

Administrative Board Meeting, January 22, 2026

Call to Order:

The meeting was called to order by Ande Banks at 0923 hours.

Attendance:

- Ande Banks
- Ben Zimmerman
- Chad Siever
- Casey Armstrong
- Joseph Mullens

Approval of Minutes:

- Motion to approve the minutes from the October 1, 2025 meeting was made by Casey Armstrong.
- Seconded by Ande Banks.
- Vote: All in favor. Motion carried.

Reports:

- **Financial Report:**
 - Presented by Ben Zimmerman.
 - Audit report showed no issues, though regular meetings were advised to ensure financial oversight.
 - Budget projection appears positive
 - Potential consideration of purchasing vehicles and Mt. Clinton Pike property with projected current FY budget surplus
- **Contracts and Staffing:**
 - Motion to extend contracts for two positions with Get Rescue 911 made by Casey Armstrong.
 - Seconded by Ande Banks.
 - Vote: All in favor.
 - Recruitment for additional contractors discussed to ensure coverage

Old Business:

- **ECC and Backup Site Renovations:**
 - Projects are on track; transitioning to construction phases as permits are secured.
 - Radio console purchase and installation progressing
- **JMU Phone Upgrades**
 - Occurring during spring break 3/16-21
- **Radio Site Road Repairs**
 - Completed on Little North Mountain and Bergton Sites
- **DSS App**
 - No concerns from HRECC for implementation
- **Training Program Update**
 - New training program being piloted and will roll out to all personnel in February
- **Hiring /Recruitment**
 - Briefing by Chad Siever on current recruitments, hirings, and resignations
- **Jail BDA**
 - Proceeding with project
- **Microwave Project**
 - Need to move quickly through procurement
- **CAD Migration**
 - Successfully completed

New Business:

- **Emergency Alert Notifications:**
 - Discussion on standardizing templates for alerts, involving the advisory board
- **RFP and approval for continued contractor staffing**
 - Motion to approve 6 contractors for 6 months under the contract that comes from the ongoing RFP made by Casey Armstrong

- Seconded by Ande Banks
- Vote: All in favor

Closed Session:

- Motion to enter a closed session for performance reviews by Ande Banks.
- Seconded by Casey Armstrong.
- Vote: All in favor
- Motion to exit closed session followed with a certification of legal compliance

Announcements:

- Upcoming MOU proposals with local and regional partners

Adjournment:

The meeting was adjourned at 1026 hours by Ande Banks.