



**Project Management Office ~ 1249 Eisenhower Drive, Savannah, Ga 31406**  
**Mr. Kelvin Lewis, Program Manager (P) 912.652.7957**

**E911 RRC Lead Team Meeting**

**Meeting:** RRC Lead Team Monthly Meeting    **Date/Time:** Wednesday, Sept. 8, 2021/11a.m.  
**Meeting Type/Place:** Via Teams

<b>Meeting called by</b>	Kelvin Lewis	<b>Attendees:</b> Chuck Kearns, Diane Pinckney, Andrew Cree, Lara Hall, Russ Palmer, Aaron Thompson, Samantha Richards, Jina Ansel  <b>Absent:</b> Jeff Hadley, Wade Simmons, David Anderson
<b>Type of meeting</b>	Status/Update	
<b>Facilitator</b>	Kelvin Lewis	
<b>Note taker</b>	Lisa Montague	
<b>Timekeeper</b>	None	

**Discussion:** Monthly minutes from 14 July 2021 were submitted in advance to the team for review.

**Conclusion:** Minutes were passed as satisfactory; Motioned by Chuck Kearns, 2<sup>nd</sup> by Aaron Thompson and Andrew Cree.

**Discussion:** EAB Update(s)

**EAB Meeting** – The next EAB meeting has not been scheduled to date. The team will be notified when the date is posted.

**PSIP Update** – Kelvin reported that the PSIP Kick-off meeting for CentralSquare CAD is scheduled for September 14 – 15, 2021. Everyone in this meeting is welcomed and encouraged to attend. CST is tweaking the agenda which is scheduled to be available soon. However, the dates will hold as scheduled. The venue for the kick-off meeting is the Coastal Botanical Gardens. CentralSquare will not provide lunch, but the Project Management Office will provide lunch for everyone as a convenience. The IGA’s are rolling in from the other municipalities. Those that have not come in do have the item on agenda for approval in their upcoming meeting.

**Fire Records Update** – Russ Palmer reported that the FRMS is making great progress and is on track for December 2021 implementation. Users will be added soon and meetings will be scheduled with each fire department. Luke Cullenly has been an extreme asset to the process; the entire team is grateful for his involvement.

Kelvin reminded everyone that PMO has relocated to 1249 Eisenhower Drive. Everyone is extended an invitation to come tour the new facility. Computers have been ordered for the training center. Once all training, etc. is complete, the computers will be donated to the 911 Center. We do have additional staff to assist in this process; two new Business Analyst, a new GIS staff member (Samantha Richards), and a new project manager is in hiring process. The team is encouraged to utilize the additional staff as deemed appropriate.

**Discussion:** Old Business – SOP (Citizen Complaints)

**Conclusion:** SOP – Citizen Complaints – Diane Pinckney stated that the formal recommendation will be sent to Kelvin’s office today for approval and thereby should then be submitted to the EAB.

**Discussion:** IT - Meeting Attendance/CAD Connection

**Conclusion:** Drew stated that his team is working on the Specs sheet at this point. No ETA is available as the team is working long and hard to get this completed.

**Discussion:** Committee Reports

**EMS:** Chuck Kearns: No Report.

**Fire:** Wade Simmons: (absent) No Report

**IT/Radio:** Andrew Cree: Meeting was held with the City of Savannah, but questions about financing were directed to Kelvin Lewis and his team. (Kelvin interjected that he is attempting to schedule a meeting per the city's request). The IT team is working on the radio interfaces and they are aware of the need to complete the CST hardware inventory list. There is no ETA for the list at this time.

**GIS/Mapping:** Lara Hall: Samantha Richards has joined the team and MPC is happy to have her. Team is working on the data sets that will be submitted to CentralSquare.

**Law Enforcement:** Jeff Hadley: (absent) No Report.

**PSAP:** Diane Pinckney: 911 Center is working hard at filling the vacancies. The training process has been amended in an effort to get personnel in place sooner. The 911 center is also working consistently to keep staff certified as well as supervisors. Training is scheduled in Forsyth, Ga. The center was significantly impacted by COVID-19 in the past month, but all is well. A traditional 12-hour schedule has been implemented to help with a better work/life balance and staff can have a more "normal life" schedule with 2 consecutive days off. The newly implemented schedule is in the fine tuning phase as they work out the kinks. The center is also working on improving pay for the 911 personnel. A written recommendation will be sent to Kelvin/RRC/EAB today regarding the Citizens Complaint policy. Lastly, the Emergency Medical Dispatch (EMD) policy was amended due to the critical staffing levels of both CES and the 911 center. Accordingly, both centers are operating under the Emergency Rule, which means 911 will only EMD threat to live calls such as CPR, Choking, Severe Bleeding and Child Birth.

The EMD policy is being revised and will be submitted for review by Dr. Kenney and then to the RRC.

**EMA:** Aaron Thompson: No Report.

**Discussion:** New Recommendations:

**Conclusion:** SOP for Citizens Complaint – to be submitted to PMO/RRC today, then to the EAB.

**Discussion:** Old Recommendations: None

**Conclusion:** N/A

**Discussion:** New Business

**EMD RFP Drafting**

**Conclusion:** Russ reported that the EMD Requirements spreadsheet was circulated to the team. Once everyone has responded, we will be ready to present. Russ to provide deadline for the information to be received from the team, as well as the date for the meeting to follow.

**Data Clean-Up - GIS**

**Conclusion:** An RFP needs to be defined for the Data Clean-up for GIS.

**Agenda Topics**

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- Monthly Minutes
- EAB Update
  - PSIP Update
  - Next Meeting TBA
- Old Business/Action Items
  - SOP-Citizens Complaints-911 in Progress Traffic Stop

- IT – Meeting Attendance/CAD Connection
- Committee Reports
- New Recommendations
- Old Recommendations
- New Business
  - EMD RFP Funding
  - Data Clean-UP

Actions	Responsible	Deadline
(1) SOP – Citizen Complaints – Will be submitted to Kelvin Lewis/RRC by Diane Pinckney	Diane Pinckney	8 September 2021
(2) EMD RFP Drafting – Spreadsheet due date/Next Meeting Date	Russ Palmer	Forthwith

**Special Note(s):** There’s a tremendous effort going forth in trying to eliminate unnecessary calls to the 911 Center. A team is working on some ideas (behind the scene) and tasks that will be shared with leadership soon. The RRC Lead Team will be made aware as we progress in this effort.

Meeting adjourned: 11:42 a.m.

**Next Meeting Date/Time:** Wednesday, November 10, 2021 (Virtual/In-Person TBD)