

**Story County 911 Service Board
Meeting Minutes
February 12, 2020**

The 911 Service Board met on 2/12/2020 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Story County- Paul Fitzgerald; Linda Murken, alternate
ISU- Michael Newton
Ames- Chuck Cychosz; Doug Houghton, alternate
Cambridge- Not present
Collins- Not present
Colo- Not present
Gilbert/Franklin- Brian Grove
Huxley- Gerry Stoll
Maxwell- Not present

McCallsburg- Chris Erickson
Nevada- Ric Martinez; Ray Reynolds, alternate
Roland- Not present
Slater- Chad Fleenor, alternate
Story City- Matt Sporleder
Westory- Not present
Zearing- Jerry Johnson
Story County EMA- Keith Morgan
Secretary- Amanda Roush

Guests: Dina McKenna, Story County Communications; Nicholas Lennie, Story County Sheriff's Office; Tom Hackett, Ames Fire; Jeff Huff, Ames Police

Fitzgerald opened the meeting at 6:30pm.

Fitzgerald proposed to move item 911 Service Board Bylaw Amendment up on the agenda under the approval of minutes. No objections. Agenda approved with modification.

Introductions.

Newton moved to approve the November minutes. Morgan seconded. MCU

911 Service Board Bylaw Amendment

Recently, a bill was passed into Iowa Code to include the Police Chief of each city operating a PSAP and the Sheriff as voting members on the 911 Service Board. The bill has been discussed in previous Board meetings. Fitzgerald explained that he would continue to represent the Story County Board of Supervisors with Linda Murken as his alternate. Dina McKenna will represent Story County Sheriff, Nick Lennie alternate. Chuck Cychosz will represent Ames Police Chief, Doug Houghton alternate. Tom Hackett will represent City of Ames, Doug Allen alternate. In order to increase our Board by two voting members, we must amend the official Bylaws. Martinez made a motion to approve the amendment to the Bylaws of the Story County 911 Service Board. Newton seconded the motion. MCU.

FY21 Budget- Expenditures

Line 1. Personnel Costs. Calculated with county 2% salary increase.

Line 3. Postage. Increase to \$100- PO Box rental increase.

Line 4. Advertising. Increase to \$2,000- Increase in meeting publication costs.

Line 5. Insurance. Calculated with county estimated 10%-12% increase.

Line 8. 911 Telephone. We anticipate that the state will begin to absorb these circuit costs upon completion of the wireline merging project. Until we have a clearer timeline, we propose to leave the full \$45,600 for FY21.

Line 9. Other Telephone. Decrease to \$500.

Line 16. Equipment. The Zetron call taking equipment is at end of the original maintenance contract. RACOM quoted \$60,590 for software maintenance to cover the three communications centers for the year.

Line 19. Consultant. MCP estimates that they will invoice no more than \$115,000 for the remainder of FY20. We have re-estimated the expenditure for FY20 to \$311,896 (\$310,896 plus \$1,000 for Cahill legal services). Proposed budget for FY21 is \$248,806, the remainder of our current contract with MCP, plus \$1,000 for Cahill. Total \$249,806.

Line 23. Tower fees. The Board has determined that the FY21 budget can sustain contribution of 30% of radio subscriber fees to public safety users. In addition, the 911 Board will allocate assigned reserves to contribute 20% of supplemental subscriber fees on top of the 30%. The proposed budget for 50% contribution for FY21 is \$183,300. The figure is based on 900 subscribers. 911 Board contribution to subscriber fees will be evaluated annually.

All radio users will pay the same subscriber fee. The subscriber fee in FY21 is set at \$33.93 per radio, per month.

Line 28. Add new budget line for Paging System. The 911 Board will fully fund the new paging system infrastructure and pagers. For distinction of expenditures, we will add a new standalone FY21 budget line for paging. The RACOM contract price for paging system infrastructure and 400 pagers is \$323,771.

Revenue

Line 5, 6. Wireline/landline and wireless surcharge is the only guaranteed revenue. Estimated combined surcharge for FY21 is \$470,000.

Line 7. Interest revenue is anticipated to decrease as we move unassigned/assigned reserves into the operating budget. Estimated interest for FY21 is \$10,000.

Line 8. Miscellaneous Refunds and Reimbursements for FY21 is estimated at \$186,604, reimbursements from StoryComm 28E entities on the Mission Critical Partners consulting contract. (75% of \$248,806)

A depreciation schedule was developed to forecast and manage future equipment replacement and effective spending of assigned and unassigned funds. The schedule was generated with a list of items that the 911 has historically paid for.

Martinez made a motion to accept the FY21 budget for public hearing. Second by Johnson. MCU.

FY20 Budget Amendment

Roush advised that a Public Hearing on amendment to the FY20 budget will be held on the same date as the hearing for FY21 budget. Public Hearing date, Monday, March 9.

The expenditure for consultant fees is going to be exceeded in the current budget. The current \$236,200 expenditure has been re-estimated to \$311,896, an increase of \$75,696. A budget amendment is required to increase the expenditure. The proposed amendment will increase FY20 Subtotal Expenditures from \$728,060 to \$803,756. The \$75,696 will come from the unassigned fund balance.

Election of Chairperson and Vice Chairperson

Martinez made a motion to retain Fitzgerald as Chairperson. Cychosz seconded the motion. MCU
Morgan made a motion to retain Cychosz as Vice Chairperson. Martinez seconded the motion. MCU.

Election of Service Board Members to Executive Board

Grove made a motion to re-elect Clatt to Executive Board. Cychosz seconded the motion. MCU
Morgan made a motion to re-elect Martinez to Executive Board. Cychosz seconded the motion. MCU.

Radio Project Update

The radio project is two phase, temporary system and permanent system. The temporary system is four towers, two existing towers owned by RACOM and two towers built by StoryComm. All four towers are on the air and the temporary system is up and running. ISU and Ames PD are on the system now, as well as CyRide. Reports have been positive. There are still some deficient spots, but overall coverage is much better. Once radios are in hand, it will be important for users to identify and be aware of any weak spots in their own districts. Migrations to the temporary system will continue with Ames Fire next and Story County Sheriff's Office on deck.

Hackett explained that when the volunteer fire departments migrate, portable radios will be deployed all at once, within a span of four days. All departments can then start working on the new system on portables within a few days of each other making the transition much quicker. RACOM will then move around installing mobiles into vehicles and apparatus.

The Working Group is still actively working with user groups to finalize the fleetmap and channel locations.

The permanent system will have five towers in the county. Four towers are confirmed with details of the fifth tower still being worked out. We have two options now for potential locations, one at Gilbert Middle School and the second on private property outside of Gilbert. The StoryComm Board will meet later this month to hopefully choose between two lease agreements. After all five towers are confirmed, we move into the detailed design phase with RACOM. We are still on track and anticipate the permanent system to be ready and migrations finishing up in the fall of 2021.

The fleetmap process will be revisited to verify talk groups and make modifications for the permanent system. At that time, talk groups for mutual aid outside of the county will be added in.

Subscriber fees for next fiscal year (starting July 1, 2020) are set at \$33.93 per radio per month.

Old Business

None

New Business

None

Comments from Public

None

Comments from 911 Service Board Members

Kudos to all the hard work put into the radio project.

Public Hearing on the FY21 budget will be Monday, March 9 at 5:30pm. Sheriff's Squad Room, Justice Center.

Morgan made a motion to adjourn at 7:15pm. Second by Murken. MCU

Respectfully Submitted,

Amanda Roush, Secretary
Database Coordinator