

# Central Ohio Interoperable Radio System

Serving the safety and service forces of Delaware Co, Dublin, Hilliard, Upper Arlington and Worthington

## MINUTES OF A MEETING OF THE COIRS GOVERNING BOARD

Friday October 19, 2018 at 9:30am

A regular meeting of the Governing Board of the Central Ohio Interoperable Radio System, a Council of Governments, was held on Friday October 19, 2018 at 9:30am at the Worthington Police headquarters building.

### Governing Board Members Present:

Chief Heinz von Eckartsberg, City of Dublin  
Chief Bobby Fisher, City of Hilliard  
Mr. Matt Greeson, City of Worthington  
Mr. Seiji Kille, Delaware County  
Mr. Dan Ralley, City of Upper Arlington

### Also Present:

Mr. Jerry O'Brien, City of Dublin  
Chief Jerry Strait, City of Worthington  
Mr. Jay Somerville, City of Dublin  
Director Patrick Brandt, Delaware County  
Mrs. Nancy Nicodemus, City of Dublin

### Introductions & Welcome

Chief von Eckartsberg brought the meeting to order. Mr. Ralley reported he has been designated Acting City Manager and will be representing the City of Upper Arlington in that capacity.

### Approval of Meeting Minutes

The minutes of the July 20, 2018 meeting were distributed as part of the meeting packet. Chief Fisher made a motion to approve the meeting minutes. Mr. Kille seconded the motion. The motion was approved by a 5-0 vote.

### Treasurer's Report

Mr. O'Brien reviewed the third quarter financial statement that was provided to the members as part of their meeting packet. Mr. Kille made a motion to accept the treasurer's report. Chief Fisher seconded the motion. The motion was approved by a 5-0 vote.

### Secretary's Report

Mr. Somerville reported that the COIRS Records Commission met on Tuesday 09/25/18 at the Dublin Justice Center. The Commission approved a draft records retention schedule, but delayed approval until that draft can be compared to the retention schedule used by each of the participating entities. Legal Counsel Representative Shelby Anderson directed that the retention period used on the COIRS schedule match, at minimum, the longest retention period for similar records listed by the partner agencies. Mr. Somerville is working on that comparison now and still awaiting one agency's schedule to complete the work. Once completed, the Commission will vote to recommend a final schedule to the Governing Board for their approval at the January 2019 Governing Board meeting.

### Technical Committee Report

Mr. Somerville and Director Brandt updated the board on the replacement of the tower top amplifier (TTA) at the Huntley Road tower. The repair was completed on October 4, 2018 and the tower was placed back on line. The delay in repairs was due to the wrong part being provided by Motorola and the re-order taking significant time. There is a second TTA on order so a spare will always be available in the future.



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Mr. Somerville brought the board up to date on the connectivity plan for the Avery Road tower site. The Dublin fiber has been installed and the primary links for the prime site at Avery Road are being transported by that fiber connection. The leased MPLS circuits were originally planned for removal. However, Mr. Somerville discovered the lease term for those circuits so not expired until 2020 due to an auto-renew clause in the agreement. Legal counsel was engaged to review the issue. Until that issue is worked out, the leased circuits will remain as a secondary/redundant path and should ensure nearly 100% up time for the system.

Mr. Somerville updated the board on the plans to replace the deteriorating Hard Road tower site shelter. Motorola completed a proposal that indicated the cost would be \$279,000.00. However, the proposal was returned for revision as it had items and services not requested included in the cost. Discussion among the board members gave direction to Mr. Somerville to return with a revised proposal in January and to investigate splitting the work among vendors to lower the cost.

## **Resolution 2018-04 – 2019 Operating Budget**

Mr. Somerville offered Resolution 2018-04, setting the 2019 COIRS Operating Budget. Mr. Somerville provided an overview of the expenses and revenues. During the discussion, Mr. Ralley inquired as to why the amount needed for the capital improvement at Hard Road was not included in the budget, especially since there is a line item for capital improvements on the budget sheet listed as zero. After discussion by the board members, Mr. Greeson made a motion to amend the 2019 Operating Budget as proposed to add \$250,000.00 to the capital improvements line item and to fund that line from the existing cash fund balance. Mr. Ralley seconded the motion. The board voted 5-0 to amend the proposed 2019 Operating Budget to reflect this change. Mr. Kille then offered a motion to approve Resolution 2018-04 as amended. Chief Fisher seconded. The board approved the resolution as amended by a 5-0 vote. Mr. Somerville will make the change and forward a final copy of the budget to each member.

## **2019 Meeting Schedule**

A proposed meeting schedule for 2019 was provided to the members in their meeting packet. The meeting dates proposed were January 25, April 12, July 19 and October 18. Mr. Greeson made a motion to accept the dates as proposed. Chief Fisher seconded the motion. The motion was approved by a 5-0 vote.

## **Good of the Order**

With no other business before the board, the meeting adjourned at 10:05am. However, Chief von Eckartsberg reconvened the meeting at 10:10am after board members started a discussion about participants in need or new or upgraded records management systems and software (RMS). The board discussed various needs among the participants and whether it would be possible to lead a consortium, possibly under the COIRS COG, to implement a shared, regional law enforcement RMS.



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The sense of the board was that this was a well-timed opportunity to share RMS resources and improve information exchange among law enforcement agencies. The board members expressed a desire to further explore the topic.

Following extensive discussion, Chief von Eckartsbeg directed Mr. Somerville to complete the following tasks:

- Reserve space and issue notice for a meeting to be held on December 6, 2018 at 9:30am at the Dublin Justice Center.
- Send calendar invitations to COIRS agencies along with Delaware PD, Marysville PD, Grove City PD and the Delaware County Sheriff.
- Research the COIRS COG charter and bylaws to see if the existing COG structure could support placing an RMS service under the COG.
- Research other large RMS consortiums

With no other business coming before the board, the meeting was ultimately adjourned at 11:05am.

Respectfully submitted,



Jay Somerville, Secretary

