

**Story County E911 Service Board  
Board Proceedings  
December 17, 2009**

The E911 Service Board met on 12/17/2009 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Mary Beth Chinery, City of Slater; Charles Cychosz, City of Ames; Scott DeYoung, City of Cambridge; Gearold Gull, City of Nevada; Connie Hambly, Story County E911 Service Board; Wallace W. Loney, City of McCallsburg; Dina McKenna, Story County Sheriff's Office; Larry Milleson, City of Colo; Jerry Stewart, Iowa State University Department of Public Safety; Mike Tupper, City of Nevada and Justin Wonders, City of Maxwell present with Paul Fitzgerald presiding.

Guests: Shawn Bayouth, Ames Fire Department; Matt Boeck, Story County GIS; Thomas Cahill, Cahill Law Offices; Marie Carlson, Iowa State University Department of Public Safety; Sandra Hunter, Story County Information Technology; Ben McConville, City of Ames GIS Coordinator; Robert Plager, Cambridge Fire Department; Wayne Schwickerath, Story County Assessor; Nick Swanson, Cambridge Fire Department; Jon Van Wyk, Story County Sheriff's Office and Dana Wipperman, Nevada Fire Department.

**Approval of minutes from previous Board Meeting**

DeYoung moved; Gull seconded to approve the minutes of the meeting 11/10/2009. Motion carried unanimously.

**Issues with Addressing**

Hambly, Boeck, and McConville presented a Power Point demonstration on the issues of Addressing, GIS and 9-1-1 and how they work together to locate an individual. Hambly showed typical landline and wireless 911 screens the dispatch center receives with a 911 call. Also included was the mapping display used to locate the caller. Hambly presented a very basic flow chart depicting the many departments notified when a new address is assigned and how each department uses the address. The two overall 911 addressing needs are the location of the emergency and based on the location, the appropriate agency for the particular situation. At present, the routing of calls is based on a Master Street Address Guide (MSAG). Boeck and McConville illustrated how Geographic Information System (GIS) is used as a support tool for 911. It works by modeling the world as points, lines and polygons. It has the capability of quickly showing relationships between locations. With the ever-changing technology GIS will become the basis for routing of 911 calls in the future and will become the core database. Hambly and Fitzgerald advised the board members there are presently a few addressing concerns that need to be corrected to avoid the lapse in response time. Cychosz added the importance of entering the address in a timely manner. Accidents and injury often happen at construction locations. Schwickerath advised Story County and the City of Ames recently purchased an aerial photography application that will benefit the dispatch centers by supplying additional information associated with a location.

### **Consider Approval of Bylaws**

Fitzgerald thanked the members of the bylaw committee for the time and effort put forth to complete the document. Hambly advised copies of the bylaws were emailed to the members for their review prior to the meeting. Looney moved; Gull seconded the motion to approve the presentation of the Story County E911 Service Board Bylaws. Motion carried unanimously.

### **Discussion on Maintaining T1 Redundancy**

Hunter gave a brief history on the T1 connections for the Multi-Agency Network. The Multi Agency Public Safety Group met earlier this month and discussed the possibility of discontinuing one of the T1 lines. The move to the new fiber took place in August and has been carrying the traffic originally designated to the T1 network. Keeping the connections between Ames and Story County and Ames and Iowa State University would provide an adequate alternate route as a back-up system for the fiber. The Multi-Agency Public Safety Group recommended the T1 line between Iowa State University and Story County be discontinued. Hambly advised the yearly cost is \$8,256 and is funded by the E911 Service Board. DeYoung moved; Gull seconded the motion to discontinue the Iowa State University/Story County T1 connection. Motion carried.

### **CAD RFP Update**

VanWyk gave a brief update on the status of the CAD (Computer Aided Dispatch) RFP (Request for Proposal). The Multi-Agency Public Safety Group sent out the RFP for CAD vendors earlier this year. 12 responses were received. A Software Transition Task Force Committee was formed with members from each agency. They evaluated the responses and narrowed the list to 3 vendors. Dates have been set to view the software packages.

Sunguard/OSSI - February 10<sup>th</sup> and 11<sup>th</sup>

Vision Air - January 27<sup>th</sup> and 28<sup>th</sup>

Cushing Technologies - January 13<sup>th</sup> and 14<sup>th</sup>

The demonstrations will be at Iowa State University in Durham Hall Room 206 and all Service Board Members are invited to attend. The members of the Software Transition Task Force Committee will then select the vendor and make their recommendation to the Governing Agencies. If any Service Board Member would like to attend, please email VanWyk prior to the demonstration, as to keep track of the number in attendance. The demos will consist of 3 (CAD, Jail, and RMS) four hour blocks and itineraries will be made available for those that are interested in attending a specific block.

### **Radio Study RFP Update**

Fitzgerald reported the E911 Service Board voted at the last meeting for the Chair to appoint 14 members to serve on the Radio Technology & System Consultant Task Force. The committee has been selected and Shawn Bayouth was appointed to Chair the committee. Bayouth reported the committee had their first meeting. Copies of the

vendor's proposals were handed out to committee members. Emails were sent to the members who preferred the copies electronically. An evaluation sheet was also distributed to the members to aid in their review of the proposals. A future meeting was set for January 12<sup>th</sup> to discuss the proposals and decide how we will proceed with the reference checks. Even though the time has been extended for this grant, the committee hopes to stay on fast track mode.

### **Consideration of E911 Funding Grants**

Wiperman reported he had been involved with the E911 Funding Grant now for the fourth year. The application process was once again opened to fire, first responder and ambulance services in Story County. The funding committee met in September to review the 5 applications. Based on the guidelines, as stated on the application, only one application met all the guidelines. That was submitted by Slater First Responders.

Fitzgerald briefed the board members on the history of the E911 Funding Grant.

Wiperman clarified the application states the agency must submit a copy of their current operating budget and NIMS compliance as documented by the Story County Emergency Management Agency. None of the agencies submitted the NIMS paperwork, but verification was received from Emergency Management that all agencies are compliant in Story County. The funding committee determined that 4 of the applications were incomplete by not submitting the current operating budget.

Gull asked how the Funding Grant amount was determined each year. Hambly stated the applications go out prior to the September 15<sup>th</sup> deadline. The fire departments and 1<sup>st</sup> responder agencies are reminded at their appropriate quarterly meeting to complete their applications and submit them before September 15<sup>th</sup>. Wiperman stated he set several reminders by email and attended meetings to remind the agencies to submit their applications.

Hambly stated the deadline was set for September so the funding committee could review the applications and get an idea of the amount needed for the grants. The Service Board starts the budget process in January and can use that amount in figuring the 911 Budget. This grant application would be worked into the 2011 budget.

Cychosz added another important purpose for the funding is to support interoperability. This is so all of our first responders, fire, ambulance and law enforcement can communicate. The Board recognized the support the communities gave when the PSAPs converted to the 800 MHz system. Some communities had growth in their volunteer services that required some assistance in keeping up with the technology. The grant process also gave the Service Board advance notice of their needs for the coming budget year.

Gull asked how is the yearly 911 revenue funding based. Fitzgerald responded the funding is based on the previous year's revenue and estimated for the budget. The Service Board starts meeting in January to figure the expenses associated with the next

year, and if any there is any funds available after 911 associated costs are met, an amount can be designated for the grant.

Milleson asked if there was merit to the applications that were submitted.

Wipperman stated the justification provided by the agencies in their application was valid. There was significant safety issues listed as justification. There was also an agency that did not mention the ability to match the funds.

Milleson expressed his concern for public safety and the possibility of it being jeopardized because of lack of experience in submitting a grant application.

Gull asked if the need of the community could out way the requirements of the application.

Fitzgerald stated the application requirements were not complex. The departments can come to the Service Board and discuss the need for funding in the case of hardship or a need of that agency.

Stewart suggested a possible grant workshop training session. Wipperman stated the July meetings of the Fire Chiefs and the EMS Advisory Board would be an opportune time to add the workshop to the agenda.

Gull suggested the Funding Committee request further documentation from the agencies that submitted the applications. That information can then be distributed to the members of the Service Board for consideration. The Funding Committee reviewed the applications and applied the criteria. They have submitted their recommendation but ultimately the Service Board has the final decision.

Fitzgerald asked the board to remember the purpose of the Funding Grant is to assist the agency as they continue to professionalize and to enhance their interoperability. Fitzgerald also cautioned the board members with making allowances for timelines, guidelines and requirements. Consistency is needed to keep the process fair.

DeYoung requested the guidelines be reviewed prior to next year's process.

Cychosz moved; Looney seconded the motion to thank the committee for their work and use the information they have solicited to build next year's budget. Motion carried.

#### **Update from State E911 Council & Discussion**

Hambly advised the State E911 Council has put together a committee to suggest some changes and update the language in 34A, the governing Iowa Code for 911. An e-mail was forward to the board members outlining those changes. One issue was including the cost of Reverse 911 software as an allowable recurring cost. The second issued changed the language to addressed the many devices that have not been required to pay the 911 fee because they were considered data sources. The language has been changed to

encompass any device presently used or developed in the future that has the ability to activate the 911 system, will be required to submit surcharge. The third issue is an increase of the monthly surcharge for wireline service. The proposed increase is from \$1 to \$2 per access line. This would require a vote of the citizen within the Service Area. The alternate surcharge option is also proposed to change from \$2.50 to \$3.50 per access line. This would also require a vote. The alternate surcharge option is an option available to the Service Board when additional funding is needed for a special project. It can be initiated for a period of 24 months. The last issue is to increase the percentage allocated to the PSAPs from 25% to 35%. These changes will be introduced in the coming sessions of the legislature.

Cychosz stated it was important to support this change in the legislation so that all devices that use the 911 system will pay for the service it provides. VoIP and On Star are prime examples.

### **Old Business**

None

### **New Business**

Hambly stated she attended the NENA/Urissa Conference earlier this year in Providence, RI. One of the sessions concerned the preparation needed for the migration into NG9-1-1 by looking at the 911 MSAG database and GIS databases information. A critical part of that migration is the synchronization of the MSAG and the GIS geospatial database. The synchronization of these databases will improve the accuracy of the location data and aid in meeting the requirements for NG9-1-1. One vendor that offers this process is GeoComm. The cost is based on the number of phone lines associated within the 911 Service Area. They submitted a quote to synchronize Story County for \$1,995.

Cychosz advised that addressing also resides with the CAD. The CAD project is so near completion that this process could be discussed with the vendors when they present their demonstrations.

Fitzgerald suggested tabling the synchronization issue until next meeting.

### **Comments from the Public**

None

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

None

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

