

**CITY OF LAURINBURG
SPECIAL JOINT MEETING
DECEMBER 10, 2013
SMALL BUSINESS INNOVATION CENTER
16800 US HWY 401 NORTH
5:15 p.m.**

The City Council of the City of Laurinburg held a special meeting on December 10, 2013 at 5:15 p.m. at the Small Business Innovation Center located at 16800 US Hwy 401 North. This was a joint meeting with the Scotland County Board of Commissioners and the Town of Wagram with the honorable Thomas W. Parker III, Mayor, presiding. The following Councilmembers were present: Mary Jo Adams, Curtis B. Leak, Mary Jo Adams, Andrew G. Williamson, Jr. and J.D. Willis.

Also present were: Charles D. Nichols III, City Manager, and Jennifer A. Tippet, City Clerk.

Present from the Scotland County Board of Commissioners were: Chairman Guy McCook and Commissioners Bob Davis, John Cooley, and Whit Gibson. Also present were Kevin Patterson, County Manager, and Ann Kurtzman, Clerk to the Board of Commissioners.

Present from the Town of Wagram were: Mayor Milton Farmer and Commissioners Jackie Lavinier, Hyder Massey and Robert McLaughlin. Also present was Phyllis Lowery, Town Clerk.

Mayor Parker called the special meeting of the Laurinburg City Council to order at 5:18 p.m.

Chairman McCook reconvened the December 2, 2013 Scotland County Board of Commissioners meeting.

Mayor Farmer reconvened the December 5, 2013 Wagram Town Council meeting.

The Invocation was given by Scotland County Commissioner Bob Davis.

BULLDOZER

The County Manager requested approval to sell a used surplus bulldozer to the City of Laurinburg for \$8,500.00.

Motion was made by Commissioner Gibson, seconded by Commissioner Cooley, and unanimously carried to authorize the sale of a used surplus bulldozer to the City of Laurinburg for \$8,500.00.

APPROVAL OF AGENDA

Motion was made by Councilmember Adams, seconded by Councilmember Willis, and unanimously carried to approve the agenda as presented.

DISCUSSION OF EMERGENCY OPERATIONS CENTER (EOC)

The County Manager explained that on November 21, 2013 a meeting was held to discuss the logistics and operational procedures regarding the consolidated EOC/911 Call Center. Attendees of said meeting included: County Manager Kevin Patterson, City Manager Charles Nichols, Fire Chief Randy Gibson, Police Chief Darwin Williams, Sheriff Shep Jones, Deputy Mitchell Johnson, EMS Director Roylin Hammond, City Finance Director Cindy Carpenter, and County HR Manager Susan Butler. He added that because of the technology required for the consolidated EOC/911 Center, L.R. Kimball & Associates was brought in as the consultant to assist in designing and implementing the consolidated center.

Ms. Sherry Bush, Project Manager of L. R. Kimball, explained her expertise in designing and development of consolidated EOC/911 Call Centers and the communications.

Mr. Joe McClosky of L.R. Kimball discussed his experience in designing the technology and communications for an EOC/911 Call Center.

Ms. Bush presented a PowerPoint presentation, with the following highlights:

- The State is encouraging consolidation of EOC and 911 Call Centers by providing 911 Grants for consolidation efforts.
- Consolidation means one (1) organization in one (1) facility using common systems serving multiple response agencies and/or jurisdictions.
- Centers can be co-location with more than one (1) organization sharing a facility and potentially sharing technology.
- Centers can be hybrids including virtual consolidations.
- The major grant compliance issue is having an Intergovernmental Agreement (IGA) which defines the parties, items necessary to consolidate, timeframe for consolidation and an implementation plan including governance and management. To date, there is no IGA in Scotland County.

Ms. Bush stressed that the next step should be to execute an Intergovernmental Agreement between Scotland County and the City of Laurinburg.

The County Manager recommended that the EOC/911 Call Center fall under the jurisdiction of the County with the Director reporting to the County Manager since the County had acquired the grants to construct the facility and also receives the 911 Funds. He stated that the County would pay the utility bills, but not all payroll. He added that he recommended that the Advisory Board include the Fire Chief, Police Chief, EMS Director, Sheriff and City and County Managers in order to ensure that each group maintains influence and policy making authority. He also discussed the various certifications and requirements of the various agencies that would be consolidated. He concluded by stating that the consolidated EOC/911 Call Center would ensure local governments and all citizens benefit from the entire operation and improve services.

Councilmembers Leak and Willis expressed concern about the lack of any elected official on the Advisory Board since the elected officials are accountable to the citizens.

The County Manager explained that the County Commissioners and the Laurinburg City Council would have to approve the IGA before any consolidation could happen. He added that the primary reason the City and County Managers were on the Advisory Board was to keep their respective boards up-to-date. He discussed the process for receiving incoming 911 calls in the City and County.

Ms. Bush discussed several options for composition of the advisory board which includes elected officials. She again stressed the need to have an executed IGA in place before the operational transition of the consolidated EOC/911 Center, and suggested that the IGA be in place within 90 days if not sooner in order for the Center to be operational in the first quarter of 2015.

Further discussion ensued concerning the Advisory Board and the IGA.

Upon question by Commission Chair McCook, the County Manager explained that each IGA is different because every unit is unique.

Ms. Bush resumed her PowerPoint presentation with highlights as follows:

- The Grant Program ends in December 2014 and the anticipated completion of the EOC/911 Call Center being constructed is September 2014.
- Items to consider for Transition Planning include:
 - Operational guidance
 - Director
 - Standardization of Standard Operations Policies (SOPs)
 - Identification of staffing needs
 - Develop/enhance programs for hiring, training and quality assurance
 - Technology Needs
 - CAD, radio consoles, etc.
 - How to procure
 - Technology schedule tied to construction schedule

Upon request by Commission Chair McCook, Ms. Bush explained that the ideal timeline in order to have a consolidated EOC/911 Call Center is as follows:

- 1) IGA completed in the next couple of months
- 2) Procurement of technology and equipment takes two (2) to three (3) months
- 3) Grant ends in December 2014
- 4) Operations begin first quarter of 2015.

Mr. Roylin Hammond, Scotland County EMS Director, discussed the different Public Safety Answering Points (PSAPs) in the County – the Sheriff’s Department, Laurinburg Police Department, EMS, and the North and South Fire Stations. He also discussed the design of the facility being constructed.

Upon questions by Mayor Farmer, Mr. Hammond explained that currently the Police Department and EMS are designed to be mirror images. He added that he is working with AT&T and Richmond County to provide a source of redundancy. He further added that there is not an agreement in place with Richmond County as they do not have a facility yet.

Discussion ensued concerning staffing of the facility.

Following further discussion, it was consensus of the City Council and the County Commissioners that with the help of Ms. Bush for the Advisory Group to develop a draft IGA by February 1, 2014 for the governing boards to review prior to meeting again.

The County Commissioners and the Town of Wagram Commissioners adjourned their meetings.

ADJOURNMENT

Motion was made by Councilmember Willis, seconded by Councilmember Williamson, and unanimously carried to adjourn the meeting.

The meeting adjourned at 6:39 p.m.

Thomas W. Parker, III, Mayor

Jennifer A. Tippett, City Clerk