



STAFF MEETING

MINUTES

Date: Friday, September 19, 2025

Time: 9:00 am

Department: EMA, 911, Animal Services

EMA

- National Preparedness Day – **Saturday, September 27, 2025 @ RCA – 0800 – 1500**
Everything has been confirmed
911 – DD Callaway, TO Stanford, (4) CO's to attend
- AED status –
OM Hunt to confirm all outside locations listed and provide missing addresses
DeCastro to be installed on trailhead restrooms

911

- Scheduled dates
Power DMS – Finance
Outlets for Farmer Rd. (\$20,000.00) on hold
Switches for server room – check status w/ TS
EFD training – October 7th, 9th, 14^h, & 16th
EPD training – October 21st, 23rd, 28th, 30th
EPD review – October 7th
EFD review – October 8th

Animal Services

- Events
NPD – 9/27
Business Expo – 10/2
United Community Bank – 10/3
Johnson Park – 10/11
- Gate status
In process
- Kennel number
50+ dogs
3 cats

Department

- Updates from personnel
- Budget
 - Be mindful**
 - Finance needs to make more reductions**
- Risk Management
 - Moving to EMA – Kevin McCartney and Petra Robinson**
 - Offices will be the two off the training room**
 - Move looking to be first of October**
- Training
 - Make sure all required training hours are in or will be by end of year**
- Holidays
 - Start thinking of dates for Thanksgiving and Christmas celebrations**
- Time off
 - Holiday time off – reminder all personnel cannot be off at the same time during the holidays, plan accordingly and discuss with co-workers**

County

- New personnel
 - Finance CFO – Javaid Majid**
 - Public Relations Deputy Director – Mike White**
- Safety meeting – sign off
 - Safety topics from safety Committee are to be reviewed and signed off in ADP by ALL personnel**