

**Story County 911 Service Board  
November 14, 2018**

The 911 Service Board met on 11/14/2018 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

**Story County**- Not present

**ISU**- Michael Newton

**Ames**- Chuck Cychosz; Doug Houghton, alternate

**Cambridge**- Not present

**Collins**- Not present

**Colo**- Dennis Clatt

**Gilbert/Franklin**- Brian Grove

**Huxley**- Gerry Stoll

**Maxwell**- Not present

**McCallsburg**- Chris Erickson

**Nevada**- Ric Martinez; Ray Reynolds, alternate

**Roland**- Not present

**Slater**- Not present

**Story City**- Matt Sporleder

**Westory**- Brandt Murry, alternate

**Zearing**- Not present

**Story County EMA**- Keith Morgan

**Secretary**- Amanda Roush

**Guests:** Dina McKenna, Story County Communications Commander, Marie Carlson, ISU DPS Communications Supervisor and Mike Bryant, Iowa 911 Communications Council.

Cychosz opened the meeting at 6:35pm.

Martinez moved to approve the agenda; Newton seconded the motion. MCU.

Grove moved to approve the August meeting minutes; second by Murry. MCU.

**Radio project update**

Roush updated that the RFP was released and is available on the Iowa State University Procurement Services website; ISU is managing the purchasing process. Vendor proposals are due November 30<sup>th</sup> and the goal is to have a vendor selected by mid-February and contract in March. Vendors have submitted one round of questions; the answers went out as an addendum this afternoon.

Cychosz thanked ISU for their help in handling the procurement for the project.

Houghton mentioned that there is a 28E agreement in development that we will see soon. The central pieces of this project will be funded by ISU, County and Ames and these agencies are working to get the agreement in place.

Rumors surfaced about what way vendor selection is going to go. There are no preconceived notions or outcomes in this process. If you hear rumors or have questions, contact Amanda so we can respond appropriately.

Morgan asked if purchase of radios is going to come down to individual agencies. Cychosz answered, yes. He said for the City of Ames, their best guess for budgeting is coming from the pricing estimates that the consultants provided. We have three entities that will fund the infrastructure. We hope that the 911 Board will continue to support the equivalent of what they provide for tower fee for licenses and ongoing costs.

Morgan added that if we sign a contract in March, agencies should have a budget for radios in FY20. We will learn more about timeline when proposals come in.

**Bylaws/Quorum**

At the last quarterly meeting, there was concern expressed about quorum and what should happen if we have business to take care of and don't have a quorum to do so. The suggestion was to put a mechanism in place that gives the Executive Board authority to handle business and keep the Board functioning. We concluded that the working group (County, Ames and ISU) would put together some options and bring those back to the Board. After discussing with the Chair, he [Fitzgerald] called a meeting of the Executive Board. The Executive Board's recommendation is to amend the Bylaws to change meeting frequency to just one annual meeting to set the budget.

The Executive Board would then handle business for the rest of the year. Roush provided copies of the proposed amendment to the Bylaws and modification to the Purchasing Policy.

We are often right on the edge of reaching quorum to conduct business. People have also asked the question if they really need to be here. The Executive Board is proposing this amendment for feedback and input on what the Board's interest is on whether you want to be committed to the current structure or shift it a bit.

Reynolds- Between 911 meetings and Fire/EMS meetings there may be duplicate business. Having a meeting quarterly just because the Bylaws say so is not the most efficient use of time.

Martinez- When we have business, we must have a quorum. If we have a quorum, we don't have to change anything. After the Executive Board meeting, I want to be safe and make sure we have a group of people who will get together to make decisions. I think that the recommendation is the best way to go. I would like to make sure everyone knows what's going on and stays informed. It will be a little more work on Amanda to share Executive Board agendas, minutes, etc. If members want to be involved and can't make it to a meeting, we can work out a conference call.

Morgan- Do you see that there will be a need for more interaction with this group as we take over the management of the system? Cychosz- It might be too early to answer that. There may be more local or regional work that goes into the StoryComm 28E agreement model, but we don't know yet.

Morgan- Maybe we should hold out and see how much this group will have to interact for the radio system in the future. I think there should be at least one more meeting at the end of the fiscal year to wrap up budget and for considerations for the next budget year.

Cychosz- The Board still has budget authority. The Executive Board can't operate outside of the budget or create a budget outside of the Board.

Sporleder- If we change the Bylaws, are we going away from quarterly meetings? Cychosz- Yes, we would and move to a smaller number of required meetings. It does not prevent having other meetings if needed.

McKenna- I see the need to work with the Executive Board on a more regular basis. I like the fact that everyone can be included in that.

Newton- We have to find a way to move this and give everyone an opportunity to be involved. I like the idea of moving more Executive and involving others.

Erickson- I try to be at all the meetings I can. I just want to be in the know.

Clatt- My thought is that members sign up and should be responsible to be here. I think that through the process of the radio system, we should stay with the quarterly meetings. - Reynolds and Grove agreed.

Grove- Can we see the minutes of the last Executive Board meeting?

Martinez- I'm going to have my alternate (Reynolds) come to the meetings even when I come because I want him to know what's going on and be in the loop.

Cychosz- Hopefully we've captured your key ideas. Information flow and keeping meetings accessible has some merit. There is still the underlying concern about quorum and decisions. Maybe we need to poke at the quorum question more so than the meeting question. Maybe a modification can keep us in business without changing the meeting commitment.

Roush- Quorum is just a Bylaw issue and can be changed to whatever rules the Board decides. But, if we change the majority rules we still have to get more than a couple people at the meetings or else we might as well run with the Executive Board. Carlson- What is the process to change the Bylaws? Roush- Proper notification and then a 2/3 vote to approve a Bylaw Amendment.

Grove- On the minutes could you add the agencies that were not represented? Roush- Yes.

Cychosz- If anyone has insight from the communities that are not here, pass along that feedback.

### **Purchasing Policy**

There was only one proposed change on pg. 5 of the Purchasing Policy- Emergency Purchases. Morgan mentioned that emergency purchases is already covered in the Bylaws, section 7.4. We could roll the language from the Bylaws into the Purchasing Policy. He also pointed out that the meaning of “Board” under Claims Processing Procedures is unclear and recommended revising.

### **Old Business**

None

### **New Business**

None

### **Comments from Public**

Bryant shared some items from the Iowa 911 Communications Council. The state is in the process of merging wireline and wireless networks. There is a committee formed to rewrite Code 34A. The Council wants to pursue an increase of the \$100,000 Travel, Training and Public Education Fund. Bryant thanked a few from the group for being available to communicate with him about legislative and surcharge surplus concerns.

Cychosz asked if there has been any talk at the state meetings about evaluating Text to 911 implementation, whether PSAPs and the public are happy. Bryant answered that he does not think so, but he can take that back as an idea.

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

None

Motion to adjourn by Morgan; seconded by Newton. MCU

Respectfully Submitted,

Amanda Roush, Secretary  
Database Coordinator