

**Story County 911 Service Board**  
**August 15, 2018**

The 911 Service Board met on 8/15/2018 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Marty Chitty, Story County alternate; Gary Stoll, City of Huxley; John Kahler, City of Slater; Dennis Clatt, City of Colo; Keith Morgan, Story County EMA; Chris Erickson, City of McCallsburg; Rob Bowers, Iowa State University; Doug Houghton, City of Ames alternate; Ric Martinez, City of Nevada; Brian Grove, Gilbert/Franklin Township; Tom Kepley, Gilbert/Franklin Township alternate; Matt Sporleder, City of Story City; Amanda Roush, Story County 911 with Chuck Cychosz, City of Ames, presiding.

Guests: Dina McKenna, Story County Communications Commander; Chad Fleenor, Slater EMS and Clint Miller, Story County ARES / ISICSB

Cychosz opened the meeting at 6:30pm and started introductions.

Chitty moved to approve the agenda; Bowers seconded the motion. MCU.

Bowers moved to approve the May meeting minutes; Martinez seconded. MCU.

**Radio project update**

Roush advised that Mission Critical Partners (MCP) completed a second round of radio user meetings in May. Following those meetings, Roush distributed MCP's summary report as well as radio pricing estimates and information. Currently an RFP is being prepared and should be released to vendors by September. Project timeline is on track to have a contract signed in December 2018.

Cychosz shared thoughts about operating on the new radio system long term. He mentioned that there will be two buckets of costs, buying radios and expenses that are currently lumped under tower fees (licenses, parts, maintenance). At some point this Board may have to come back together and think about whether we want to continue the commitment that we've had to cover a share of the tower fees. We all have to figure out how to buy or lease our radios, and maybe the Board will continue to contribute towards tower fees to try to keep us all together. In this process and before we flip the switch on a new system, that will have to be discussed.

Morgan mentioned that the Boards funds that help pay the tower fees come from collection of the 911 telephone surcharge. He asked if we anticipate any dramatic change with surcharge revenue that would affect the Boards ability to pay tower fees. Cychosz answered that we don't know what the state will do. He said there are other equipment obligations that extend over a long period of time and it makes sense to him to try to continue the current system in some form or fashion. Cychosz added that it has been a nice way to unite people across the county and make sure we can talk; he would like to think the state has the same goal.

Morgan asked if we have a five-year capital plan. Cychosz answered that we have gone through and identified the capital items and the lifecycle. It may not be formally reviewed or endorsed, yet. McKenna added that as things are being purchased, we don't have a good idea financially where that's going to land to fully solidify a lifecycle plan at this time.

Vendor proposals will help us understand numbers and ongoing costs. The RFP requires vendors to identify ongoing cost of ownership for 15 years.

Cychosz also mentioned that when he looked at ongoing costs estimates from MCP, he noticed that the first couple of years include warranty coverage and are cheaper. However, later in years five through ten, more expenses will be accumulated.

### **911 Service Board Purchasing Policy**

Roush advised since the last meeting the policy was edited, reviewed for legal compliance and approved by the Board's legal counsel and the County Attorney. The process of drafting the policy began with the Purchasing Policy for Story County and was refined to fit the functions and statutes of the 911 Service Board. The complete and final draft of the policy is ready for adoption by the Board.

Martinez asked as it refers to the Service Board approving purchases, what happens if a meeting is called and we don't have a quorum? Roush replied that the policy says that the Executive Board is able to make decisions on emergency purchases. Martinez said that he is questioning purchases that have to be approved between quarterly meetings, not emergency purchases. He is concerned that there is no language in the policy that states that if there is no quorum that we should default to the Executive Board for a decision.

McKenna agreed with Martinez saying that the choices would be to call a special meeting or wait until the next quarterly meeting. The only other option would be to change the Board bylaws.

Martinez would like to have a mechanism in place that defaults to the Executive Board to make purchasing decisions in the event that we don't have a quorum to do business.

Other members believe that emergency purchases should also be better defined in the policy. Comment was made that if we don't pass the Purchasing Policy now, we will have to call another meeting before the RFP is released in September. The radio vendors need to be able to reference the policy and the rules for purchase.

Bowers said that he believes we are discussing two separate issues. Quorum is a bylaws issue, which affects the Purchasing Policy, but is separate.

Kahler made a motion to approve and adopt the Story County 911 Purchasing Policy as presented. Clatt seconded the motion. MCU.

The 911 working group will work to come up with some recommendations to bring back to the Board for a solution. Cychosz asked Morgan to reach out to his counterparts for examples of policy language.

### **Comments from Public**

Clint Miller, representing Story County Amateur Radio Emergency Service (ARES), was present and introduced himself. ARES is a communication resource that Story County agencies can utilize. ARES has three COMT trainees and Clint is credentialed COML. Clint has access to the State ISICS trailer. The trailer has capabilities to replace or supplement communications in an exercise or incident. Clint serves on the ISICS Technology Committee and can provide assistance on technical topics. Reach out to Keith Morgan to get in contact with ARES.

### **Comments from 911 Service Board Members**

Chitty advised that Matt Boeck is rolling out a series of maps (detailed fire districts, water service map, electrical service). Contact Chitty electronically to receive hard copies of any of these maps.

Chitty also shared that he and Morgan spent time in Marshalltown to glean some lessons learned following the tornado event. Morgan noted that Story County is very fortunate to have redundant dispatch centers in separate locations.

Morgan mentioned that there is an ICS 300 course in Story County on September 18<sup>th</sup> & 19<sup>th</sup>; sign up is on the Homeland Security website.

Motion to adjourn by Chitty; seconded by Martinez. MCU

Respectfully Submitted,

Amanda Roush, Secretary  
Database Coordinator