



SOUTH CAROLINA REVENUE AND FISCAL AFFAIRS OFFICE

CHAD WALLDORF, Chairman
HOWELL CLYBORNE, JR.
EMERSON F. GOWER, JR.

FRANK A. RAINWATER
Executive Director

RFA BOARD AGENDA February 13, 2015, 2:00pm Room 417, Rembert C. Dennis Building

- I. Welcome
- II. Adoption of Meeting Minutes for October 15, 2014
- IV. Program Issues
 - A. Team Projects
 - B. E911
 - 1. Strategic Plan
 - 2. Lexington E911 Plan
- V. Future Meetings
 - A. March 19, 2015, 2:00pm (Phone meeting)
 - B. April 23, 2015, 2:00pm
 - C. May 21, 2015, 2:00pm
- VI. Other Business
- VII. Adjournment

Please note that the Agenda is subject to change.



PROGRAM ISSUES

InfoSec Policy Workgroup

- Team Members:

Debbie Glenn	Jim Moore
Elizabeth Hall	Diane Porter
Lisa Jolliff	Jose Santiago
Sandra Kelly	Steve Sklar
John Long	Tracy Smith

- Goals:

- Information Security Gap Analysis
- Develop Plan of Action – January 31, 2015
- Develop Information Security Controls – June 30, 2016



TEAM PROJECTS

- Strategic Planning
- Continuous Improvement
- Customer Feedback/Focus
- Succession Planning/Cross-Training



Strategic Planning

- Team Members:

Les Boles
Rachael Fulmer
Diane Porter
Will Roberts
Matt Wellslager

- Goals:

- Identify resources to achieve agency mission
- Leads collaboration efforts between sections to streamline and drive efficiencies
- Complete strategic plan by May 31, 2015



Continuous Improvement

- Team Members:

David Patterson

Gordon Shuford

Tracy Smith

- Goals:

- Identify agency policies and procedures for improvement
- Develop an office communication strategy
- Develop quality control of products and services



Customer Feedback/Focus

- Team Members:

Lisa Jolliff
David Morrison
Jose Santiago
Matt Wellslager

- Goals:

- Develop assessment tool for gauging customer response and satisfaction

Succession Planning/ Cross -Training

- Team Members:

Bobby Bowers
Debbie Glenn
Sandra Kelly
Diane Porter

- Goals:

- Develop program to gauge employee morale and provide employee feedback; provide timely updates on employee training activity
- Establish a system for regular review of employee compensation based upon performance and responsibilities
- Establish employee recognition and appreciation programs



E911

- **Strategic Plan**

- The RFP for a consultant was issued January 20th, 2015
- Questions regarding the RFP were received on January 29th, 2015 answers were provided, amendments were made, and the RFP was updated February 5th, 2015
- Responses are due by 2:00pm, February 24th, 2015
- Interviews are scheduled for March 3rd, 2015. We have a group of staff, advisory committee and local PSAP representatives.
- Award date is scheduled for March 6th, 2015



E911

- Lexington County E911
 - Lexington County's current 911 plan was approved in September of 1994
 - There are 4 PSAPs operating in Lexington County
 - Lexington County
 - City of West Columbia
 - City of Cayce
 - Town of Batesburg-Leesville



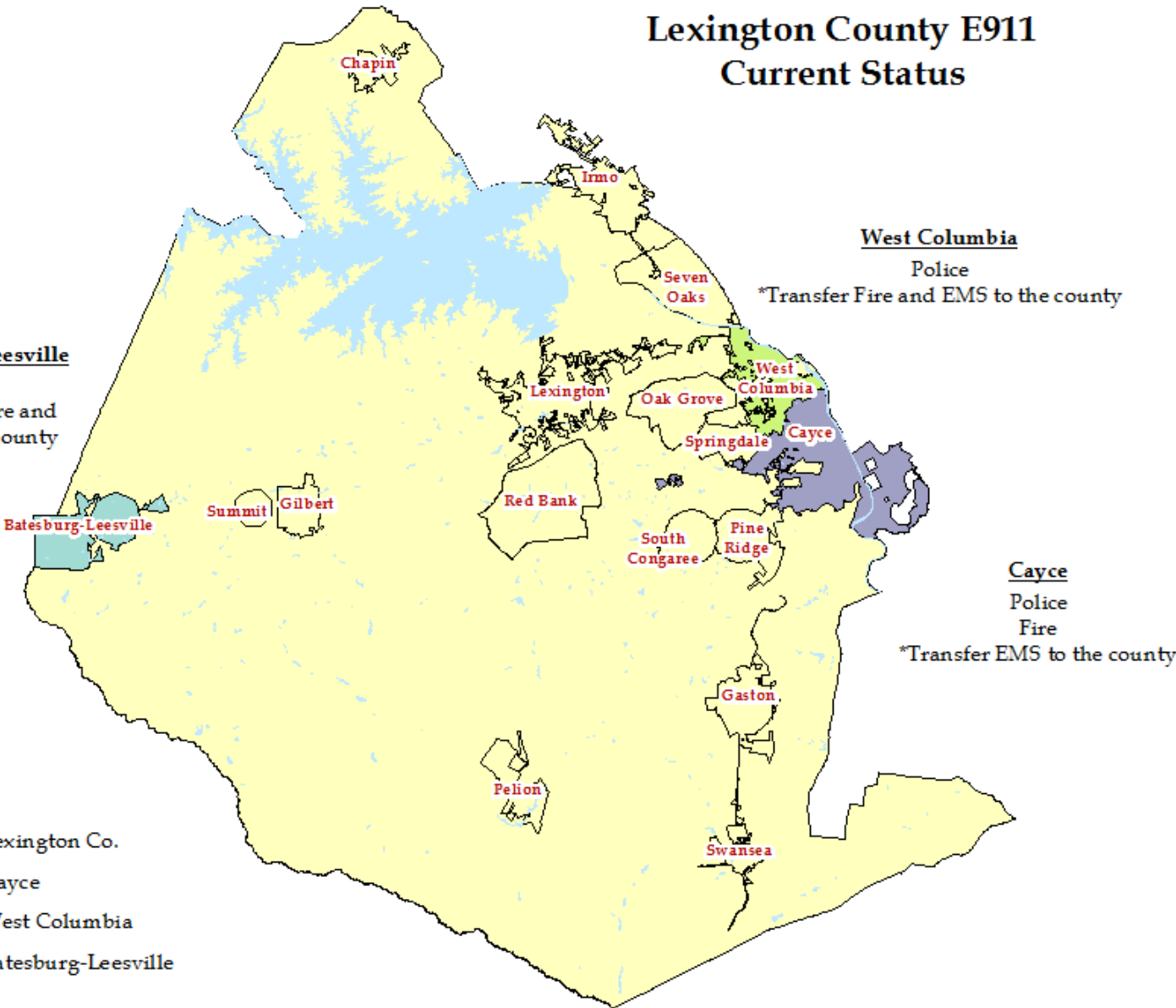
Lexington County E911 Current Status

Batesburg-Leesville
Police
*Transfer Fire and EMS to the county

West Columbia
Police
*Transfer Fire and EMS to the county

Cayce
Police
Fire
*Transfer EMS to the county

- PSAP**
- Lexington Co.
 - Cayce
 - West Columbia
 - Batesburg-Leesville



<u>Lexington County</u>	<u>Batesburg-Leesville</u>	<u>Wes Columbia</u>	<u>Cayce</u>
Lexington EMS	Bateburg-Leesville Police	West Columbia Police	Cayce Police
Lexington Fire Service			Cayce Fire
Irmo Fire			
Batesburg-Leesville Fire			
Lexington Co. Sheriff			
Irmo Police			
Chapin Police			
Springdale Police			
Gaston Police			
Swansea Police			
Pelion Police			
Lexington Police			
Airport Dept. of Public Safety			
South Congaree Police			
Pineridge Police			
Midlands Technical College - Airport Campus			
Lexington Medical Center - Public Safety			
West Columbia Fire			
*Lexington Co. processes all calls for EMS in the county			
*Lexington Co. processes all call for Fire, except for Cayce			

E911

- Lexington County E911

- Lexington County is concerned about on-going costs of multiple PSAPs and the municipalities are concerned about their local response
- Lexington County's current proposal
 - 1 - Municipalities become standalone PSAPs
 - City of Cayce
 - City of West Columbia
 - 2 - Consolidation under Lexington County
 - 3 - Lexington County receives 911 calls and municipalities will dispatch calls for their respective areas

