

**Story County 911 Service Board  
Meeting Minutes  
February 14, 2024**

The 911 Service Board met on 2/14/2024 at 6:30 p.m. in the Sheriff’s Squad Room at the Story County Justice Center.

<b>Story County Board of Supervisors</b>	Linda Murken
<b>Story County Sheriff’s Office</b>	Paul Fitzgerald; Nicholas Lennie, alternate
<b>ISU</b>	Michael Newton; Carrie Jacobs, alternate
<b>Ames</b>	Karen Tapper, alternate
<b>Ames Police Chief</b>	Geoff Huff; Aaron DeLashmutt, alternate
<b>Cambridge</b>	Taylor Bassett
<b>Collins</b>	Not present
<b>Colo</b>	Dennis Clatt
<b>Gilbert/Franklin</b>	Brian Grove; Tom Kepley, alternate
<b>Huxley</b>	Nathan Albaugh
<b>Maxwell</b>	Not present
<b>McCallsburg</b>	Not present
<b>Nevada</b>	Ricardo Martinez; Ray Reynolds, alternate
<b>Roland</b>	Not present
<b>Slater</b>	Taylor Christensen
<b>Story City</b>	Matt Sporleder
<b>Westory</b>	Not present
<b>Zearing</b>	Not present
<b>Story County EMA</b>	Melissa Spencer; Josh Harding, alternate
<b>Secretary</b>	Amanda Pyle
<b>Guests</b>	– Nic Briseño, SCSO; Marylin Mosinski, SCSO; Joel Westendorf, City of Maxwell.

Fitzgerald opened the meeting at 6:30 pm and led introductions.

Murken made a motion to approve the agenda. Second by Martinez. MCU.

Newton made a motion to approve the minutes from November. Second by Clatt. MCU.

**911 Board Meeting Cadence Vote**

Fitzgerald gave an overview of proposed modifications to the meeting cadence. The proposal includes that the Executive Board would meet at least quarterly, date, time and location to be determined by the Chairperson. Time/date notifications for Executive Board public meetings and meeting minutes would be provided to the full Service Board. The full Service Board would meet annually, in February, for budget work and approval followed by a Public Hearing to adopt the budget. Special meetings may be called by the Chairperson, Vice Chairperson, or request by Service Board members. An initial look at Iowa Chapter 34A found that the proposed modifications comply with code.

Fitzgerald asked the Boards thought on procedure for requesting a special meeting. Martinez commented that request by three members seemed reasonable with the expectation that those three members attend the meeting. Stipulations on meeting timeframe should be spelled out.

Murken asked for rationale for the proposal. Fitzgerald mentioned that the idea had been presented in the past, but was deferred while the Board was making many decisions for the large radio project.

Quorum issues had invoked discussion about participation and informed, knowledgeable members. Fitzgerald continued that now is an opportunity to adjust the arrangement if there is interest.

The proposal does not change the authority of the Executive Board or the Service Board. The only change would be the number of meetings required. Fitzgerald suggested to also add language in a potential Bylaw revision that specifies an annual audit is being performed.

Reynolds shared that he would like to see one of the two additional members elected to the Executive Board be fire personnel. The conversation was that fire is represented on the Executive Board currently and has been for the history of the 911 Board.

The Board agreed to have Tom Cahill review the Bylaws and proposed language modifications. Pyle will send Bylaws electronically to the Board after legal review and input. Further discussion at the May quarterly meeting.

### **APCO Conference Scholarship**

Three applications were submitted for the scholarship. All three are Sheriff's Office telecommunicators. Administration has determined that communications staffing at the Sheriff's Office would allow the three to attend the conference in August. The Executive Board accepts. Pyle will make notification to the recipients.

### **FY25 Budget – Proposed Expenditures**

**Line 1. Personnel Costs.** Salary re-estimate for FY24 is \$74,000. A 2.5% step raise will go into effect on Pyle's employment anniversary in March. The FY25 proposal is \$76,145 based on the scaled increase and 2% COL increase.

**Line 2. Office Supplies.** Propose to remain \$800.

**Line 3. Postage.** Propose to remain \$100.

**Line 4. Advertising.** Propose to remain \$500. Legal publishing.

**Line 5. Insurance.** Proposal is \$25,050 based on a 5% health insurance increase.

**Line 6. Education & Training.** Propose to remain \$16,000.

**Line 7. Other: Data Processing.** Propose to remain \$800.

**Line 8. 911 Telephone Expense.** Propose is to remain \$10,000.

**Line 9. Other Telephone Expense.** Propose to remain \$500.

**Line 13. Mapping.** Propose to remain \$3,000.

**Line 16. Telephone Equipment Repair/Maint.** Re-estimate for FY24 is \$41,500. Annual maintenance to include Shared Services call taking and recording, Logger/Recorders, and ECATS reporting. The FY25 proposal is \$41,500.

**Line 17. Radio Equipment Repair/Maint.** Propose to remain \$10,000.

**Line 18. Other Equipment Repair/Maint.** Proposal is to increase to \$75,500. Increase to cover MAPSG shared network annual maintenance 5% rise.

**Line 19. Consultant Fees.** Propose to remain \$26,000. \$25,000 for general consulting (pay by the service); \$1,000 for 911 legal, Cahill Law.

**Line 23. Communications Towers & Equipment.** Proposal is to decrease to \$122,200. The proposed amount covers 30% of 1,000 radios at a fee of \$33.93 per radio, per month. The plan will be to continue to step down over the next few years.

**Line 24. 911 Funding Grant.** Propose to remain \$50,000.

**Line 26. PSAP Equipment.** Propose to remain \$6,000. \$2,000 per PSAP.

**FY25 Budget- Proposed Revenue**

The two guaranteed revenue sources are wireline (landline) and wireless telephone surcharge.

**Line 5. Landline Surcharge.** Proposal is \$165,000.

**Line 6. Wireline Surcharge.** Proposal is \$300,000.

**Line 7. Interest.** Proposal is \$35,000.

**Line 8. Misc. Refunds and Reimbursements.** Though we can anticipate a year end surcharge surplus distribution payment and GIS grant awards, these are not guaranteed revenues. Proposal is for FY25 is zero.

Total FY25 proposed revenue- \$500,000

Pyle suggested leaving just \$100,000 in Unassigned Funds for FY24 and FY25, shifting the excess into Assigned Funds to be earmarked for future purchases and projects. The Ending Fund Balance table on the revenue worksheet reflects the recommendation.

A version of the 911 Capital Funding Schedule (CFS) was discussed. The schedule is still in need of revision and will be circulated for review before the next meeting.

Huff made a motion to accept and approve the FY25 proposed budget for Public Hearing. Second by Newton. MCU.

**Public Hearing date set for Thursday, April 18 @ 12:00 (noon) at the Justice Center- Squad Room.**

**Election of Service Board Members to the Executive Board**

Current members: Fitzgerald, Huff and Newton are fixed, representing the communications centers. Martinez and Clatt are additional elected positions.

Spencer nominated Clatt. Huff nominated Martinez. No other nominations. Unanimous decision to re-elect Clatt and Martinez to Executive Board.

**Election of Chairperson and Vice Chairperson**

Huff nominated Fitzgerald for Chairperson. No other nominations. Unanimous decision to re-elect Fitzgerald as Chairperson.

Murken nominated Martinez for Vice Chairperson. No other nominations. Martinez accepted nomination. Unanimous decision to re-elect Martinez as Vice Chairperson.

**Old Business** None

**New Business**

Briseño explained that communications recently found within the Shared Services system that a call queuing functionality that we used to have is no longer working. Call queuing involves the capability to answer and support 911 calls for each other’s dispatch centers when operating at alternate locations. With the move into the state shared contract, we lack the capability and it was just discovered while APD and SCSO were assisting each other during a period of short staffing.

A team was formed with communications, IT and 911 with support from Zetron, Comtech and state 911 to do some fact finding and explore if the functionality could be reimplemented. Information and status are being shared with the Executive Board and the Service Board as a whole as there will be cost for the solution; combining two cores into one and utilizing the second core as a backup system. The initial quote for labor from Zetron is roughly \$35,000 and Comtech quoted about \$5,000 for their efforts.

The needed funds are within the bounds of the Assigned Funds. The 911 Board saved about \$100,000 by contracting with the state on the Shared Services option over doing the necessary updates through RACOM. In the contract, the state assumes much of the cost of hardware/software of an updated Zetron call taking platform, the system that we were already operating on.

Sheriff Fitzgerald recommended that the Board support the necessary modifications needed to restore this functionality.

Hardware and software are already in place. The quote is for labor. Anticipated project timeframe is 2-6 months.

Martinez made a motion to approve using funds for the work. Second by Spencer. MCU.

**Ongoing Maintenance-** The maintenance contract for Shared Services is near end. Originally, the Board signed a three (3) year contract. Zetron came back and tried to push us to five (5) years, but we were conservative and stayed on three (3) years. We have a new quote for years four (4) and five (5) and our recommendation is that we continue with this maintenance arrangement. No opposition on moving forward on the contract.

FY25 Expenditures for Line 16. Telephone Equipment Repair/Maint. and the total will be adjusted to reflect approvals.

**911 Communications Council-** The council is still on the list for recommended elimination.

**911 Surcharge-** A HSEMD bill is projected to come out in Jan. 2025 aligning with a plan to raise more money for state 911. Potential increase of wireless surcharge overall or percentage changes; state would take the access and local budgets would be unchanged.

We will also keep an eye on proposed legislation to fund school radios and communications with 911 funds.

**Comments from the Public**

Mosinski explained an instance of call queuing challenge in dispatch; appreciates the approval for a solution.

**Comments from 911 Service Board Members** None

Meeting adjourned at 7:58pm.

Respectfully Submitted,

Amanda Pyle, Secretary  
911 Database Coordinator