

**Cayuga County Policy & Review Oversight Committee (PROC)**  
Denise A. Spingler, Chairperson, 7445 County House Road, Auburn, NY 13021

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A meeting of the PROC was held on May 16, 2019 at the Public Safety Building.

Denise Spingler opened the meeting at 10:00 am.

**PRESENT:**

1. Denise Spingler, 911
2. Ben Guzalak, 911
3. Chief Morabito, AFD
4. Capt. Brian Scanlan, AFD
5. Lt. Michael Wellauer, CCSO
6. Jason Green, EMO
7. Sgt. Daniel Lester, NYSP
8. Capt. Barry Chase, NYSP
9. Dep. Chief Roger Anthony, APD
10. Chief Shawn Butler, APD
11. Sheriff Scheck, CCSO
12. Undersheriff Smith, CCSO

**January Minutes** - motion made by Mike Wellauer, seconded by Chief Morabito, all approved.

**Correspondences:**

**Highway Department request**

- Dave Gardner, Highway Superintendent, is requesting additional talk groups – APD / AFD; request was tabled until further information is gathered.

**Old Business:**

**New Business:**

**Radio Requests**

- Denise Spingler reviewed radio requests received from the volunteer FD's; the county has been helping the fire departments with radios to supplement their needs; limited to two per agency due to fixed quantities.

**PROC Appointments / Resolution** – all member terms are up; question regarding staggering of terms; currently all terms start in January but are for different term lengths; Denise will ask the County Attorney about keeping the term lengths consistent though changing the term dates

**Single Dispatch**

- Ben discussed the concerns amongst the volunteer fire service related to the change in the single dispatch; he discussed specific concerns relayed to him (i.e. responders missing information in the first dispatch); he added that operationally this works very well for dispatch especially during large scale events
- Denise discussed her concerns with changing dispatch policies and the inconsistencies caused by doing so; operationally she concurred with Ben, this is working very well; we have not seen any delays in agencies' responses however we do want to be sure to we are listening to our responders
  - Chief Morabito and Jason Green added the reminder that we have to do what is best for business while understanding we are not going to satisfy everyone; others in the group concurred; Chief Morabito added was the statement that field units do have the ability to confirm any dispatch information with dispatch on any call, at any time.
  - Group discussion involved the fact that some fire agencies may be satisfied with the single dispatch; also discussed was the importance of not switching back/forth to minimize or entail human error

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Brian Scanlan discussed their policy related to TLC calling dispatch; the AFD policy states that TLC is not to call dispatch direct; they are working with TLC on this. Ben and Denise will discuss this in our upcoming dispatch meeting.

Sgt. Lester discussed the inconsistencies in status checks

- Group discussion about revising status check policy
- Consensus was to change policy to checking status after arrival, 5 minute, every 10 minutes thereafter for every call
- Denise requested this go out to the officers to ensure they understand the dispatch policy to avoid conflict.
- Depending on volatility of call, dispatch shall use discretion of 10 min rule
- we will ensure that dispatch conducts status checks on follow up's moving forward (if they are not currently being done in a timely fashion)
- Denise and Ben requested specifics with issues in the future as general reminders don't work well in addressing issues.

Sgt. Lester discussed the South car being utilized in the Central post frequently; issue is that the car is being kept in the post for too long and being utilized for non-priority calls; Ben advised he will watch this but asked for specifics moving forward.

Meeting adjourned by Denise Spingler at 11:00am; Next Meeting, July 16th at 930 am, PSB.