

**CITY OF LAURINBURG  
SPECIAL JOINT MEETING  
APRIL 1, 2014  
SMALL BUSINESS INNOVATION CENTER  
16800 US HWY 401 NORTH  
6:00 p.m.**

The City Council of the City of Laurinburg held a special meeting on April 1, 2014 at 6:00 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 with the honorable Thomas W. Parker III, Mayor, presiding. The following Councilmembers were present: Mary Jo Adams, Dolores A. Hammond, Curtis B. Leak, 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, Carol McCall, Whit Gibson and John Alford. Also present were Kevin Patterson, County Manager, and Ann Kurtzman, Clerk to the Board of Commissioners.

Mayor Parker called the special meeting of the Laurinburg City Council to order at 6:01 p.m.

The invocation was given by Councilmember Willis.

**APPROVAL OF AGENDA**

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

**DISCUSSION OF EMERGENCY OPERATIONS CENTER (EOC) AND MEMORANDUM OF UNDERSTANDING**

Chairman McCook, explained that the reason for the joint meeting is to discuss the Memorandum of Understanding (MOU) which would be a partnership between the County and the City. He added that the MOU should have been addressed months ago if not a year ago, but it needed to be addressed now.

Mayor Parker explained that the granting agency overlooked that a MOU had not been executed.

Emergency Management Services (EMS) Director Roylin Hammond presented a PowerPoint depicting the history of E911 in Scotland County including the following:

- Increase in calls due to wireless calls which calls are automatically relayed to EMS.
- Expenditures and upgrades associated with 911.
- Construction of the EOC and consolidated 911 Call Center.
- The EOC/911 Call Center will be operational in December 2014.

The County Manager discussed the following:

- The six-person 911 Board included the Sheriff, Police Chief, EMS Director, Fire Chief, County Manager and City Manager which would set policy and develop recommended future budgets.
- Personnel costs would be shared between the City and County.
- The preliminary personnel budget for FY 2014-2015 is \$701,354 and the City's share, if the MOU was approved, would be \$238,460.00 which includes part-time personnel, vacation and sick leave.
- Personnel would be cross-trained with 911 funds; however, each department responsible for personnel costs until the consolidation.
- Director position would be at the same pay grade as the Chief Deputy in the Sheriff's Department.
- \$407,000.00 of the County's 911 Funds were obligated for construction of the EOC/911 Call Center.

Upon question by Councilmember Hammond, Mr. Roylin Hammond explained that if there is an address problem with a 911 call, the EMS Dispatcher makes corrections for the County and Tim Pierce makes corrections for the City.

A discussion ensued concerning part-time employees, number of hours part-time employees can work, benefits, the number of part-time employees and the need for them, and the rate of pay for overtime.

Chairman McCook reviewed the personnel costs as follows:

Salary	\$432,780
Overtime	\$37,440
Holiday pay	\$17,280
Part-time	\$28,800
Fringe	<u>\$194,054</u>
 Total Personnel	 \$701,354

A discussion ensued concerning the base salaries and the differences between the City's salaries and the County's salaries and the differences in percentage pay increases the various dispatchers would receive upon consolidation. Mrs. Susan Butler, Scotland County Human Resource Director, explained that the average hourly rate for dispatchers at the EOC/911 Call Center would be \$15.00.

A discussion then ensued concerning certifications and training.

A discussion ensued concerning the Director position. The County Manager explained that the Committee discussed duties of the Director and reviewed salaries and pay scales. He added that the budget included the position at the market rate of Step 9 in the pay scale. He also discussed the hiring process.

Further discussion ensued concerning overtime and the proposed personnel budget. Mrs. Butler explained that the average employee would work 42 hours per week.

The County Manager explained that the Director and the Committee would need to determine the number of dispatchers on duty at one time. He added that the State 911 Board is pursuing

requiring a minimum of two (2) dispatchers at each Center. He further added that the Director would look at the call patterns and volume of calls to determine the number of dispatchers necessary to operate more effectively and efficiently.

Upon question by Councilmember Hammond, the County Manager explained that all of the 911 equipment including servers would be housed in the EOC/911 Call Center. He then discussed the locations where the City, County, EMS and Sheriff's Department servers are located. He added that by providing the proper environment and climate control for servers and other technology, the electric demand would be less.

A discussion ensued concerning future decisions for the EOC/911 Call Center. Councilmember Willis explained that the Committee is just a policy board because the ultimate decisions would rest with the County Commissioners, to which Chairman McCook agreed.

Following questions from Councilmembers Hammond and Willis, the County Manager discussed the following:

- The County's consultant drafted the MOU based on the one for Charleston, SC.
- The duration of the MOU allows for the EOC/911 Call Center to get up and running and can be revised.
- The section in the MOU concerning surrounding areas participating in costs was left in the MOU for the potential to partner with Richmond County for redundancy.

Upon question by Councilmember Williamson, the County Manager explained that the increased costs of a consolidated center would provide better and faster service to callers of approximately 4 seconds.

A discussion ensued concerning the life span of equipment and the size and potential uses for the EOC.

Further discussion ensued concerning the makeup of the 911 Board, the need to establish policies and standard operating procedures.

Mayor Parker explained that the draft MOU would be on the agenda for the April 15, 2014 work session for consideration. He requested that if any councilmember had questions or concerns to let the City Manager know.

## **ADJOURNMENT**

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

The meeting adjourned at 7:19 p.m.

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Thomas W. Parker, III, Mayor

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Jennifer A. Tippet, City Clerk