

**Story County E911 Service Board
Board Proceedings
November 10, 2009**

The E911 Service Board met on 11/10/2009 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Troy Buchman, Westory Fire; Marie Carlson, Iowa State University DPS; Mary Beth Chinery, City of Slater; Charles Cychosz, City of Ames; Scott DeYoung, City of Cambridge; Sonia Dodd, City of McCallsburg; Gearold Gull, City of Nevada; Doug Houghton, City of Ames; Wallace W. Loney, City of McCallsburg; Dina McKenna, Story County Sheriff's Office; Larry Milleson, City of Colo; Mark Pote, City of Huxley; Jerry Stewart, Iowa State University DPS; and Justin Wonders, City of Maxwell present with Paul Fitzgerald presiding.

Guests: Thomas Cahill, Cahill Law Offices; Wayne Clinton, Story County Board of Supervisors; Sandra Hunter, Story County Information Technology and Sarah McClure, City of Ames.

Approval of minutes from previous Board Meeting

Fitzgerald advised there was an error in the Agenda listing the previous meeting as August 9, 2009. The corrected date is August 27, 2009. DeYoung moved; Gull seconded to approve the minutes of the meeting 8/27/2009. Motion carried unanimously.

Consider Approval of Bylaws

Gull advised the members of the Bylaws Committee were not through reviewing the document so moved the Bylaws remain within the Bylaws Committee until they are complete; Cychosz seconded the motion. Motion carried.

Consider Approval of CodeRed® Policy

Fitzgerald reported the Story County Sheriff's Office, Ames Police and Ames Fire have each written a policy to establish guidelines for the administration and use of the CodeRed® Emergency Notification System. These departmental policies parallel each other and the only difference is the list of authorized users for that agency. The administration of CodeRed® is the responsibility of an appointee of the Story County E911 Service Board. It would be an appropriate job for the E911 Database Coordinator. Copies of the policies were handed out. All three policies have been reviewed and approved by Attorney Cahill. Hambly has asked the Service Board accept the policies. Links have been added to the Sheriff's Office and the City of Ames' Website so the public can add their own contact information. Milleson moved; Gull seconded to accept the CodeRed® policies. Motion carried.

Fitzgerald requested the Service Board appoint an administrator to the CodeRed® Emergency Notification System. Stewart moved; DeYoung seconded to appoint Hambly

as the administrator. Motion carried unanimously. Stewart advised the administrator will also be the Point of Contact for problems with the system, issues from the public, training, and will notify the Service Board of any problems.

Fitzgerald asked to skip the T1 Redundancy issue until later in meeting. Sandra Hunter, Director for Story County's Information Technology, will discuss the T1 issues and will be arriving later in the meeting.

CAD RFP Update

McClure gave a brief update on the status of the CAD (Computer Aided Dispatch) RFP (Request for Proposal). In January 2008 the software vendor for CAD advised Ames, Story County and Iowa State University they will be discontinuing the Windows based software in January 2012. As a result of the discontinuation, the Multi-Agency Public Safety Group sent out an RFI (Request for Information) for CAD vendors in 2008 and in 2009 sent out the RFP. 12 responses were received. A Software Task Force Committee was formed from members of the Multi-Agency Public Safety Group. The task force reviewed the responses and narrowed down the list of vendors to 3 with 1 alternate. Reference checks are being done at this time and the Task Force will meet again November 12th. Demonstration dates have been set in January and February for all three agencies to view the software packages. The goal is to have a recommendation for the Multi-Agency Public Safety Group by March 3rd and contract signing by April. Once the contract is signed, it should take 18 months.

Houghton advised there are 10 members on the Software Task Force and 24 members on the Multi-Agency Public Safety Group. Fitzgerald advised the task force has been working on this issue over a year.

Radio Study RFP Update

Houghton advised there is a sheet in everyone's packet with a brief summary on the status of the RFP Radio Technology and Systems Consultant. Story County was awarded \$358,400 with an \$89,600 match to be used for the replacement of radio consoles and upgrade the PSAPs to a P25 compliant system. \$15,000 was designated to be used to hire a consultant to establish a long term radio communication development plan. The radios the officers carry now are obsolete. The Service Board's original proposed amount requested was for \$4,000,000 and that was to replace everything. The total amount available was only \$8,000,000.

The Service Board received 4 responses to the RFP. At this point, the Board would like to have a wide range of people participate in the process of evaluating the proposals, recommending a consultant, and interacting with that consultant. Ultimately the consultant will produce a report that will help the Service Board decide what direction Story County should go with regards to radio. The \$15,000 designated for the consultant will most likely, not be enough. The Service Board will probably be asked to contribute more funding to the process. A list of suggested members is included in your packet.

Gull asked Houghton, what action do you need from the Service Board?

Houghton advised a direction was needed from the Service Board to form a committee, or a task force.

Stewart advised it would be a committee similar to the CAD Task Force Committee.

Cychosz stated the list of suggest members is a means to see if other users need to be included in this process. The traditional constituents are listed but public works, secondary roads and facilities management are sometimes overlooked. They become very important during a disaster.

Houghton advised the language used in the RFP was very clear to the consultants - the legacy users have to be able to use whatever system is selected. It is going to be a very expensive endeavor. One way or another the county will have to upgrade the radio system and it's not going to happen overnight. It will be a multi-year project and will be phased throughout the county so agencies can make the transition in a way that is fiscally responsible.

Gull asked Houghton, what was the catalyst?

Cychosz stated the City of Ames has been having radio performance problems within the city. The system wasn't designed to function in today's world with high rise residences and expanded geography. It is an officer safety issue.

Fitzgerald added the issue of interoperability is needed when working with the surrounding counties and the multi-jurisdictional arena officers are forced to operate in. The P25 platform offers that capability.

Stewart stated the P25 technology comes with a price. The basic radio that used to cost \$2100 now will cost \$4100.

Dodd asked if there was a date set for the hiring of the consultant.

Houghton stated the process has slowed down some, but anticipated the consultant hired by the end of the year and the process completed, with a report to the Service Board, by the end of the 1st quarter of 2010. The original due date for purchasing the equipment was September 2010, but that has been extended to 2012.

Fitzgerald suggested the Chairperson appoint members to the task force with the approval of the Service Board. If any Board Member had someone they would like to have on committee, submit that name to the Chair. The size of the committee would be decided by the Service Board.

Gull moved; DeYoung seconded the motion for the Chair to appoint a 14 member task force. Motion approved. Fitzgerald asked for the names of interested parties to be forwarded to Hambly by Monday, November 16th.

Discussion on Maintaining T1 Redundancy

McKenna gave a brief overview of the infrastructure for the Public Safety Network. Originally the agencies were linked with three T1 lines and paid with 911 funding. The network was recently upgraded to fiber. The three agencies have been operating fluently on the fiber now for approximately 60-80 days. The original intent was to possibly eliminate a T1 line when the fiber was complete and use the remaining T1s as a backup. The Multi-Agency Public Safety Group needs to discuss this at their next meeting scheduled for December 2nd. The plan was to discuss this last week but that meeting was cancelled. The Multi-Agency Public Safety Group is hopeful that by cutting back on the T1 lines, the Service Board can save some recurring service charges.

Hunter advised the T1 is \$439 a month.

Gull asked if the fiber serves other uses besides 911. Hunter advised the network utilizes the fiber for other services. Story County Information Technology pays the majority of the fiber and plans for other county offices to use it in the future.

Old Business

None

New Business

McKenna advised Story County and Ames had recently met with Qwest to discuss the 911 equipment. The present equipment has been in place since 1996 and Qwest informed the group they will no longer be manufacturing that equipment. Qwest will honor the current maintenance agreement. It will expire in June 2011 so maintenance costs will go up dramatically after that date. The Service Board will need to look seriously into upgrading the 911 equipment. Like the CAD and the radio system, technology change is the driving force in all of these issues.

Hunter stated the Story County circuit end of the Story County/ Ames T1 line was originally routed into the equipment room here at the Justice Center. With the upgrade to the fiber, it created the need to move the Network circuit ends to the Administration Building. The cost of the move was \$880.00. Hambly advised the cost had not been included in the budget. DeYoung moved; Gull seconded the motion to pay the amount for the move. Motion carried unanimously.

Comments from the Public

None

Comments from E911 Service Board Members

Hambly advised the supply of E911 maps printed in 2008 has dwindled to approximately 100. Money was budgeted for the cost of printing, so new maps should be coming out after the first of the year.

Clinton stated the issues being discussed here are the same challenges being faced by the county and the cities. It is encouraging to see the eagerness of the new members to become involved.

Fitzgerald announced the date for the next E911 Service Board will be December 17th at 6:30 pm. The Bylaws need to be finalized so we can move forward.

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