

**Story County 911 Service Board
Meeting Minutes
February 9, 2022**

The 911 Service Board met on 2/9/2022 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Story County Board of Supervisors	Linda Murken
Story County Sheriff's Office	Paul Fitzgerald; Nicholas Lennie, alternate
ISU	Michael Newton; Carrie Jacobs, alternate
Ames	Tom Hackett
Ames Police Chief	Geoff Huff
Cambridge	Not present
Collins	Not present
Colo	Dennis Clatt
Gilbert/Franklin	Brian Grove
Huxley	Gerry Stoll
Maxwell	Not present
McCallsburg	Not present
Nevada	Ricardo Martinez
Roland	Not present
Slater	John Kahler
Story City	Matt Sporleder
Westory	Kenneth Kling
Zearing	Not present
Story County EMA	Keith Morgan
Secretary	Amanda Pyle
Guests	Nic Briseño, SCSO; Marilyn Mosinski, SCSO; Randy Graham, Kelley Fire; Jessica Severson, Kelley Fire

Fitzgerald opened the meeting at 6:30 pm.

Introductions around the room.

Agenda approved.

Murken made a motion to approve the meeting minutes from November. Second by Hackett. MCU.

FY22 Budget Amendment

Total approved expenditures for FY22 were \$802,555. Pyle explained that due to some delay in the StoryComm P25 radio/paging project schedule, some payments that were budgeted in FY21 were invoiced in FY22. The Board is asked to approve a budget amendment in the amount of \$87,399, bringing the total to \$889,954.

Murken raised that the amendment amount did not match the FY22 re-estimated total amount. Pyle acknowledged that there was an adding error-\$1,000 discrepancy-and that she would make an adjustment in the re-estimated column to balance the totals. The proposed amendment remains \$87,399.

Clatt made a motion to approve the FY22 budget amendment as proposed. Second by Martinez.

Clarification on Line 19. Consultant Fees.

Vote on the motion. MCU.

FY23 Budget – Expenditures

Line 1. Personnel Costs. Proposal is \$67,260- based on a 2% cost-of-living increase.

Line 2. Office Supplies. Proposal is to increase from \$500 to \$800 for addition of a Webex (virtual meeting) subscription.

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

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

Line 5. Insurance. Proposal is \$24,255- based on a 5% increase.

Line 6. Education & Training. Proposal is to increase to \$16,000 to give one dispatcher from each comm. center the opportunity to attend the annual APCO conference.

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

Line 8. 911 Telephone Expense. Proposal is to decrease to \$25,000. The state has absorbed some wireline 911 circuit costs as part of a wireline merge to wireless network NG911 project.

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

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

Line 16. Telephone Equipment Repair/Maint. Proposal is to decrease to \$250,000. This line will fund recurring (annual) maintenance for Zetron Shared Services call taking, and upgraded logger/recorders. It is yet to be determined if we will renew the contract for Ecats reporting. The estimated combined quote for Ecats is about \$14,000. The proposed budget will cover the cost, if Managers choose to renew.

Line 17. Radio Equipment Repair/Maint. Proposal is to increase to \$16,000. We would like to leave room in the budget for any incidentals that may arise with the paging system, as we have not signed off on final system acceptance. In addition, annual paging system maintenance (Yr. 2- \$6,000) will move to Line 17.

Line 18. Other Equipment Repair/Maint. Propose to remain \$70,000.

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. Propose to remain \$203,580. Meeting minutes from Jan. 2020 note that the Board accepted to continue to cover 50% of public safety subscriber fees for a three-year period while agencies purchase P25 radios. The proposed \$203,580 is calculated as 50% of 1000 public safety radios at a fee of \$33.93 per radio, per month.

Fitzgerald shared history of 911 Board assistance with radio fees. He mentioned now that we are nearing the end of the initial radio purchase period, we are revisiting the fee responsibility. The 911 Board should be reminded that the intention is to reassess the sustainability of the budget annually; decide what percentage of public safety subscriber fees the 911 Board can support.

Pyle continued that it is important for Board members to keep their councils informed so that there aren't funding surprises if shifts have to be made.

Line 24. 911 Funding Grant. Propose to remain \$25,000.

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

Line 28. Paging System. Propose to decrease to zero. Capital expenses for paging infrastructure and pagers have been paid. Paging system annual maintenance will be moved to Line 17.

Proposed expenditure total- \$734,795

Graham mentioned that as far as he could tell, no one uses paper maps any longer. Pyle replied that though most maps are being viewed digitally, there is still some purpose in the county for physical road maps. The \$3,000 mapping line item is used for printing fees for physical maps. The Board agreed to leave the \$3,000 in the budget for FY23. If we do not purchase maps, the budgeted money will remain in the 911 fund.

Revenue

Pyle reminded the Board that the two guaranteed revenue sources are wireline (landline) and wireless telephone surcharge.

Line 5. Landline Surcharge. Proposal is \$200,000.

Line 6. Wireline Surcharge. Proposal is \$250,000.

Line 7. Interest. Interest decreases as we spend savings out of the Assigned/Unassigned Funds. Proposal is \$3,000.

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

As part of the 28E agreement, the 911 Board has paid the full monthly MCP consulting invoices for the StoryComm project. In turn, the three agencies each pay back 25% to the 911 Board on each invoice. The 75% total is reflected as revenue in Line #8- Misc. Refund and Reimbursements. The consulting contract with MCP will end in FY22. Therefore, revenue in Line #8 will decrease drastically. Because surcharge surplus and grants are not guaranteed revenue, the proposed amount for FY23 is zero.

For reference, the FY21 combined surplus payment for the two PSAPs was \$51,106 and the GIS Grant award is \$24,000 annually.

The proposed FY23 revenue total is \$453,000. Reserves from the Assigned and Unassigned Funds will cover the deficit.

Kling made a motion to accept and approve the FY23 budget for Public Hearing. Second by Martinez. MCU.

Election of Service Board Members to Executive Board

Morgan made a motion to nominate Clatt and Martinez to maintain their positions on the Executive Board. No other nominations. Second by Fitzgerald. MCU.

Election of Chairperson and Vice Chairperson

Huff made a motion to nominate Fitzgerald as Chairperson. Second by Martinez. MCU

Murken made a motion to nominate Martinez as Vice Chairperson. Second by Fitzgerald. MCU.

Radio Project Update

RADIO- StoryComm continues to move toward final system acceptance. There are some punch list items that still remain on the system in general, but we anticipate final sign off very soon.

The Working Group worked with Polk Co. to have talk groups forced over the tower at Big Creek to benefit the Slater area. Radios there seem to prefer to latch onto that Polk Co. site, which causes some scanning issues. An agreement is in place and notification went out to Slater Fire and EMS Chiefs that the requested talk groups are now forced.

RACOM is working their way through the Fire and EMS groups to reprogram radios, pulling the temporary system profiles off and making all other programming changes. RACOM plans to complete those groups by the end of February and then move on to public works, etc.

PAGING- RACOM has made adjustments to optimize the paging system to get the best coverage in some of the trouble areas; Slater, Sheldahl, Story City. Although there is still some background noise, the Working Group feels that RACOM has done as much as they can to optimize. Users are receiving every page and can hear voice.

StoryComm will require RACOM to do a complete paging coverage test so we can verify that they've met the contract guarantee. RACOM is reserving equipment to do testing; test date is not yet scheduled. Final system acceptance will come after testing has concluded.

Contract pricing, warranty period, maintenance on the system kick in at final system acceptance.

Old Business

None

New Business

The 911 Executive Board met and discussed conducting annual evaluations on the 911 Database Coordinator. The full board consents to allow the Executive Board to handle evaluations.

Comments from the Public

Severson initiated conversation about surcharge and inflation.

Comments from 911 Service Board Members

Martinez shared that he appreciates the detailed budget presentation.

Public Hearing- Monday, March 7, 2022 at 12:00pm.

Murken made a motion to adjourn. Second by Kling. MCU.

Respectfully Submitted,

Amanda Pyle, Secretary
911 Database Coordinator