

COMMISSIONERS JOURNAL NO. 64 - DELAWARE COUNTY  
MINUTES FROM REGULAR MEETING HELD APRIL 14, 2016

THE BOARD OF COMMISSIONERS OF DELAWARE COUNTY MET IN REGULAR SESSION ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT:

**Present:**  
Barb Lewis, President  
Jeff Benton, Vice President

**Absent:**  
Gary Merrell, Commissioner

**1**  
RESOLUTION NO. 16-347

IN THE MATTER OF APPROVING THE ELECTRONIC RECORD OF THE PROCEEDINGS FROM REGULAR MEETING HELD APRIL 11, 2016:

It was moved by Mr. Benton, seconded by Mrs. Lewis to approve the following:

WHEREAS, the Board of Commissioners of Delaware County, Ohio (the "Board") met in regular session on April 11, 2016; and

WHEREAS, the Clerk of the Board has certified, pursuant to section 305.12 of the Ohio Revised Code, that the entire record of the proceedings at that meeting is completely and accurately captured in the electronic record of those proceedings;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves the electronic record of proceedings at the previous meeting.

Vote on Motion                      Mr. Merrell              Absent   Mrs. Lewis              Aye              Mr. Benton              Aye

**2**  
PUBLIC COMMENT

**3**  
ELECTED OFFICIAL COMMENT

**4**  
RESOLUTION NO. 16-348

IN THE MATTER OF APPROVING PURCHASE ORDERS, THEN AND NOW CERTIFICATES, AND PAYMENT OF WARRANTS IN BATCH NUMBERS CMAPR0413, MEMO TRANSFERS IN BATCH NUMBERS MTAPR0413:

It was moved by Mr. Benton, seconded by Mrs. Lewis to approve Then And Now Certificates, payment of warrants in batch numbers CMAPR0413, memo transfers in batch numbers MTAPR0413 and Purchase Orders as listed below:

<u>Vendor</u>		<u>Description</u>	<u>Account</u>	<u>Amount</u>	
PO' Increase					
<b>PR Number</b>	<b>Vendor Name</b>	<b>Line Desc</b>	<b>Account</b>	<b>Amount</b>	<b>Line</b>
R1603079	ACLOCHE LLC	SUMMER EMPLOYMENT PROGRAM	22411601 - 5301	\$100,000.00	0001

Vote on Motion                      Mrs. Lewis              Aye              Mr. Merrell              Absent   Mr. Benton              Aye

**5**  
RESOLUTION NO. 16-349

IN THE MATTER OF APPROVING TRAVEL EXPENSE REQUESTS:

It was moved by Mr. Benton, seconded by Mrs. Lewis to approve the following:

The Chief of Emergency Medical Services is requesting that Lt. Sam Moore and Lt. Curt Hill attend an ICS 300 and 400 class in Delaware, OH from May 23-26, 2016 at no cost.

The County Administrator is requesting that Jane Hawes attend a City-County Communications & Marketing Association Convention in San Antonio, Texas from September 6-9, 2016 at the cost of \$2,192.20 (fund number 10011139).

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The Common Pleas Court is requesting that Erin Rohrer, Kara Clark-Moore, Mark Taglione, Laurie Winbigler and Jarrod Burton attend a CCA Conference in Columbus, OH from May 5-6, 2016 at the cost of \$1200.00 (fund numbers 25622303/25322312).

The Director of Job and Family Services is requesting that Sharon Lloyd attend the Ohio Job and Family Services Director’s Association 2016 Training Conference in Columbus, OH on May 12-13, 2016; at the total cost of \$175.00 (fund number 22411605).

The Assistant County Administrator is requesting that Dawn Huston attend a National Public Employers Labor Relations Association conference in Memphis, Tennessee April 16-22, 2016 at the cost of \$155.00 (fund number 10011102). (Conference registration approved on previous request)

The Assistant County Administrator is requesting that Si Kille attend a Fraud Investigation and Prevention Conference in Columbus, Ohio May 10-11, 2016 at the cost of \$428.40 (fund number 10011102).

The Director of Job and Family Services is requesting that Sharon Lloyd attend the Ohio Job and Family Services Director’s Association 2016 Training Conference in Columbus, OH on May 12-13, 2016 at the cost of \$175.00 (fund number 22411605).

Vote on Motion                      Mr. Benton                      Aye                      Mr. Merrell                      Absent                      Mrs. Lewis                      Aye

**6  
RESOLUTION NO. 16-350**

**IN THE MATTER OF ACCEPTING THE TREASURER’S REPORT FOR THE MONTH OF MARCH 2016:**

It was moved by Mr. Benton, seconded by Mrs. Lewis to accept the Treasurer’s Report for the month of March 2016.

(Copy available for review at the Commissioners’ Office until no longer of administrative value.)

Vote on Motion                      Mr. Merrell                      Absent                      Mr. Benton                      Aye                      Mrs. Lewis                      Aye

**7  
RESOLUTION NO. 16-351**

**IN THE MATTER OF APPROVING AN AUTOMATED SECURE ALARM PROTOCOL (ASAP) TRAFFIC AUTHORIZATION LETTER BETWEEN THE PUBLIC SAFETY ANSWERING POINT (“PSAP”) AND THE CENTRAL STATION ALARM ASSOCIATION (“CSAA”) FOR AN ELECTRONIC METHOD OF DELIVERING ALARM INFORMATION FOR DELAWARE COUNTY’S 911 CENTER:**

It was moved by Mr. Benton, seconded by Mrs. Lewis to approve the following:

Whereas, the Director of Delaware County Emergency Communications recommends approval of An Automated Secure Alarm Protocol (ASAP) Traffic Authorization Letter Between The Public Safety Answering Point (“PSAP”) And The Central Station Alarm Association (“CSAA”) For An Electronic Method Of Delivering Alarm Information For Delaware County’s 911 Center;

Now Therefore Be It Resolved, that the Delaware County Board of Commissioners approves the Automated Secure Alarm Protocol (ASAP) Traffic Authorization Letter Between The Public Safety Answering Point (“PSAP”) And The Central Station Alarm Association (“CSAA”) For An Electronic Method Of Delivering Alarm Information For Delaware County’s 911 Center:

**CSAA ASAP to PSAP Service  
Terms of Service for PSAPs  
Version: October 15, 2014**

This document is the Terms of Service between your Public Safety Answering Point (“PSAP”) and the Central Station Alarm Association’s (“CSAA”) ASAP to PSAP Service (“ASAP Service”).

The ASAP Service is an electronic method of delivering alarm information from an alarm monitoring central station (“Central Station”) directly to a PSAP’s Computer Aided Dispatch (“CAD”) or equivalent computer system via computer to computer communications. The goal of the service is to improve the accuracy and the speed of the transfer of alarm information between a Central Station and the serving PSAP.

The ASAP Service utilizes communications via the Nlets network to your state’s Law Enforcement agency that manages the Criminal Justice Information System (CJIS), commonly referred to as a “message switch”. Your

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CAD system communicates with the state CJIS system to receive alarm messages from the ASAP Service.

The ASAP Service is open to any UL listed Central Station. The CSAA provides the service on a “revenue neutral” basis to the subscribing Central Stations. In other words, all revenues are used to support, develop or improve the ASAP Service. As an activity of a trade association, the CSAA is very sensitive to perceived issues of anti-trust and collusion issues. Consequently, the ASAP Service must deal fairly and consistently with all qualifying Central Stations and PSAPs.

Furthermore, it is essential to keep the ASAP Service relevant and functional. This requires timely administrative communications with both Central Stations and PSAPs. This means that the CSAA expects expeditious turn around of correspondence and documentation with the subscribing PSAPs and Central Stations.

This document is the Terms of Service for a PSAP to utilize the ASAP Service. If your PSAP utilizes this service, you are agreeing to the terms herein. If your agency is unable to accept the terms of this document, your agency and CAD system will be unable to receive alarm messages from the ASAP Service.

The following are the specific terms and the basis on which the ASAP Service is provided to your agency:

1. The ASAP Service is provided on a “commercially reasonable effort” basis. The ASAP Service is new and does not currently have redundant systems or facilities at the date of this document. Consequently in case of failure of the ASAP Service, Central Station personnel will initiate a traditional voice telephone call to the PSAP in order to relay the alarm information to the PSAP. PSAPs must be prepared to accept traditional phone calls from a Central Station to support an alternative to the ASAP Service in the event of a failure

2. The receipt of an “Accept” message by the Central Station from the PSAP CAD System, in response to an Alarm message, indicates that the PSAP has been properly notified of the alarm and has accepted the information from the Central Station. Although there may be failures in subsequent exchanges of messages for the same alarm, the PSAP has accepted the alarm in to its CAD system and is required to follow its procedures for handling an alarm call-for-service.

3. In the event of a failure to successfully deliver a message to a PSAP’s CAD system (a failure is indicated by not receiving an “Accept” message or by receiving a “Reject” message from the PSAP’s CAD system by the Central Station) the Central Station personnel will initiate a traditional voice telephone call to the PSAP to relay the alarm information to the PSAP as described in Section 1.

4. A PSAP must supply to the ASAP Service information regarding the legal name and address of the PSAP, the authorities, jurisdictions and services supported and provided, ORI (CJIS Originating Agency Identifier) of the CAD system to receive and send ASAP Messages, and point contact for management and support of the PSAP and CAD system

5. The ASAP Service is dependent upon the cooperation of the state law enforcement agency that manages the state’s CJIS system. The state’s continued participation in passing messages from and to the ASAP Service is necessary. Should your state’s law enforcement agency no longer pass ASAP Messages through the state’s CJIS system, your PSAP’s access to the ASAP Service will no longer function unless an alternate ASAP Service delivery path is available.

6. The alarm information communicated by the ASAP Service is not Criminal Justice Information (CJI) as determined by the Federal Bureau of Investigation (FBI) CJIS Division. Consequently, the alarm messages delivered by the ASAP Service are not covered by the FBI CJIS Security Policy. However, the FBI and your state law enforcement agency have security requirements over how your agency connects with and communicates with the state CJIS system.

7. There is no direct cost from the CSAA for your agency to accept messages from and send messages to the ASAP Service. However, your agency has responsibility for costs that indirectly relate, including but not limited to: i) costs associated with your CAD system communicating with the state CJIS system, ii) cost of upgrading, replacing, supporting, maintaining, implementing or training to allow your CAD system to process alarm messages delivered via the ASAP Service.

8. Your agency is responsible for procuring and coordinating with your agency’s CAD system provider, the capability to communicate and interact with the ASAP Service.

9. Your agency is responsible for coordinating with your state law enforcement agency’s CJIS System Officer to allow your CAD system to communicate and interact with the ASAP Service using the ALQ/ALR message keys.

10. Your agency is required to provide (via a form) information about your PSAP including but not limited to your agency, jurisdiction, address, contact information for different roles. You are required to provide several points of contact including one that can be provided to ASAP-connected Central Stations. The purpose of the contact list is to coordinate activity between the Central Station and your PSAP.

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11. Your agency must supply a Point of Contact (POC) to support the Central Stations desiring to utilize the ASAP Service to communicate with your PSAP. The purpose of the POC will be the primary point for Central Stations to resolve addressing issues, coordinate testing and assure the general relationship between the Central Station and the PSAP. The ASAP Service will only supply this POC information to Central Stations subscribing to the service.

12. Central Stations, in order to communicate via the ASAP service, are required to have the CJIS ORI of your CAD system. Prior to connecting to the ASAP Service, you should obtain a specific ORI and related information to uniquely identify your CAD system for the ASAP service. The CAD system ORI should not be used by other devices or applications. The ASAP Service will not provide your CAD system's ORI to Central Stations. Instead the Central Station personnel will contact your agency directly for this information.

13. Prior to "live" or "production" communication between a Central Station and your PSAP's CAD system, your agency POC will need to work with the Central Stations to resolve addressing differences between your CAD and their automation systems. The Central Station personnel will need to work with your designee to verify, fix and correct address information in their systems. Ultimately, your agency will need to make a determination as to when an alarm's company's address information for your jurisdiction is sufficiently correct for you to accept "live" or "production" messages from a Central Station.

14. Traffic Authorization Letters

A. The ASAP Service requires a Traffic Authorization Letter (TAL) from your agency to allow traffic to flow from a specific Central Station and your PSAP. The ASAP Service management can provide you a template of a TAL for use on your agency's letterhead. The TAL notifies the ASAP Service to make configuration changes in the ASAP Service systems to allow traffic to flow from a Central Station. Until that letter is received, the ASAP Service will not allow any message traffic to flow to your CAD system operating in a production environment.

B. A TAL should be provided to the ASAP Service when your agency is ready to receive traffic from each Central Station. It is expected that your agency will be prepared to receive alarm information from any Central Station that is participating in the ASAP Service and has client accounts in your jurisdiction or service area.

C. In the unusual situation that for a specific reason your agency is unable or unwilling to accept alarm traffic from a specific Central Station, the agency must provide that information in an official document to the ASAP Service Management. See section 15. Alarm Traffic Denial for more information.

D. An agency may decide to rescind the TAL for a given Central Station. A rescission decision should be only made if a Central Station is failing to correct problems in communicating over operating with the agency CAD, and offering no plans to address and correct the problems in a reasonable period of time. A TAL rescission is a form of denial. See section 15. Alarm Traffic Denial for more information.

E. The ASAP Service, when appropriate and at a Central Station's request, will ask an agency for a TAL. A response is expected within seven (7) business days.

F. If the ASAP Service does not receive response from the agency within seven (7) business days, we will send a formal request letter for the TAL. At that time, a 30 day timer begins. If no official response is received from the agency, the ASAP Service management will evaluate if it is appropriate to continue service to the PSAP.

15. Alarm Traffic Denial

A. In a case where the agency has determined that it will deny accepting alarm signals from a Central Station, the agency must provide specific information in writing. This information should include background on why you will not accept traffic and what remedies, that can be performed to change the situation and the agency's position. The denial cannot be for arbitrary or capricious reasons.

B. The ASAP Service management, under the control of the Central Station Alarm Association, will review the documentation provided by the agency. The ASAP Service management will provide a copy of the received documentation to the respective Central Station. In its review, the ASAP Service management will attempt to ensure that the denial is well founded and is not arbitrary. Assuming the denial meets those criteria, the problem will be turned over to the Central Station to work with the agency to resolve

C. If the PSAP agency's cause for the denial remains unresolved with the Central Station, the ASAP Service Management will refer the matter to the CSAA to investigate. The CSAA will determine if a Central Station that fails to follow ASAP Service policies is subject to suspension or revocation of their access to the ASAP Service.

D. In cases where a PSAP agency has denied accepting traffic and the ASAP Service has determined that reasoning for the denial is not well founded, ASAP Service management will request a meeting with the PSAP agency's management.

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E. If the ASAP Service and the PSAP agency management cannot come to a resolution of the denial, ASAP Service management may terminate all alarm message delivery to the PSAP for all alarm Central Stations. The Central Stations using the ASAP Service will then revert to telephone based transfer of alarm information to the PSAP.

16. General support issues and questions can be routed to ASAP Service. You can contact ASAP Service management at support@csaa-asap.org or by using the support phone line at 855-645-3346.

17. This Terms of Service document will be revised by the CSAA from time to time. Thirty (30) days after the publication of a new version of this Terms of Service, it will supersede all previous versions and become effective for all PSAPs utilizing the ASAP Service.

Vote on Motion                      Mrs. Lewis                      Aye                      Mr. Benton                      Aye                      Mr. Merrell                      Absent

**8**

**ADMINISTRATOR REPORTS**

**Dawn Huston, Assistant County Administrator/Director of Administrative Services**

-No reports

**9**

**COMMISSIONERS' COMMITTEES REPORTS**

**Commissioner Benton**

- Attended the Delaware Days event at Columbus State's Delaware Campus
- Attended the CCAO Legislative reception last night
- Will be providing lunch for the 911 staff today

**Commissioner Lewis**

- Bob Lamb has been named one of the 40 under 40 by Business First. Bob was one of 240 candidates this year. Commissioner Benton then mentioned that Barb's daughter-in-law was also named one of the 40 under 40.
- Attended the Family and Children Family First Council meeting yesterday. Some of the topics were coming before the Commissioners to request a transfer of funds due to State reimbursement; the Summer Reading Program will be held at Willis this summer; HelpLine can now receive texts on their 898-2111 line
- People In Need is still collecting food for their food drive until May 31<sup>st</sup>.

**10**

**RESOLUTION NO. 16-352**

**IN THE MATTER OF ADJOURNING INTO EXECUTIVE SESSION FOR CONSIDERATION OF APPOINTMENT OF A PUBLIC EMPLOYEE OR PUBLIC OFFICIAL; FOR PENDING OR IMMINENT LITIGATION:**

It was moved by Mr. Benton, seconded by Mrs. Lewis to adjourn into Executive Session at 9:45 AM.

Vote on Motion                      Mr. Benton                      Aye                      Mr. Merrell                      Absent                      Mrs. Lewis                      Aye

**RESOLUTION NO. 16-353**

**IN THE MATTER OF ADJOURNING OUT OF EXECUTIVE SESSION:**

It was moved by Mr. Benton, seconded by Mrs. Lewis to adjourn out of Executive Session at 11:00 AM.

Vote on Motion                      Mr. Merrell                      Absent                      Mrs. Lewis                      Aye                      Mr. Benton                      Aye

There being no further business, the meeting adjourned.

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Gary Merrell

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Barb Lewis

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Jeff Benton

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Jennifer Walraven, Clerk to the Commissioners