



Houston County Sheriff's  
Department  
Communications Division

200 Carl Vinson Parkway  
Wamer Robins, GA 31088  
478-542-9911

Captain Ricky Harlowe  
Division Commander

Lieutenant Mikki Quinones  
Asst. Division Commander  
Operations Coordinator

Deputy Stephanie Mercer  
Training and Accreditation  
Coordinator

Deputy Tim Ealer  
800 MHz System Manager  
Information Technology

## **On-Site Agenda**

**April 24-28, 2010**

### **Saturday, April 24, 2010**

1. Accreditation Coordinator Stephanie Mercer and Operations Coordinator Mikki Quinones will meet Assessors at Atlanta Airport for transportation to Houston County 911 Center.

Team Leader: Director (Ret) Susan Wales arrives 10:34 AM

Team Member: Wendi Lively arrives 09:49 AM

2. 1:00 PM Arrive at Houston County 911 Center. Static display and agency tour. Tour ends at Assessor's work area (911 Emergency Operations Center).
3. 2:00 PM Assessors begin initial review of accreditation files.
4. Accreditation Coordinator Stephanie Mercer remains available until dismissed by the Assessment Team Leader.
5. At a time determined by the Assessors, conclusion of review of files. Accreditation Coordinator Stephanie Mercer escorts assessors to the Hilton Garden Inn.
6. Rental vehicle provided to Assessors for their use.
7. Remainder of evening – training time for Assessors.

### **Sunday, April 25, 2010**

1. 8:30 AM Accreditation Coordinator Stephanie Mercer escorts Assessors from Hilton Garden Inn to Houston County 911 Center for file review.
2. 2:00 PM Accreditation Coordinator Stephanie Mercer and 800 Mhz System Manager Tim Ealer escort the assessors on a tour of the Elberta Road and Oaky Woods Tower Sites.
3. Accreditation Coordinator Stephanie Mercer remains available until dismissed by the Assessment Team Leader.
4. At a time determined by the Assessors, conclusion of review of files. Accreditation Coordinator Stephanie Mercer escorts assessors to the Hilton Garden Inn.