

**Story County E911 Service Board  
Board Proceedings  
August 27, 2009**

The E911 Service Board met on 8/27/2009 at 8:30 a.m. in the Sheriff's Squad Room at the Story County Justice Center.

Mary Chinery, City of Slater; Chuck Cychosz, City of Ames; Sonia Dodd, City of McCallsburg; Mark Farren, City of Colo; Gearold Gull, City of Nevada; Mark Jackson, City of Story City; Samuel Juhl, City of Roland; Mark Pote, City of Huxley; Shelley Soe, City of Zearing; and Jerry Stewart, Iowa State University present with Paul Fitzgerald presiding.

Guests: Shawn Bayouth, Ames Fire Dept; Thomas Cahill, Cahill Law Offices; Chris Foster, Story County Medical Center; Jane Halliburton, Story County Emergency Management Commission; Doug Houghton, Ames Police Support Services; Dina McKenna, Story County Sheriff's Office; Maile Timm, Story County Medical Center; and Mike Tupper, Nevada Police Department.

**Introductions**

Fitzgerald welcomed everyone to the meeting. Board members and guests introduced themselves.

**Approval of minutes from previous Board Meeting**

Cychosz moved; Stewart seconded to approve the minutes of the meeting 7/7/2009. Motion carried unanimously.

**E911 Service Board Organizational Restructuring**

Fitzgerald stated the Board has been attempting to restructure membership. After the July meeting the board received information from the State E911 Program Manager that each political subdivision of the state having a public safety agency *shall* have membership on the 911 Service Board. Attorney Cahill is in attendance to guide us in drafting bylaws.

Cahill stated there are fifteen entities that are entitled to membership on the Board. The State Attorney General's Office has determined that Mary Greeley Hospital and Story County Hospital do not qualify for membership. The cities of Kelley, Gilbert and Sheldahl do not operate their own public safety agency so they are not entitled to membership. Westory Fire is the contracted agency for Kelley and Gilbert so they are entitled to one voting membership. Nine entities have requested interest in membership. The Service Board may, through its bylaws, establish an executive board to conduct business. The State specifies the following information must be included:

1) The name of the E911 service board, 2) List of voting members, 3) Date for the commencement of operations, 4) The mission, 5) The powers and duties, 6) The manner for financing activities and maintaining a budget, 7) The manner for acquiring, holding and disposing of property, 8) The manner of electing or appointing officers and terms of

office, 9) The manner by which members may vote to include, if applicable, the manner by which votes may be weighted. 10) The manner for appointing, hiring, disciplining, and terminating employees, 11) The rule for conducting meetings, and 12) The permissible method or methods to be accomplishing the partial or complete termination of the board and the disposing of property upon such complete or partial termination.

Cahill stated the primary decision for today is: Do we establish an executive board and how many members should be on it.

Gull asked how an entity would gain membership if they were to decide at a later date they want to participate. Cahill answered that the bylaws can be changed to expand or reduce the number of members on the executive board by the vote of the 911 Service Board.

Jackson asked if it were possible to have three permanent positions and the additional positions rotate on a yearly basis. Cahill stated the entities that operate the three Public Safety Answering Points (PSAPs) need to be on the Executive Board. The balance of the executive board would be determined by the Service Board. Halliburton stated the original intent of the present E911 Service Board revolved around the PSAPs and the law enforcement agencies they represent. The second representative appointed by the Board of Supervisors was chosen to represent the public and to make sure the expertise from EMS and fire was included.

Gull asked to address the issue of the weight of each member's vote. The whole concept of E911 is to provide service to Story County. The ultimate goal for everyone here is to keep 911 up and running and manage it for the county. I would like to have one vote per member per community.

Jackson asked if there were any other financial obligations that the cities incur by becoming board members. Cychoz answered he has a concern that we move to a strategy where we can conduct business. We have to keep the PSAPs operable. We have equipment that is becoming outdated and a growing demand for new services. Ames has one million dollars committed to the PSAP that did not come from 911. Fitzgerald advised the State has specific guidelines for uses of 911 funds. Everything else is funded by the PSAPs and the entire county benefits. Jackson responded by saying the weight of the PSAPs should then carry more than the other entities due to the financial contributions incurred by the PSAPs. Tupper responded by stating the other entities were contributing by taxation. Gull asked would Story County or Ames still operate without 911 funding. Cychoz, Fitzgerald, and Stewart stated it was their obligation and had chosen to operate the PSAP but Fitzgerald added the funding mechanism created in 1989 doesn't keep up with the ever changing technology of today. That responsibility falls to the PSAP.

Cahill stated the weight of the voting issue is something that would need to be determined at some point but didn't need to be decided today. The initial step is to decide

if the Service Board is going to establish an executive board and how many members will be on that board.

Jackson suggested the PSAPs (Ames, ISU and Story County) each have two voting members on the executive board. Nevada would have one member and two rotating positions. That would allow for nine votes. The Service Board would meet yearly and the executive board would handle the month to month business. Cahill responded by saying the position could have the weight of two votes but could not be represented by two members.

Fitzgerald reiterated that all entities will be represented on the Service Board. The purpose of the executive board is to guarantee there is enough participation to handle the business at hand. There are major decisions to be made in the very near future.

Gull stated he agreed a nine member executive board is a good concept. The E911 Service Board exists to serve the community of Story County. How will the Board address the election issue? Will it revisit the member issue every few years?

Cahill advised the bylaws could only be amended by the entire Service Board. There should be at least an annual meeting and the monthly decisions would be handled by the executive board. Should the executive board consist of three or nine? That is the issue. Jackson stated a nine member board is too big. The executive board won't be able to meet the acceptable number to have a quorum and will need to revisit this issue in a year. Cahill said a quorum can be defined in the bylaws. Cychosz stated the commitment of the members *should be* to show up for meetings. Fitzgerald said the history of the five member board has been successful. The three PSAPs would be standing members and the Service Board would elect the two remaining executive members yearly, bi-annually or every three years.

Timm asked if the smaller communities felt they weren't represented. Gull stated some communities have law enforcement agencies and utilize the 911 system. They want to be involved in the process. A vote carries more weight with the community they represent. Juhl asked why create a nine member executive board if only a few are going to show. In essence you defeat the purpose of the executive board. Jackson questioned how can a member make informed and educated decisions if they attend occasionally? Jackson moved to accept Fitzgerald's suggestion of a five member executive board with the three PSAPs and two remaining members elected by the Service Board. Cychosz moved to second the motion.

Gull questioned the weight of the vote issue. Jackson stated Gull was trying to make it an issue of big city/small city. Stewart asked what authority will the executive board have to make decisions and what needs to be addressed by the Service Board? Fitzgerald stated the executive board allows 911 to function in a management form between board meetings. It is the Service Board that gives the final approval. Jackson said the Service Board would meet on an annual basis. They will elect officers, conduct business and adopt a budget. The entities would need to outline the authority of the executive board.

Tupper stated nine entities say they want to be part of the process and are making the commitment to show up. If you write the bylaws that allow the quorum to be the majority of those present, you protect yourself. Fitzgerald repeated the statement made earlier by Jackson. How can a member make informed and educated decisions if they attend occasionally? They don't have the history for the decisions.

Farren stated nine entities have asked for representation. Why can't we set it up with nine members and set five for a quorum. If we see where people aren't showing up, we create an executive board. Fitzgerald responded the board has major decisions to be made in a timely manner this fiscal year. If the Board is unable to make the decisions, the Service Board could lose \$300,000 in grant funding.

Tupper asked who is eligible to vote on this issue today. Fitzgerald stated each eligible entity present today has one vote. Gull requested a roll call vote.

Story County – yes  
Iowa State University – yes  
City of Ames – yes  
City of Colo - no  
City of Huxley – yes  
City of Maxwell – yes  
City of McCallsburg – yes  
City of Nevada – no  
City of Roland – yes  
City of Slater – no  
City of Story City – yes  
City of Zearing – no

The vote is eight (8) in favor and four (4) opposed. Motion carried.

Jackson recommended a committee be formed to work with Cahill to develop the bylaws. Cahill advised the two major issues are the constituency of the executive board and the authority limits. Jackson moved to form a committee of Story County, Iowa State University, City of Ames, City of Nevada, and City of Colo to work with Council Cahill to develop the bylaws. Motion seconded by Juhl. Motion carried unanimously.

### **Story County Ambulance Funding Request**

Timm stated she attended the February meeting and requested funding for six (6) radios. At that time there were on-going discussions on radio systems and the interoperability of the portables. I went back to Electronic Engineering and got leasing information. It was determined the price of renting would pay for the radio in two years. Recently Story County Ambulance went to Eldora and we were not able to communicate with them. We would be willing to wait if necessary to get radios that we would be able to communicate with the communities around us. Stewart asked if the inability to communicate was the range or the difference in systems. Timm advised it was the difference in systems. Cychosz asked if the surrounding counties contribute to the radio system. Farren advised

Maxwell and Collins 1<sup>st</sup> and Fire respond into Jasper and Polk County and they do received funding from those counties. Chinery advised that Slater receives monies from Polk County for Sheldahl. Houghton advised the quote is for two different radios. The first radio is equivalent to the one we carry now and it connects with our system. The second quote is for the next generation radio. That style radio is more flexible and more programmable. It will adapt to the technology coming in the near future with improved radio interoperability. The bottom radio is more costly up front and it also has programming fees. The Statewide Interoperability project is not likely to make significant physical changes for at least two years. The report should be out in three to four months that will be useful in determining what direct we need to move for our radio system. For right now the next generation radio is twice as expensive and will not give you more functionality. In the long term it is where we are all going. We will all be going to this new radio sometime in the future. Fitzgerald briefed everyone on the E911 Funding Grant that was open to all fire and EMS agencies for funding equipment. Timm advised that Story County had not been aware of the E911 Funding Grant until they appeared in front of the E911 Service Board. Fitzgerald stated Nevada Fire Chief was responsible for getting that information available. We are now looking for funding within this year's budget or setting aside the funds in FY11.

Fitzgerald asked Council if it were appropriate to proceed to expending new dollars. Cahill advised it must be vote by the entire Service Board. Cychosz wanted to clarify for the Service Board members the past practice of the E911 Service Board has been to fund radios through the E911 Funding Grant while some entities have paid for all of their own radios. We have supported additional radios in some instances for the interest of communication interoperability.

Hambly wanted to clarify the cost of the present MTX8250 radio. The 911 Service Board recently purchased the radios through the Grant for \$907. The difference in price is the standard warranty verses a five year warrant. The price for eight radios is \$7,256.00 and \$475 for tower fees for a total of \$7,731. Gull asked if the money was available. Hambly stated it was available. Gull moved, Chinery seconded to approve the purchase of radios and fees. Motion carried unanimously.

### **CAD RFP Update**

Houghton gave a brief background on the uses of a Computer Aided Dispatch (CAD) and the reason for writing a Request for Proposal (RFP). The cost is expected to come in between \$500,000 to \$600,000. The RFP was issued the first week in July. Eleven vendors submitted questions so the cut off date was pushed back to September 2<sup>nd</sup>.

### **Story County Radio Study Update**

Houghton gave another brief background on the county radio system. The system the PSAPs use presently is not made anymore. The state is in the process of creating a statewide interoperable network that the Story County PSAPs would like to tie into sometime in the future. The Story County E911 Service Board received a grant for \$358,000 to replace the present radio consoles and upgrade to a P25 compliant system. Before spending the money the Board thought it was valuable to hire a consultant to

determine if the current radio system is the best choice for the future. We put together an RFP for a Radio System Consultant. That request is functionally written. We are waiting for a boiler plate from Story County. We have a deadline of September 2010 to expend the funds. The match is 20%.

### **Liability Insurance**

Hambly reported she received her renewal for liability coverage and the agent strongly suggested adding Wrongful Acts Officials Liability coverage. It was discussed at our last meeting and the board recommended I get a quote for the premium. I have received the quote for premium of \$734 annually. One example given is an error in transposing of numbers in an address given to a telephone company. I don't think the premium is pricey. Farren moved to approve the liability coverage; seconded by Juhl. Motion carried unanimously.

### **Old Business**

Fitzgerald inquired if the Board was interested in a public service announcement for CodeRed®. Cychosz agreed but suggested delaying the announcement until such time as the policies are written and training is complete. Ames Fire is still entering information.

Halliburton reported an update on the preparation for the possible pandemic of the H1N1 flu. Homeward is the designated public health agency for Story County. The information will be updated daily on the Story County Website. Halliburton asked if CodeRed® is an appropriate means to notify law enforcement, fire and EMS of updates in personal protective devices from the Centers for Disease Control and Prevention. Fitzgerald advised it would be an appropriate notification. Halliburton advised the vaccine is available for the seasonal flu but not for H1N1. The county does not know when the vaccine will be available. A formal report will be coming to the Board of Health on Tuesday September 1<sup>st</sup>.

Cychosz reported Ames Communications is trained and ready to start Emergency Medical Dispatching (EMD). The contract between the City of Ames and Mary Greeley Hospital is at the hospital waiting for their signature. The EMD application is ProQA.

### **New Business**

Hambly stated during the process of upgrading to the dark fiber, a part was needed to tunnel the serial traffic between the 911 Lifeline at Story County and the computer aided dispatch (CAD) server at Ames Police. The estimated cost was \$410 and an eligible 911 expense. The board members verbally approved to proceed with the purchase. I am submitting the bill of \$402.64 for approval. Farren moved to affirm the purchase, seconded by Gull. Motion carried.

### **Comments from the Public**

None

### **Comments from the E911 Service Board Members**

None

Gull moved to adjourn, seconded by Farren. Motion carried.