

**Story County E911 Service Board
Board Proceedings
November 10, 2010**

The E911 Service Board met on 11/10/2010 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Rob Bowers, Iowa State University Alternate; Bill Britton, City of Slater; Chuck Cychosz, City of Ames; Scott DeYoung, City of Cambridge; Roger Fritz, City of Roland; Connie Hambly, Story County E911 Service Board; Doug Houghton, City of Ames Alternate; Mark Jackson, City of Story City; Jerry Johnson, City of Zearing; Wallace Loney, City of McCallsburg; Dina McKenna, Story County Alternate; Larry Milleson, City of Colo; and Mike Tupper, City of Nevada present with Paul Fitzgerald presiding.

Guests: Susan Leatherman, Mary Greeley Medical Center; John Thompson, Elert and Associates.

Introductions

Chair Fitzgerald welcomed everyone. Board Members and those in attendance introduced themselves.

Approval of minutes from previous Board Meeting

Jackson moved; Tupper seconded to approve the minutes of the meeting 8/25/2010. Motion carried unanimously. Hambly advised for the record - The minutes will be submitted to the paper after they have been approved.

Radio Communications Study Presentation

Hambly advised each board member had received a copy of the Story County Radio Communication Study prepared by Elert & Associates. John Thompson was present to give an overview of the study and to answer any questions. A copy of the power point presentation was available.

Thompson concluded the choices to Story County were limited as some options are driven by other agencies or the state. The State of Iowa plans for voice or data networks have not been funded and have no scheduled deployment. The decision on the Polk County/City of Des Moines/Westcom project had not been made yet. It was anticipated that a decision would be made after elections. If the Polk County group would move forward with a new trunked radio system to be leased from a vendor yet to be specified there would be a good chance that Story County could strike an agreement to be added to that network. Both choices are out of the County's control.

Elert recommended Story County formulate their plan for a countywide 700/800 MHz P25 system. The architecture may vary dependent on the available frequencies.

A new system that meets the needs of public safety, the county may need to make a 12 to 15 year commitment to a vendor if leasing were to continue. If via a RFP the cost to County agencies were to exceed \$55 per unit, then a direct purchase should be considered. If Polk County, City of Des Moines and WestCom decide to move forward with their plans Story County should consider joining the system.

Cychosz suggested a conversation with Polk County to show an interest in possibly joining their system. A similar contact should be made with the State.

Fitzgerald asked Thompson if funding was problem for Polk County. Thompson advised funding was not a problem.

Cychosz moved, seconded by Jackson to write a letter expressing the interest of Story County in the possibility of joining the Polk County/City of Des Moines and WestCom group. There could be significant savings. Motion carried unanimously. Fitzgerald directed Hambly to formulate the letter.

Cychosz and Jackson suggested similar letters be sent to the surrounding counties. It is a good time to be open about the possibility of sharing a system.

Executive Board Meeting Updates

▪ September 28, 2010

Hambly reported as a result of the discussion during the August Service Board Meeting the Executive Members met to discuss operational procedures. The majority of the discussion centered on who should approve training. Everyone agreed the money for training had been approved but some believed the Executive Board should approve the request for training. Hambly recommended the request for training form used by Story County be modified to designate the E911 Service Board and each Executive Board Member could review the request and either approve or deny the request. To approve the training form brought up the need to bring 3 other issues to the Service Board for discussion.

1. Discussion/Approval of the Story County Personnel Policies
2. Adopt the Travel Policy
3. Possible Annual Audit

The Credit Card limit issue was discussed at length and everyone agreed to raise the amount to \$10,000. The request was put on the agenda for the Board of Supervisors and approved.

Fitzgerald stated the E911 Service Board had historically mirrored the policies of Story County but a formal adoption hadn't been recorded. The policies were sent to each Board Member for their review. DeYoung said he would like to have the "E911 Service Board" replace the Board of Supervisors in the policies where needed. It is more of a housekeeping issue with the wording. Fritz asked if the County policy was perpetual.

Fitzgerald advised yes but if the county would change, the Service Board would be notified. DeYoung moved to accept the Story County Employee Handbook and Travel Policy with the addressed changes; Tupper seconded the motion. Motion carried unanimously.

Fitzgerald reported another issue brought up by the Executive Board was an annual audit. Hambly and McKenna have been checking with other counties to see if they routinely conduct audits. Tama County supplied a name of a company that is familiar with the 911 budgeting practices and will check with the County Auditor and see who does the county's audit. The costs will be brought back to the Service Board for their review. Jackson agreed that an audit should be conducted but questioned if an annual audit was needed. Hambly & McKenna will get costs and present those costs at the next meeting. DeYoung moved to table the audit issue until the next quarterly meeting; Seconded by Tupper. Motion carried unanimously.

▪ **October 11, 2010**

Hambly reported the October meeting was called to discuss a request for support of legislative changes to Iowa Code 34A. An Emergency Manager had circulated a letter asking the Service Boards to support a change in language regarding surcharge funding. Hambly reported the State E911 Program Manager had not yet made a selection from the RFPs for the IP Based 911 Network. Until that decision is made, it is unknown what the system will look like, what it will cost, or how it will work. The Executive Board agreed not to support a change in 34A until a decision was made on the IP network.

A training request from the Story County PSAP was also reviewed and approved by the Executive Board for \$162.

Box Alarm Discussion

Fitzgerald advised Fire Chiefs Clint Petersen and Dana Wipperman had planned on discussing Box Alarms but Wipperman had a prior commitment and was unable to attend so Petersen decided to wait until the next meeting.

Discussion/Approval Story County Employee Handbook, Travel Policy, and Audit

These issues were discussed during the Executive Meeting Updates

CAD Update

Houghton passed out a summary of the CAD purchase. The vendor selected was SunGard-OSSI. The summary included the costs involved in the replacement and upgrade of the current CAD and records management system used by the Story County Sheriff's Office, the Ames Police Department and the Iowa State University Police Department. These three agencies along with the E911 Service Board have traditionally funded the CAD. The OSSI contract was delivered to the City of Ames, reviewed by the legal department and a few changes were made. There are three components to the financial puzzle: Software, hardware and on-going costs for maintenance. The software costs total \$419,543 and grant money covered a portion of the costs. The E911 Service

Board also approved \$30,000 to be used in to facilitate mobile data in Story County. That leaves a balance of \$179,478 for the three agencies to split. The Department Heads have been meeting to discuss the division.

The hardware costs total \$161,362. It was proposed the cost be funded by the Homeland Security Grant or the agencies have contributed to a depreciation fund to cover hardware costs. Part of that fund could pay for the remaining hardware costs.

The on-going costs total \$171,039 a year. The amount is slightly higher than originally estimated. Historically the E911 Service Board paid for half the cost of the CAD maintenance. Traditionally that amounted to \$34,460. The new CAD maintenance costs are less. \$147,000 is the remaining balance to be decided by the Department Heads.

Fitzgerald stated the Service Board approved the \$30,000 because they were 911 allowable costs.

Houghton stated the three agencies have historically contributed approximately \$35,000 each yearly. The new contribution should be between \$45,000 - \$50,000 each. The product is an upgrade in quality and an increase in quantity. The jail package, vehicle location and mobile data were added. The system should be flexible enough so if the Nevada Police Department would choose to connect into the CAD system and become the fourth agency, that would be possible with this system.

Old Business

None

New Business

None

Comments from the Public

None

Comments from E911 Service Board Members

Hambly reminded everyone: The Bylaws require the Executive Board to meet one week prior to the next quarterly meeting of the Service Board. In order to prepare the budget, the Executive Board needs to plan at least two work sessions in January. Please check your calendars for January 11th, 18th and 25th. The next quarterly Service Board Meeting is February 9, 2011.

Cychosz asked about the status of the E911 Funding Grants. Does the Board need to clarify their intentions? Fitzgerald said he had been advising the Fire Chiefs to submit their requests, but the Service Board may need to re-allocate the monies to other areas. Hambly stated Chief Wipperman received the applications but has not scheduled time for the committee to review the paperwork.

DeYoung moved; Cychosz seconded to adjourn. Motion carried.

Respectfully Submitted

Connie Hambly, Secretary
Database Coordinator