

SSD Board Meeting Notes – March 19, 2025

Next Meeting will Commence on June 18, 2025 @ 1:30 pm.

Sheriff Leo Dutton Called the Session @ 1319

Welcome and introduction of those present

| Attendees: | Title: |
|---------------------|-------------------------------|
| Leo Dutton | – Sheriff/Coroner |
| Kevin Downs | – County Attorney |
| Matthew Petesch | – Assistant City Attorney |
| Nicho Hash | – Deputy County Attorney |
| Jon Campbell | – City of Helena Fire Chief |
| Brett Petty | – City of Helena Police Chief |
| Zach Slattery | – 911 Ops Manager |
| James Thomas | – IT&S Director |
| Sheila Danielson | – City Finance Director |
| Maclane Mills | – City Finance Budget Analyst |
| Kyle Sturgill-Simon | – DES |

Motion to approve minutes from previous meeting

- Due to staffing change, minutes not sent out from the December 18, 2024, meeting yet. Will review and approve them next meeting.
- There are some notes found from Dec 18, 2024, that will be added for review at the end.

Rural Fire Council report

- The last meeting was held at West Valley Fire
- Nothing further to report.

Ambulance Board report

- Jon Campbell advised that there will be an Ambulance Board meeting soon, but at this time since the last SSD Board meeting one has not occurred.
- We will also be adding the new EMS Service Manager Chris Mulberry to the email list.

IT&S

- We've been doing a bunch a troubleshooting for the new CAD/RMS system to hopefully keep the original go live schedule. Several network upgrades are on-going and providing support for the implementation of the new CAD/RMS systems.
- We are focusing a lot of attention on our network modernization project; this includes replacing every piece of network hardware.
- 25 new wireless access points are being added and will include fire stations.
- Our hope is to expand our wireless footprint in areas where it makes the most sense.

Radio

- Currently we do not have anyone in this position, however, interviews are being conducted with some very promising candidates.
- We have had one interview today March 19, 2025, and will have two more on Friday 21st.
- Currently, Captain Brad Bragg is doing the fundamental stuff like programing radios.
- We currently have connectivity from the Lincoln ranger district through all the mountaintops in the area and back to dispatch. This way if anything needs to be reported it will reach dispatch, this will also help with coordinating in case of emergencies.
- Our system is running five-nines which means our system is only down about 17 minutes all year round.

SSD Administrator's report

- Zach Slattery, 911 Operations Manager presented the budget for the Fiscal Year 2026.
- Chief Petty made a motion to approve, it was seconded by Chief Campbell. All voted yes, the Motion carried.

9-1-1 Operations Manager report

- 911 Center is currently fully staffed.
- 911 Fiscal year 2026 budget was presented with the SSD Admins budget.
- In the future to increase FTE's
- In 2026 the Capital project would be to hire a consultant to complete a study of the 911 Center.
- Currently we are working 12-hour shift with two people on schedule at minimum.

9-1-1 Programs Manager report

CAD/RMS project update

- Information provided by Zach Slattery- Continuing to work on CAD/RMS go-live, date is set for March 25, 2025.

Change to the Warrant processes:

- We will only confirm the bond amounts for extraditions.
- Local law enforcement will have to be made at the officer/deputy discretion. This is for consistency purposes; the dispatch center will no longer track local arrest limits sent out by the courts.

9-1-1 Advisory Committee report

- Nothing new to report currently.
- Sheriff Dutton will speak with Captain Robinson about setting up meetings.

SSD Public Safety Systems Administrator

- We started with four full time SSD and one part-time, our part-timer stepped up when we lost one of our full-timers to the City Courts. – Chief Petty

SSD Records Desk SGT report

- Currently nothing to report

General comments

- Currently no comments.

Meeting called @ 1423 by Sheriff Dutton.

Please see next page for meeting notes from December 18, 2024.

SUPPORT SERVICES DIVISION BOARD MEETING MINUTES

December 18, 2024

Sheriff Leo C. Dutton, of the Lewis and Clark County Sheriff's Office, called the Support Services Division Board of Directors meeting to order @13:31.

Present:

Leo Dutton, Sheriff/Coroner Lewis & Clark Sheriff's Office
Brett Petty, HPD, Chief -online
Jon Campbell HFD, Chief - online
Tom Rolfe, County Commissioner
Aimee Hawkaluk, City Attorney - online
Zach Slattey, Dispatch
Chanel Waples, Dispatch
Brian Robinson LCSO Patrol Captain
Scott Oconnel, HPD
James Thomas, IT Director
Charlie Gilmore, LCSO Radio guy
Kevin Wright, LCSO Captain Short Timer

Minutes of the previous meeting were not scribed – no review

New bylaws (SSD Agreement) were sent out by Chief Petty, but no vote will be taken as not everyone received a copy to review.

Chief Petty addressed the Sheriff's concerns regarding the MOU appeals process.

Step 1 – Goes to Chief Petty (10 days to respond)

Step 2 – SSD Board

Step 3 – Joint Commission if the person doesn't like the result of Step 1 or

Step 2 - Joint Commission has the final say on result

Chief Petty added a line in step 2 stating the Chief of Police, whether the chairman or on the board, will recuse themselves and whatever attorney isn't sitting on the board will sit in the seat of the Chief. This will eliminate any perceived bias that the Chief is approving action in step 2 that was already approved by that position in step 1.

Chief Petty wanted to make sure everyone read this addition and approved the change.

With no further comments from the board, Sheriff Dutton asked for a motion from the board to sign the MOU. Tom Rolph moved that the board sign the MOU. Chief Petty seconded the motion.

The motion passed.

Rural Fire Counsel- Sheriff Dutton

1. Finishing updating their bylaws, which are ready for last proof then put them in place.
2. Re-establishing their places on boards they used to sit in on and was the council discussion the other night was getting the Radio User Group back operating, so they are in the loop when things happen. I.e. Stonewall and Mac Pass. Notes were provided by Tri lakes Fire Chief Marc Weniger.

Ambulance Board- Chief Campbell

No meeting since last SSD Board meeting.

IT- James Thomas

Phase 1 Network modernization done

Phase 2 early part of the phase replacing network switches. City County building 85 % complete.

LJC setting up redundancy

Phase 3 Network Wireless

Radio – Charlie

- Charlie Recognized as Employee of the Year!!
- Mac Pass catastrophic failure- clean-up is going
 - Two links back-up and running site still down
 - Damaged equipment is on order
 - DOT will be building new tower Summer of 2025
- Wave App on phone will be transitioning to a new program where cost will be \$8.00 per device. Agencies will evaluate who needs to have this program
- System monitoring at four sites

SSD System Admin.- Scott O'Connell

- Working with new Central Square system
- Equature phone system upgraded and redundant system in place
- Looking for redundant system for radios

CAD/RMS Project update- Chanel Waples

- March 2025 still go live date
- First round of data conversion complete and being reviewed
- Function testing on the system

911 Advisory report - Brian

- No meetings

911 Operations report - Zac

- Fully staff in dispatch
- Looking for backup site location
- Console update for the year
- Staffing survey study for dispatch
- 911 phone system to the cloud with Central square, will save a boat load of money.

SSD record Desk SGT- Chief Petty

- 4 ½ employees
- A lot of stats, which I did not get all written down or pay attention to
- New fee schedule in place for documents requested by the public

SSD Admin Report

- Looking into restructuring of SSD

Scott is looking into Homeland security grant for new camera system for LJC building.

Next meeting will be March 19th at 1330 hours some location