

PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE MEETING  
PORTAGE COUNTY OFFICE OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT AGENCY  
EMERGENCY OPERATIONS CENTER  
8240 Infirmary Road, Ravenna, Ohio  
(Justice Center)  
Thursday, July 14 2016  
Convened: 11:00 AM

Present: Portage County Commissioner Maureen T. Frederick and Kent City  
Manager Dave Ruller

Absent: Streetsboro City Mayor Glenn Broska

Others in attendance: Portage County Commissioner Kathleen Chandler, Portage  
County Commissioner Vicki A. Kline, Ravenna City Chief of Police Tim Adkins,  
Portage County Sheriff's Office Communications Supervisor Joleen Clelland, AT&T  
Project Manager Holly Cohen, Kent City Police Captain Jayme Cole, Portage County  
Office of Homeland Security and Emergency Management Patricia Corley, Airbus DS  
Communications Regional Account Manager Lisa Flask, AT&T Technical Solutions  
Consultant Bob Grebenc, Portage County Sheriff's Office Major Dennis Missimi,  
Kent State University Police Support Services Manager Matthew Radigan, Ravenna  
City Police Department's Captain Dave Rarrick, Ravenna City Mayor Frank Seman,  
Portage County Office of Homeland Security and Emergency Management Director  
Ryan Shackelford, Kent State University Police Chief Dean Tondiglia, Ravenna  
City IT Director Robert Wain and Streetsboro Police Department's Tricia Wain

Others participating via telephone conference: AT&T Technical Specialist Lisa  
Heck and 911 Public Safety Specialist Paul Rzeznek

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Commissioner Maureen T. Frederick called the meeting to order at 11:00  
A.M.

A motion was made by Mr. Ruller to approve the March 15, 2016 meeting  
minutes as presented. The motion was seconded by Commissioner Maureen T.  
Frederick. All were in favor. None were opposed. Motion carried.

Commissioner Maureen T. Frederick welcomed everyone and stated the  
purpose of the meeting was to discuss the installation of the upgraded  
Portage County NG9-1-1 System. AT&T and Airbus representatives were in  
attendance to provide the project details to the group. The meeting was  
turned over to Ms. Holly Cohen, AT&T's Project Manager.

Ms. Cohen provided the Scope of Work for the AT&T Hosted Vesta 911 System  
(attached hereto as Exhibit A). Ms. Cohen briefly explained the technical  
components and physical requirements for the work. The 9-1-1 call handling  
controller will be installed at the AT&T Central Office which is located

at 203 N. Depeyster Street, Kent, Ohio. Ms. Cohen will be in charge of coordinating all aspects of the project. Director Shackelford will assist by forwarding questions from the PSAPs to Ms. Cohen.

Mr. Bob Grebenc, AT&T Technical Solutions Consultant, gave an overview of the general connectivity expectations between the Hosted 9-1-1 system and the PSAPs. The CAMA (Centralized Automatic Message Accounting) Trunks will be at the Kent site and then connected appropriately. The group discussed the equipment cables, monitors and other materials needed for the project. Ms. Cohen will send Director Shackelford the Bill of Materials which he can then distribute to the group. Some of the equipment will need to be inventoried and put in a secure room at each PSAP.

The group discussed the installation timelines and expectations. Ms. Cohen explained that she cannot give a definite project completion date, but she gave a guess of six months. It is critical that everyone is committed to the project plan. Ms. Cohen will be the primary contact for Portage County and liaison with Airbus. She will help inventory equipment and issue job orders. It will take time to coordinate the team and resources. The first step is to schedule the Call Flow meetings with Airbus. Ms. Lisa Flask, Airbus Regional Account Manager, offered the week of August 8<sup>th</sup> (not including the 9<sup>th</sup>). Each PSAP will need to participate in Call Flow meetings. There will be conference calls every other week.

Ms. Cohen reminded the group to inform their mobile and CAD service vendors of the upgrade and for everyone to make sure they have lists of transfers. Calls should transfer as normal.

Once the installation is complete, the system will be tested, and then we will identify and resolve any issues. Ms. Cohen explained the testing period of the project as the cut-over and troubleshooting as the cut-coverage period of the project. The group discussed the pros and cons of connecting each PSAP simultaneously. Time is one of the top project drivers for Portage County because of the status of the current equipment.

Next steps:

- Set up Call Flow meetings
- Equipment Delivery
- Network Orders
- Switch Room Readiness
- Third Party Vendors-Airbus (scheduling etc.)

There being no further business, a motion was made by Mr. Ruller to adjourn the meeting and it was seconded by Commissioner Maureen T. Frederick. All were in favor. None were opposed. Motion carried.

The meeting was adjourned at 11:36 A.M.

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Chair/President Maureen T. Frederick  
Portage County Board of Commissioners

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Minutes prepared by Patricia Corley  
Administrative Emergency Management Specialist