8<sup>th</sup>, 2018 @ 1:00 p.m.

No.	Name	Representing
1.	DAVE STRICK	KEENAW P.D.
2.	Glenn Broska	BOC
3.	ROB HAGQUIST	COS
4.	Dan Powers	AURORA PD
5.	Dave Kachrab	Prosecutor
6.	DAN POWERS	City of Kent
7.	JANICE OLIVE	STILLSBORO PD
8.	Mark Redden	KEENAW PD
9.	Lee Webb	KSO PD
10.	Tim Christopher	MANTUA PD
11.	Dale Kelly	Gannettville PD
12.	Peter Kachrab	PCSO
13.	Tabi Bragg	PCSO
14.		P.C. Finance
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		