

**Statewide Emergency Services Internet Protocol Network
Steering Committee Special Meeting Notes & Minutes
July 22, 2015**

NOTES:

The Special Meeting of the ESINet Steering Committee was scheduled for 2:00 pm. There was no quorum present so this was considered an informal work session of members modifying a draft to be reviewed at the next meeting.

First on the Agenda was a presentation by Asst. Chief Mike Grossman with Mifflin Fire Department and Asst. Chief Jack Rupp with Plain Township Fire Department showing their suggestions to add to the draft rules document based on the National Fire Protection Association (NFPA) standards.. They feel the Rules drafted by the PSAP Ops Sub-Committee are overly broad and unclear compared to NFPA standards.

It was asked if there was anything in the draft Rules that directly conflicted with the NFPA 1221 Standards. The answer was no, but they felt it left a void because fire departments can lose points based on their performance standards, which ultimately affects fire insurance rates. The presenters were also asked if all Fire Depts. in the State of Ohio follow the NFPA Standards. The answer was no. It is felt that NFPA 1221 is not represented well by the fire service. NFPA 1221 is very in depth regarding training and facilities and they felt it could only enhance the draft rules to adopt them as the standard. The members of the Steering Committee present felt that complying with the NFPA 1221 Rules was up to each political subdivision and that local officials make those decisions. The Steering Committee is in no way trying to stop PSAP's from complying with the NFPA standards, but the job of the Steering Committee is to look at the entire state and consider the financial status of all involved. Although the PSAP operation rules are broad, it does not in any way prohibit a local agency from adopting NFPA standards.

Rob Jackson thanked Asst. Chief Jack Rupp and Asst. Chief Mike Grossman for their informative presentation. At this point, Rob asked for a ten minute break due to a committee member attempting to make contact in reference to an issue preventing his attendance.

MINUTES:

The Special Meeting of the ESINet Steering Committee was called to order at 3:00 pm on July 22, 2015. Donna Podolak proceeded with the roll call. Committee members present were Ohio 9-1-1 Administrator Rob Jackson, County Commissioner's Assoc. representative John Leutz and Marion Public Safety Director (OML rep) Thomas Robbins and on the phone were Commissioner Edwin Humphrey 9CCAO rep), Twp. Trustee (OTA rep) Jason Loree and State Representative Bill Patmon. Also present was DAS Chief Legal Counsel Paul Russell. At this point, a quorum was present.

A Rules Work session ensued. Each rule section was read and the public/stakeholder comments for each were discussed and considered. *Numbering system is DRAFT ONLY for reference and is not the final official rule numbering systems. For specific language changes – see attached DRAFT Rules Proposal.

123:3-3-01 Purpose – no changes

- 123:3-3-02 Scope – no changes
- 123:3-3-03 Definitions – Discussion occurred regarding what makes up a primary or secondary and a temporary and a backup. It was decided no changes to be made.
- 123:3-3-04 Periodic Review – no changes
- 123:3-3-05 Minimum Staffing – Discussion about minimum staffing. If a PSAP is primary and they have a secondary PSAP to take calls, does that count as two telecommunicators? The Steering Committee felt it did. Rep. Patmon was concerned about costs of two staffers for some areas of the state. Being able to have the secondary PSAP as the second telecommunicator resolves the issue. No changes.
- 123:3-3-06 Duty Assignments - It was stated that no matter what a telecommunicator is doing, the intent is the main job duty is to answer 9-1-1 calls. A comment mentioned “what if a dispatcher files a grievance saying that their job duties were being impeded?” It was decided that this is a local HR issue and should be dealt with at that level. No change – eventually deleted and added as part of 123:3-3-07.
- 123:3-3-07 Prioritization – The Steering Committee felt this section covered everything. The Duty Assignments Section 123:3-3-06 was deleted and the verbiage was moved to the end of this section.
- 123:3-3-08 Minimum Training Standards – Discussion occurred based on comments received. Rob Jackson informed the Committee that his plan is to engage APCO and NENA so the training includes what is most needed. After working out a draft plan, it will then go for review to the PSAP Ops Sub-Committee for discussion. Only after this, will it be presented to the Steering Committee for review and vote. Employees who are already working in these positions should currently be trained. New hires are the ones who will need training right away. This should help keep the cost down. This approach ensures participation by all stakeholders through the PSAP Operations Sub-Committee.
- 123:3-3-09 Continuing Training Standards – no change – Same approach as above ensures participation by all stakeholders through the PSAP Operations Sub-Committee.
- 123:3-3-10 Emergency Medical Dispatching – Much discussion occurred on this subject and the need for EMD Certification. At this point, Rep. Patmon expressed his concern about Flash Flood training being addressed. Rob asked an expert in the field, Ohio APCO president Kelly Davidson, about what types of pre-arrival training would address flash flooding procedures. Ms. Davidson said there are three types of pre-arrival certification training for dispatchers. Each certification costs \$350.00 per person and needs to be renewed every two years at \$85.00 each person. This can add to a large amount of money depending on the size of your PSAP. The second paragraph of this section was changed – see attached DRAFT Rules.
- 123:3-3-11 Standards for Emergency Medical Dispatching – To ensure that calls are routed to the proper person for pre-arrival instruction, the title of this section was renamed to “Standards for Pre-Arrival Instruction” and a sentence was changed to include all pre-

arrival emergency instructions to address Rep. Patmon's concern about flash flooding, as well as other emergency scenarios that would benefit from pre-arrival instruction.

- 123:3-3-12 Emergency Power – no change
- 123:3-3-13 Security – no change
- 123:3-3-14 Minimum Capability – no change
- 123:3-3-15 Temporary PSAP – no change
- 123:3-3-16 Call Processing Software – There was discussion based on the comments of a PSAP having to have software if they do not dispatch. The consensus of the Committee Members present agreed that it was due to a possibility of a call dropping in transfer. This way a location can be communicated immediately. No change.
- 123:3-3-17 Logging/Recording – no change
- 123:3-3-18 Graphical Information Systems – no change
- 123:3-3-19 9-1-1 Plan – Removed due to the fact that this is already covered in Chapter 128 of the Ohio Revised Code.
- 123:3-3-20 Established Coordinator – Removed due to the fact that this is already covered in Chapter 128 of Ohio Revised Code.
- 123:3-3-21 Oversight Committee – Removed due to the fact that this is already covered in Chapter 128 of the Ohio Revised Code.
- 123:3-3-22 Statistical Analysis – The PSAP's will be asked for specific data yearly so that the 9-1-1 Program Office can compile it into an annual report and comply with federal reporting requirements. Data will be requested in a timely manner. No changes
- 123:3-3-23 Minimum Call Answering Standards – no change
- 123:3-3-24 Rules Enforcement – This procedure is to allow the 9-1-1 Office and Steering Committee the ability to be involved and help if the PSAP is having problems instead of just cutting off funds. No change.

All other general comments were reviewed.

Rob said the draft notes will be sent out tomorrow for review prior to being presented to the Steering Committee for a vote at the next ESINet meeting on August 6th.

At 4:10 a motion to adjourn was made by Tom Robbins and seconded by Jason Loree. All were in favor of adjourning.