

**Story County E911 Service Board
Board Proceedings
February 9, 2011**

The E911 Service Board met on 02/09/2011 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Jerry Courter, City of Collins; 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; Dina McKenna, Story County Alternate; Larry Milleson, City of Colo; Mary Sprouse, City of Slater, Jerry Stewart, Iowa State University, and Mike Tupper, City of Nevada present with Chuck Cychosz presiding.

Guests: Marie Carlson, Iowa State University Department of Public Safety; Lorna Hamilton, Mary Greeley Medical Center; Susan Leatherman, Mary Greeley Medical Center; and Sarah McClure, Ames Communications Center.

Introductions

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

Approval of minutes from previous Board Meeting

DeYoung moved; Jackson seconded to approve the minutes of the meeting 11/10/2010. Motion carried unanimously.

Approval of the Agenda

Jackson moved; Courter seconded to approve the agenda. Motion carried unanimously.

Discussion/Consideration Updating Radio Equipment

Cychosz stated the radio study had given the Board a couple of options. Initial steps have been taken to make contact with agencies in Polk County to see what type radio system they were looking at. McKenna reported a letter had been started to solicit information from the surrounding agencies. During that process, the committee realized, it was unclear what agencies should be contacted. Instead, a conversation needed to take place to get the appropriate point of contact. Cychosz reported the concept was to reach out to the Polk County Sheriff's Office and WestComm. The City of Des Moines isn't ready to make any changes to their system anytime soon.

Leatherman and Hamilton arrived.

McKenna also advised a task force was formed to work on the narrow banding issue. The intent was to have bi-weekly meeting to keep the entities moving forward with the process. The narrow banding issue also initiated conversations with the surrounding counties to work with one another to accommodate the move.

Discuss Global Recording Solution

McClure reported Iowa State University and the City of Ames have experienced problems recently with their recording devices. Due to the successful use of the multi-agency network, the three agencies agreed to check into the possibility of sharing a recorder on the network. Carlson and McClure had attended a demonstration in the past for one particular company. The City of Ames requested a quote to enable the Board to have a ball park figure for budgeting purposes. The recording equipment would be located in one of the PSAPs and have redundancy remotely at an off-sight location. At present, none of the three agencies have redundant systems. The recording system will also be next generation (NG) compatible. An RFP would be necessary if the Service Board approved the purchase. McKenna stated Story County was in a four year lease agreement and was paying more than \$15,000 a year. The maintenance costs for Ames and ISU totaled \$5,000 plus. Hambly advised the County lease will expire May 2011. The maintenance agreements for ISU and Ames are valid through February and March 2012 respectfully. The Executive Board designated \$50,000 towards the purchase of a global recording system during the budget work sessions for FY2012. Tupper stated he strongly supported the purchase. The Service Board Members agreed.

CAD Update

Houghton reported the integrated CAD/Records Management/Jail/Mobile Data package purchase should be completed in the next thirty days. Story County had signed parts of the contract, ISU will sign a portion and the City of Ames will complete the signing process at the city council meeting February 22nd. It will take one year to eighteen months to implement. The E911 Service Board previously budgeted \$30,000 towards mobile data to help defray the costs. There has been some changes to annual costs. Those costs will be reviewed with the budget. The scope of the CAD project pushes close to a \$600,000 purchase. The primary costs reside with the Public Safety Answering Points (PSAPs).

Finalize 2012 E911 Budget

Hambly explained the E911 budget process. The current fiscal costs need to be re-estimated before moving onto FY2012.

FY2011 Re-Estimation

Hambly advised the Service Board the re-estimated surcharge for the current year was reduced from \$350,000 to \$325,000. The landline surcharge continues to decrease.

Salary \$56,633 – The flex benefit was increased \$25 a month last year. So the re-estimated amount is \$56,933. Hambly also explained taxable income costs associated with the cell phone, included in the salary.

Office Supplies \$750 – reduced to \$650.

Postage \$125 – reduced to \$90 with the post office box rental at \$40.

Advert and Promotion \$1000 – reduced to \$850.

Insurance \$1,640 – reduced to \$1,419.

Training \$25,000 – Hambly presented a cost breakdown for conferences and training opportunities through June. Some of the trainings listed have already been approved by the Executive Board. The national conferences listed have not. The requesting employee will need to follow the training request policy by submitting the request to their department supervisor. If approved, the request will be forwarded to the Executive Board for review. The agendas for the national conferences had not been posted yet. The new amount is \$14,261. Jackson cautioned attending any conference in Las Vegas, NV.

Other Data \$1,300 – The cost of printer cartridges and GIS ArcMap license. Hambly advised the entire \$1,000 designated for cartridges would not be expended and requested the option of purchasing a laptop commuter. Tupper advised the request was reasonable. DeYoung stated to keep the cost within budget.

E911 Telephone Expenses \$41,000 – The amount increased to \$41,200.

Other Phone \$14,305. The costs associated with the fiber between the three agencies. No change.

Maps \$2,750 – Amount remained the same. Maps will be printed before fiscal year end.

Phone Equipment Maintenance \$17,448 – remained the same. The final payment on the original maintenance agreement for LifeLine 100 E911 equipment. Next year's costs increase significantly.

DeYoung asked to skip the detail and move onto the next year. Hambly advised questions had surfaced during the year on the budget. By reviewing each line item would alleviate the same from happening.

Radio Equipment \$44,156 - Reduced slightly to \$43,500.

Other Equipment \$68,000 – No change.

Consultant \$6,000 – New legal amount estimated at \$1,000. \$14,750 was the remainder of the cost associated with the radio study conducted by Elert and Associates. Increased to \$15,750.

City Government \$23,194 – Amount paid for database and addressing within the City of Ames. Reduced to \$19,100.

County Government \$49,600 – Reduced to \$48,627. The county employees did not receive a 2% raise.

Communication Towers \$72,870 – No change. Electronic Engineering gives a 10% savings if the fees are paid in full during the month of July. The savings was lost due to an increase in Ames' contract with EE.

Portable Radios \$24,101 – The E911 Funding Grant. \$21,681 reflects a slight decrease due to not purchasing microphones for some agencies and incorrect purchase price listed on a few applications.

PSAP Telephone Equipment \$2,000 – No change.

PSAP Other - \$448,910. Only \$15,000 was expended from the PSIC Grant. The remainder will roll over to next year. The final payment on the recorder for Story County was paid last year, and the contract expires in May 2011.

Other \$68,000 – No change for the emergency notification or mobile data.

Total re-estimated amount for FY2011 is \$525,734.

FY2012

Salary \$60,006 - Hambly advised a 3% increase was used for budget purposes. The county was still in negotiations with the union.

Office Supplies \$650.

Postage \$90.

Advert & Promotion \$925.

Insurance \$1,616.

Training \$17,100 – Hambly put together a history of training expenses since FY02/03. Hambly designated \$200 per telecommunicator for local in-state conferences/trainings. \$1,825 was designated for national conference travel. Two conferences were slated for Ames, Story County and E911. NENA membership is also paid for E911. ISU asked for national registration costs only. Total \$17,070.

Other Data \$1,200. Printer cartridges and GIS ArcMap license.

Telephone Expenses \$41,200.

Other Phone \$14,305. T1 phone line expenses.

Maps \$2,750.

Phone Equipment and Maintenance \$21,461. Maintenance costs for the manufactured discontinued E911 equipment. Cychosz advised due to the discontinued equipment, the Service Board has discussed some possible options.

Radio Equipment Repair \$36,462. Console maintenance increased 5% from Electronic Engineering. The costs for replacing the touchscreen had decreased significantly over the years, so reduced the cost to \$2,000 per PSAP. The cost would allow for one replacement and some repair. \$2,000 is set aside for Netclock. A maintenance contract was too high. Some discussion had taken place with putting a type of timing device on the network to replace the Netclock at some point in the future. \$1,000 was budgeted for tower maintenance.

Other Equipment Repair and Maintenance – The costs highlighted in yellow were costs associated with the CAD network. Houghton explained the need to add the costs of CAD Hardware and distributed a diagram of the multi-agency dispatch network. With the present system the CAD6 and Records AS/400 would go away. The county's IBM AS/400 might go away also. CAD6 was actually 4 servers and some routing equipment. Originally, CAD6 was identified as CAD equipment related to E911 usage. The E911 Service Board traditionally paid the depreciation of that equipment. The circles would be replaced with two large boxes that would serve redundantly. All of the software would run off the two boxes. The software consists of records, mobile data, jail, and CAD. No one specific piece can be designated for 911 only. The annual costs for all of the equipment would amount to \$22,461 and it runs all four programs. That cost divided by the four programs, amounted to \$5,615. For the software, E911 had paid for one half of the CAD expenses, so half the cost would be \$2,808. It would seem reasonable to allocate \$2,808 to the E911 Service Board. The Ames CAD Hardware would decrease \$2,709 in comparison. No one disagreed with the methodology. Hambly said the recorder maintenance costs for Ames and ISU were normally included with these costs. If the Service Board were in agreement with the global recorder purchase the costs would be removed for FY12. Total cost for other equipment \$52,324.

Consultant \$3,000 – Cut this year's amount in half.

City Government \$4,894. The City of Ames reviewed the duties and processes used by the person who provided direct service to the database. The work load was reduced by the slowing economy and addressing improved with new system effectiveness. If the implementation of OSSI were to generate difficulties in data conversion, increasing the allocation to Ames might be justified.

County Government- Originally this line item was 60% of McKenna's salary due to the time commitment of 9-1-1. McKenna was the immediate supervisor for the Database Coordinator, when the position was created and 911 continued to pay a portion of McKenna's salary. At this time, it's been determined the funds are no longer necessary.

Communication Towers – \$102,029. Electronic Engineering increased tower fees for all agencies except Story County Sheriff's Office and Iowa State University Department of

Public Safety. Hambly supplied the Service Board with a brief history of tower costs and a breakdown of radio units between law enforcement and fire/ems. An area of concern: Are all radios in use? Each entity need to inventory their radio supply. Make sure all radios are accounted for and delete those that are no longer in service. Futuristically, whatever radio system the county chooses, **the tower fess will not be \$7.95.**

Portable Radios – The Service Board received five E911 Funding Grant applications. Again there were two applications that did not supply the appropriate paperwork. The Executive Board discussed the application process at their previous work sessions and brought back three areas of concern. 1). Do the agencies need to follow the grant requirements? 2). Will the Service Board continue to fund the grants? 3). What about this year? Hambly advised the applications are for 22 radios and 26 pagers. The two requirements were the NIMS certification and the agency's budget. Tupper moved; Milleson seconded to approve the grants submitted this year. Everyone agreed. It was suggested to remove the requirements on next year's application. \$28,143.00

PSAP Telephone Equipment - \$2,000 for PSAP headsets.

PSAP Other - \$483,000. \$50,000 for new global recording device and \$433,000 for the PSIC Grant to be spent on radio consoles replacement.

Other - \$18,000 for emergency notification.

Total \$891,155.00

Hambly reported the ending balance was the lowest it has ever been since the surcharge was raised to \$1.00. Cychosz stated the budget problem was the landline surcharge declining. Landline 911 calls contribute to 25% of the call volume, while 75% come in wireless. Cell phone usage is the growth area, the high demand area and where the call surge comes from. Support is needed from the wireless side to maintain service. Each member should talk with their legislators or the State E911 Council. Hambly explained the breakdown of the \$1 wireless surcharge. Only \$.25 goes back to the (PSAPs) public safety answering points. The wireless surcharge carryover fund was frozen a year ago to accumulate funds to match the Federal Grant for building out a Statewide IP wireless system. McKenna stated the Iowa Statewide Interoperable Communications System Board has offered funding to the State E911 Council for a feasibility study.

Hambly briefed the members on the designated/unreserved funds and the amounts that have been earmarked for the future. \$85,000 was designated towards pagers and \$50,000 for E911 last year. \$33,300 was not expended last fiscal year and should be designated. Board Members agreed the \$33,300 should be earmarked for 911 equipment and to designate the same amounts for FY12. \$173,300 should be the designated amount. DeYoung questioned if money designated for pagers could be re-designated for E911 if needed. Hambly advised it would take the approval of the Service Board.

DeYoung moved; Tupper seconded to designate \$85,000 for pagers and \$88,300 for 911 equipment. Motion carried.

Tupper moved; Courter seconded to approve the proposed budget for FY2012 and move to publication. Motion carried. Hambly advised the Public Hearing is scheduled for Monday March 14th at 6:00 PM. in the squad room.

Election of Service Board Members to Executive Board

DeYoung moved to nominate Colo and Nevada for membership to the Executive Board. Fritz moved to nominate Story City. Written ballot was taken. Nevada and Colo were elected.

Election of Chairperson and Vice Chairperson

Stewart moved; Tupper seconded the motion to retain the existing Chair & Vice Chairperson. Motion carried.

Old Business

Hambly reminded the board the cost of auditing the Service Board was brought up during the September meeting. Hambly received a quote from an accounting firm familiar with the E911 budget for \$4,000. Hambly also made contact with the State Auditor's Office. The State does review the E911 Budget when auditing Story County. They don't go through each line item as thoroughly as the county. They do pull transactions and check for content. DeYoung moved; Milleson seconded to attempt to gather whatever information as possible from the next State Audit for Story County. The Board can then determine if an independent audit is necessary. Motion carried.

Jackson requested the Executive Board minutes be forward to all Board Members.

New Business

DeYoung asked for a review of the E911 Funding Grant process be placed on the agenda for the May Service Board Meeting

Comments from the Public- None

Comments from E911 Service Board Members-None

Cychosz reminded members the Public Hearing is March 14th at 6:00 PM. The next quarterly Service Board Meeting is May 11th at 6:30 PM.

DeYoung moved; Jackson seconded to adjourn. Motion carried.

Respectfully Submitted

Connie Hambly, Secretary
Database Coordinator

