

**Story County E911 Service Board
Special Meeting Proceedings
August 22, 2011**

The E911 Service Board met on 08/22/2011 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Don Adams, Gilbert/Franklin Township Fire; Scott DeYoung, City of Cambridge; Connie Hambly, Story County E911 Service Board; Brian Haffner, City of Story City Alternate; Doug Houghton, City of Ames Alternate; Doug Hulshizer, City of Zearing Alternate; Jerry Johnson, City of Zearing; Wally Looney, City of McCallsburg; Jerry Stewart, Iowa State University; and Mike Tupper, City of Nevada present with Paul Fitzgerald presiding.

Guests: Dana Wipperman, Nevada Fire Department.

Approval of Minutes

Tupper moved to approve the minutes from meeting 2/9/11 and Public Hearing 3/14/11. Seconded by Loney, motion carried unanimously.

Approval of Agenda

Hambly advised McKenna was not available to speak on the Iowa State Interoperable Communications System Board Feasibility Study. DeYoung moved to accept the agenda as modified. Seconded by Tupper, motion carried unanimously.

Consider Radio Console Request for Proposal

Houghton reported the Request for Proposal (RFP) draft for radio consoles was completed and reviewed by legal counsel. Copies were distributed to the Executive Board last month and a few changes were made to the evaluation process as suggested. The project would replace the radio consoles currently used by the three communication centers. The Service Board was awarded \$358,400 from the Public Safety Interoperable Communications Grant to upgrade the existing technology with P25 compliant radio equipment. The grant required a 20% match which was budgeted in this fiscal year. The RFP timeline would allow the vendors approximately 30 days to submit their proposal. Questions could be submitted 2-3 weeks from the August 23rd release date. DeYoung moved; Loney seconded to approve the RFP for release with allowances for date modifications. Motion carried unanimously.

Consider Recorder Request for Proposal

Houghton advised a recorder is used to record all radio and phone communications in the dispatch center. Presently, each center has one. ISU experienced problems and the other two have reached end of useful life. The intent was to replace the three recorders with one. The global recorder would have redundancy at an off sight location. The intent was to have a draft RFP available for review. Rather than waiting for another meeting, with approval of the board, an equitable RFP would be drafted requesting proposals for

recording equipment. \$50,000 was budgeted for the purchase. DeYoung moved; Tupper seconded to approve the drafting and release of a Recorder RFP. Motion carried.

Discuss Radio System Sharing Option

Hambly and Houghton advised a small group from Story County Communications, City of Ames Police, ISU DPS and E911 had a couple of occasions to visit with administrative personal from WestCom. Discussions centered on the possible sharing of equipment. One example would be their Viper. The path for connectivity could be costly and unsure if there is an existing path available. Story County would still need to purchase the equipment needed to answer calls. Stewart stated Iowa State University had discussed purchasing a Viper. WestCom also entered into a contract with Motorola for a next generation (NG) P25 radio system. The most expensive piece for the system is the switch. Their switch has excessive capacity and they are actively looking for agencies willing to share the cost. Elert and Associates recommended in the Radio Communications Study for Story County to consider partnering with an adjoining system as there could be significant savings. It would also provide the interoperability desired and P25 capability. WestCom has also expressed some interest in partnering with Story County due to the fact that Story County has successfully worked together to create a combined public safety network. Houghton stated the group was asking the Service Board for permission to continue the conversations. Tupper stated it was worth continuing. Everyone agreed.

Discussion of E911 Funding Grants for FY2012 and 2013 and Consider the Changes to the Grant Application

Hambly reminded board members \$28,143.00 had been budgeted for the E911 Funding Grant for FY 2012 with the stipulation the Service Board would review the financial reports of the budget before committing to the expense. The main concern was the continued drop in landline surcharge. Hambly advised the revenues were significantly less for the month of July. DeYoung moved to go back to the requesting agencies and require a 50% match. The motion failed due to the lack of a second. Stewart suggested contacting the agencies and see if the requested equipment would be replacement or additional needed equipment. If radios are additional, tower fees will also increase. DeYoung moved to table the discussion on the current year's applications until the next quarterly meeting, November 9th. In the meantime, Hambly would gather additional information from the requesting agencies. Tupper seconded, motion carried. Adams advised the cost of a new P25 radio is \$1250.00.

Hambly distributed a revised grant application for the board to review. Two changes made were: 1) the applications will be submitted to Hambly, instead of Wiperman and 2) the NIMS compliance is still a requirement, but documentation will not be needed with the application. Fitzgerald requested the new application ask if the requested equipment would be replacement or additional. DeYoung moved to accept the Grant Application Form with the modification for additional information. Houghton seconded, motion carried unanimously.

The Board agreed to distribute the application for FY2013.

Appoint Proxy Designation for ICAP

Houghton moved; Johnson seconded to leave Fitzgerald as primary and Cychosz as the alternate designated proxies with the Iowa Communities Assurance Pool. Resolution 11-1 would continue the authorization. Motion carried unanimously by roll call vote.

Discussion for Amending the Bylaws

Fitzgerald stated the discussion about amending the bylaws was placed on the agenda per his request. The last two quarterly meetings did not have enough members in attendance to meet the minimum requirement. Thus the need to call a special meeting to conduct timely issues was necessary. Each entity appointed a primary and an alternate to service on the E911 Service Board. Story City presented the concept early on to have a yearly meeting for the entire board around budget time and the rest of the year the executive board governs the operations. Tupper suggested the possibility of combining the Service Board Meeting with Emergency Management and the mayors meeting. Fitzgerald advised the Story County E911 Service Board Bylaws define a quorum as a majority of the members. Cahill has said the Board could amend the bylaws and reduce the number required for a quorum. DeYoung stated he would be more in favor of reducing the required number. Fitzgerald advised the Service Board cannot change the bylaws without a 2/3 majority of the board in attendance. Houghton suggested a meeting of the Executive Board to propose a change in the bylaw language. Tupper suggested a couple of versions be offered for review. Fitzgerald agreed multiple versions could be submitted.

Old Business

Narrowbanding Update

Stewart reported ISU and Electronic Engineering (EE) finished narrowbanding the radio controlled tornado sirens for the City of Ames and ISU. The process took one day. Houghton reported an inventory was taken by EE on the number of tornado sirens out in the county that need to be changed. Each city will need to select a vendor of their choice to make the modification to the sirens. However, the city needs to coordinate the process with Story County Dispatch so the appropriate radio signal is used to set off the siren.

Hambly reported two radios at each of the three paging links also need to be replaced because of narrowbanding. The estimated cost received was \$4,974.00 and was not included in the budget. Tupper moved; DeYoung seconded the motion to replace the radios. Motion carried.

Public Safety Software Update

Houghton reported the process was going smoothly. The implementation training starts August 23rd at the county administration building. The go-live date continues to be June 2012.

E911 Equipment Status Update

Hambly advised the E911 equipment update was included in the Viper discussion earlier.

Update on Ames EMD Program

Houghton advised the Ames EMD program was implemented recently. Previously, medical 911 calls were transferred to Mary Greeley. With the new program, once the dispatcher determines the 911 call to be medical, a series of questions appear on the computer screen. The program provides information to the dispatcher, who then relays that information to the paramedics enroute to the call. This program will integrate with the new CAD system. Story County Sheriff's Office has done EMD for a number of years following a similar system using a series of cards.

New Business

None

Comments from the Public

None

Comments from the E911 Service Board Members

Next meeting will be November 9th.

DeYoung moved; seconded by Stewart to adjourn, motion carried.

Respectfully Submitted

Connie Hambly, Secretary
Database Coordinator