

Story County 911 Service Board
February 14, 2018

The 911 Service Board met on 2/14/2018 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

John Kahler, City of Slater; Sally Larsen, City of Zearing alternate; Dennis Clatt, City of Colo;
Rob Bowers, Iowa State University; Marie Carlson, Iowa State University alternate; Doug Houghton, City of Ames
alternate; Marty Chitty, Story County alternate; Ric Martinez, City of Nevada; Ray Reynolds, City of Nevada alternate;
Brian Grove, Gilbert/Franklin Township; Matt Sporleder, City of Story City; Keith Morgan, Story County EMA;
Mark Pote, City of Huxley; Amanda Roush, Story County 911 with Paul Fitzgerald, Story County Sheriff, presiding.

Guests: Dina McKenna, Story County Communications Commander; Michael Newton, ISU Police Chief; Cody Brink,
RACOM; Chris Erikson, McCallsburg; Mike Bryant, Iowa 911 Communications Council.

Sheriff Fitzgerald opened the meeting and started introductions around the room.

Bowers moved approval of the meeting minutes from December, Pote seconded the motion. MCU.

Radio project update

Houghton shared that progress on the radio project had been rapidly moving in the last couple of weeks and there is need for action from the Board. He explained that after completion of Phase I with Mission Critical Partners (MCP), administration from ISU, Story County Board of Supervisors, Ames city management and representatives from the Board got together to discuss Phase II financing. MCP has supplied a contract for Phase II. An MOA has been drafted and is designed to split the cost of MCP Phase II services among the County, the City of Ames, ISU and 911 Board equally. There is no agreement, at this point, on how to split the \$8 million. Houghton advised that the BOS and the City of Ames have approved the MOA and contract for Phase II and ISU will also approve. He explained that the 911 Board will hold the contract with MCP for Phase II services. The other three entities will pay their quarter share as the monthly bills become due. The MCP contract is \$134,924; split four ways would be \$33,731.

Morgan asked if Houghton could describe what powers the Operational Committee will have over the Working Committee according to the MOA. He asked if the Board submits to the Operational Committee for approval. Houghton replied that if it is necessary, the Board will. The Working Committee is the people who work with the radio system and the contractors on a regular basis. The idea of the Operational Committee is to be those from each entity who have the decision making authority for governance and financing. The Working Committee can grow and change as needed while keeping one voting member for each of the four entities. Houghton mentioned that there is a clause written in the MOA that says that when Phase II is complete, the agreement dissolves. There should be governance by the end of Phase II to guide Phase III.

Fitzgerald proceeded for approval of the of the Phase II contract with MCP. Morgan had questions regarding the contract. Fitzgerald asked for motion first and then will open it up for discussion. Pote moved to approve the contract; motion seconded by Clatt.

Morgan asked if we had any estimate on what the cost would be for Phase III and beyond. Houghton replied that even with Phase II costs, the working group tried to get some background to determine if the charge is appropriate. After calls to folks around the state who are, or have done similar projects, we found that their phases and needs are all completely different. We found it very difficult to compare.

Morgan referred to contract section 7.2.1 Use of Deliverables, pg. 6. He said that in the top part he read that we get the drawings, specifications, etc. Then down below he read that the provider gets them. He stated that those [drawings, specifications, etc.] can be very important down the road when it comes to understanding what got delivered. He asked if we are comfortable that we are going to get control of the things that they design. Houghton answered that the result of Phase II will be a contract with the vendor. All of the contract documents will be ours. We have to believe that what is included in contract with the vendor is going to be enough for any other consultant to step in and take over if needed.

Morgan asked if the Board's attorney had looked over section 7.25 Arbitration, pg. 25. Roush replied that the contract had been reviewed and approved by Tom Cahill.

Houghton added that we have the advantage that this contract doesn't have many provisions in it in terms of payment; we pay one flat fee. The only exception might be for acquiring FCC licensing.

Morgan mentioned that MCP used various terms for working groups in the contract language. Houghton explained that we are aware that there is a difference in terminology between the contract and MOA. MCP understands the structure of the decision-making authority and the group doing the day-to-day work. MCP agreed that as they work through the phase that they will change their nomenclature to match.

Morgan asked if there was any flexibility to add or ask MCP for lifecycle costs of the system. Houghton replied that even in the preliminary report, MCP has done that for us. In our working arrangement, those costs are fundamental to choosing a vendor. Roush added that lifecycle and ongoing costs will be a large part of negotiation.

Morgan asked if we will have to pay for the channels we currently have. Houghton answered that we don't own any channels. We will be buying new channels. He said an estimated cost is about \$2,500 total, which is not covered by the contract. Having a fleet map up front will help decide how the licenses will be organized. All channels will be public safety, held in the name of a public safety agency.

Morgan's final question was about timeline. Houghton advised that the real goal is to complete Phase II by the end of December 2018.

Bowers mentioned that the Phase I report says, for budgeting purposes, you can figure about \$3,700 per radio. Some radios will be cheaper; some will be more expensive. Houghton added that it is important for everyone to hear again that what we get out of this is a much greater range of opportunities for hardware. You can still buy a radio for \$1,000-\$1,200 that will probably do all that the current radios do. The more you want your radio to do, the more it will cost.

Fitzgerald recalled that there was a motion and a second to approve the contract. He asked for those in favor or opposed. All in favor. MCU.

Morgan wanted clarification on the date written in the MOA; January 16th. Bowers answered that the procurement proposal for Phase II was forwarded by MCP on January 16th to start the process.

Reynolds made a motion to approve the MOA; Pote seconded the motion. MCU.

FY19 Budget

Roush began by describing that the worksheet handout shows 911 expenses year to date and defines FY18 budget, FY18 re-estimation and FY19 proposed budget to follow along with. She explained budget line item highlights for FY19.

Line 31. Personnel Costs. The county is anticipating a 2% salary increase.

Line 35. Insurance. Health insurance will increase 15%.

Line 36. Training Expense. Roush shared that she plans to request to attend both APCO and NENA 2018 national conferences. The training line item will not need to be increased to make that possible. Conference registration and airfare expenses will be spent out of the FY18 budget and remaining trip expenses will roll over to FY19. \$6,000 proposed.

Line 45. Telephone Equip. Maintenance. Zetron maintenance cost will not increase in FY19 as anticipated; proposing a budget of \$40,000.

Line 47. Other Equip. Repair & Maintenance. Roush will be recategorizing dispatch CAD hardware expenditures out of this line into Line 55. \$4,000 will be moved, decreasing Line 47 to \$56,550.

Line 48. Consultant Fees. MCP provided anticipated Phase II invoice amounts that will be due during FY18 and FY19. MCP calculated \$80,000 in FY18 and the remainder of \$54,924 in FY19. 911 will be responsible for approx. \$13,731 of Phase II fees in FY19. Also proposing to increase the amount of money budgeted for legal services by Cahill from \$3,000 to \$10,000 since we will likely be utilizing him more throughout the radio project. \$24,000 total proposed for Line 48.

Line 52. Communications Towers & Equip. EE tower fees will increase \$1.50 to \$14.50 per radio, per month in FY19. Proposed budget for tower fees is \$95,000. In the future the budget for tower fees can, in some, way be reallocated into the new radio system.

Line 53. 911 Funding Grant. The grant program is still on hold as we progress through the radio project, but the line will be refunded with \$80,000 in FY19.

Line 54. PSAP telephone equipment. Expenditure items in this line will also be recategorized; \$2,000 will be moved to Line 55. In FY19, this line will not be funded.

Line 55. PSAP other equipment. Proposed budget of \$37,900 for communications equipment & hardware to include the purchase of a 4th dispatch console for Ames Police in FY19.

Reynolds asked if the \$80,000 set aside for funding grants will be put towards new radio infrastructure. He expressed that he would favor seeing the money go towards the radio project rather than to grants. Roush explained that there will be funds set aside out of the unassigned balance for infrastructure, so the \$80,000 in Line 53 will remain available for grants. McKenna added that \$162,000 will be earmarked for pagers and paging infrastructure.

Line 64. Assigned Fund Balance

Roush advised that the state has warned about leaving too much money unassigned in the budget for risk of that money being taken from 911 for other state expenses. The 911 Program Manager recommended to get the Unassigned Fund Balance down to at least \$250,000 by assigning funds. During the Executive Board meeting, Fitzgerald suggested leaving just \$150,000 unassigned since the Board has considerable basis to assign funds for the radio project. Proposed assigned amounts are \$520,500 for New Equipment, \$80,000 for Pagers, \$82,000 for Paging Infrastructure, and \$200,000 for Dispatch Console Upgrades. Total assigned is \$882,500, leaving the unassigned balance in Line 64 at \$150,167.

Morgan asked what it takes to pull money out of the assigned balance once it is placed there. Fitzgerald answered that it would take a budget amendment to do so.

Carlson asked if the allowance in Line 55 for dispatch console included ISU or just APD. Roush answered that there will only be funds for APD in FY19. Carlson wanted to clarify since she noticed that the allowance for APD (\$31,900) is double the amount budgeted for SCSO console in FY18 (\$17,764). Roush explained that SCSO only needs to purchase the radio components for their 4th dispatch console while APD will need both radio and phone components.

Revenues

Roush directed attention to the FY19 wireless surcharge revenue. She explained that the 911 Board will receive bonus revenue in July 2018 from the state for grant funds that were not expended for physical consolidation. Each PSAP in Iowa will receive approximately \$61,000. The 911 Service Board will receive \$122,000 for the two PSAPs in the service area. The state has forewarned that PSAPs should not rely on this bonus revenue in the future. The Board's annual surcharge revenue without the bonus is about \$450,000; the state 911 Program Manager advised that we will be safe to budget based on that revenue as we progress through the radio project.

Fitzgerald opened the vote for approval of the FY19 budget as proposed. Roush advised that the Public Hearing will be held on March 13th. Morgan made a motion to approve the budget for Public Hearing; Larson seconded the motion. MCU.

Election of Service Board Members to Executive Board

Fitzgerald explained the structure of the Executive Board and recognized current members. Martinez stated his interest to stay on the Executive Board. Pote followed. Houghton moved to retain Martinez and Pote; Bowers seconded the motion. MCU.

Election of Chairperson and Vice Chairperson

Pote made a motion to retain Fitzgerald as Chairperson and Cychosz as Vice Chairperson; Martinez seconded the motion. MCU.

Old Business

None

New Business

McKenna briefed the Board on intermittent paging issues. A power supply had to be replaced at the Nevada Key Co-op site costing about \$800. After issues were reported, the problem was finally discovered on Friday. We had the part overnighted so it could be fixed on Monday.

Morgan asked if EE is coming out to diagnose pager problems or if we have anyone else to rely on. McKenna answered that we start with our point of contact, Racom. Racom troubleshoots as far as they can and then contact EE when they need to be involved.

Grove asked if EE is the only company that can work on the tower. McKenna explained that if another company replaces a part that does not match with EE equipment, we could be back in the same boat. So, until we get a new system, we will deal with issues as necessary.

Comments from Public

Mike Bryant, a representative for Iowa Professional Fire Fighters on the Iowa 911 Communications Council briefly explained the HSEMD bills in the legislature that concern 911. HF2254 has passed to the Senate. The bill involves combining wireless and wireline systems and will give PSAPs the option to use shared call processing equipment. The State 911 Council has requested approval to start the process of combining systems upon enactment if the bill is passed; won't have to wait until July.

Comments from 911 Service Board Members

Chitty thanked the Board on behalf of the BOS for appropriating the funds for the radio project.

Roush announced that the Budget Public Hearing date is Tuesday, March 13th at 5:30pm.

Motion to adjourn by Martinez; seconded by Morgan. MCU

Respectfully Submitted,
Amanda Roush, Secretary

Database Coordinator