

**Story County E911 Service Board
Board Proceedings
February 8, 2012**

The E911 Service Board met on 02/08/2012 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; Mark Farren, City of Colo Alternate; Roger Fritz, City of Roland; Jerry Gull, City of Nevada; Brian Haffner, City of Story City Alternate; Connie Hambly, Story County E911 Service Board; Doug Houghton, City of Ames Alternate; Jerry Johnson, City of Zearing; Wally Looney, City of McCallsburg; Dina McKenna, Story County Alternate; Mark Pote, City of Huxley; and Mary Beth Sprouse, City of Slater present with Jerry Stewart presiding.

Guests: Marie Carlson, Iowa State University Department of Public Safety; Mike Gustafson, Maxwell and Paul Toot, Board of Supervisors.

Approval of Minutes

DeYoung moved; Gull seconded the motion to approve the minutes of the meeting 11/9/11. Motion carried unanimously.

Approval of Agenda

Looney moved; Gull seconded the motion to approve the agenda. Motion carried unanimously.

Discussion/Consideration for Updating 9-1-1 Equipment and Options for Funding

Houghton gave a brief summary of the PSAP 911 equipment and advised the equipment is manufactured discontinued and has reached end of life. The annual maintenance is fairly high to keep CenturyLink servicing the equipment even while CenturyLink cannot guarantee parts availability if the equipment should fail. Both PSAPs have experienced some problems recently. The move to replace the equipment is more than just an upgrade; it's a leap in technology. The problem is the funding. The estimated cost has been in the \$350,000 - \$450,000 range. The Service Board originally had a plan for replacing the 9-1-1 equipment. However, grant funding was available for the radio consoles and CAD for significant savings. The revenue from landlines has declined faster than the board anticipated so the funding for the new 9-1-1 equipment has become an issue. Hambly advised a history of 9-1-1 revenues and percentages of wireline and wireless are included in the member's packet. Houghton briefly explained the process the state uses to distribute the wireless surcharge. The big issue facing most of the counties within the State of Iowa is; the wireless phones don't support the usage at the PSAP level. The portion retained by the state, is being used to build the state's infrastructure for the new technology facing 9-1-1. The telephone companies also receive a large portion. But in order to change the way the surcharge is divided, requires legislative action. An attempt was made last year and the issue died in committee.

This presentation was made so the members could understand the budget issues the board faces. \$88,000 was designated last year for the 9-1-1 project and there are other options.

The Service Board could raise the wireline surcharge \$1.00 for the maximum of 24 months. The increase would probably cover the cost of the 9-1-1 equipment, but it would require the vote of the citizens of Story County. The Service Board is a legal entity and has financing options such as revenue bonds and commercial borrowing.

Looney asked if the ballot could be included with the November elections. Houghton advised it was an option. Toot advised if a special election were held, the Service Board would bear the costs; between \$25,000 and \$30,000. If it were held in conjunction with the November elections, there wouldn't be any cost. The Auditor would need to know sometime in August. DeYoung asked about the primary elections in June. Hambly advised there wouldn't be enough time to educate the public. It will require a lot of leg work to facilitate a positive outcome. Gull stated it would take effort from every board member to educate the public. Gull suggested postponing the discussion until the budget portion. Stewart asked if a 0% financing option was available. Houghton stated a vendor advised a bank had taken on 0% financing as a special community project. However, it is unknown if the financing will still be available when the board decides to proceed.

Consideration/Approval of Radio Console Equipment Contract

Houghton advised the radio console equipment is the equipment used by the dispatchers in each of the three communication centers. Again, the equipment has reached end of life and minor problems have started to show up. A Request for Proposal (RFP) was released last fall and 3 companies responded. Those companies included Electronic Engineering, Racom and Raytheon. A 7 member committee reviewed the proposals and submitted the scores to the Executive Board. The sample of the matrix, the costs and the results of the scoring are also included in the member's packet. The Executive Board had follow up questions concerning the connectivity. Those questions were sent out to all three vendors. The committee received answers from Electronic Engineering and Racom.

The Committee members also contacted agencies using Zetron radio equipment with Motorola Privacy Plus systems. All those agencies stated their systems worked together fine. There were no complaints.

The Executive Board made the recommendation to the Service Board to move ahead with a contract with Racom. The funding would come from 80% State Funding and 20% Board match already designated in the current budget. If there were monies left over from the State, the funds would go back to the Iowa Statewide Interoperable Communications System Board.

DeYoung moved to accept the recommendation of the Executive and move ahead with Racom for the radio console upgrade, seconded by Haffner. Motion carried unanimously.

Multi-Agency Public Software Project Update

Houghton briefed the members on the project that created a single information management system shared by the City of Ames, Story County and Iowa State

University. It consists of Computerized Aided Dispatch, Records Management, Jail Management system, and Mobile Data. All three agencies have been working on the building the CAD and creating map layers. Training started on Mobile Data and the Jail Management training will start next week. Everything has progressed on schedule with a go-live date June 12, 2012.

Iowa Statewide Interoperable Communications System Board (ISICSB) Update

McKenna reported the ISICS Board had been operating on grant funding for the last several years. This week board members met with legislators and were successful at securing some funding. The Board continues to plan a radio network for catastrophic situations such as Parkersburg.

Finalize 2013 E911 Budget for Public Hearing

Hambly started by familiarizing the new members with the E911 budget format.

Re-Estimate for FY2012

Revenue- Lowered the estimated revenue from landline \$320,000 to \$301,515. That resulted in the lowering of interest from \$3,000 to \$1,970. Also needed to lower the wireless surcharge slightly from \$61,250 to \$59,706. The PSIC grant is \$346,400.

Expenditures-

Salaries- Lowered from \$60,006 to \$59,100 due to an increase in wage of \$1,000 per employee instead of the estimated 3%. The E911 Service Board mirrors the county for wage increases.

Office Supplies- Remained the same at \$650.

Postage- Reduced from \$90 to \$75.

Advertising- Remained the same \$925.

Insurance- Remained the same \$1,616.

Training- Originally estimated \$17,100 and reduced to \$4,000. Used less than \$2,000 so far this year. DeYoung asked if any training was planned before fy end. The agendas have not been released yet for the NENA National Conference.

Other data- Remained the same \$1,200.

E911 Telephone Expense- Colo Telephone reduced the monthly cost for the 911 connection by \$148, so reduced from \$41,200 to \$40,000.

Other Phone- T1 lines used to connect the three agencies. Windstream implemented a \$25 tariff that Iowa Telecom hadn't been charging. Increased re-estimated cost from \$14,305 to \$14,605.

Maps- Remained the same \$2,750. Anticipate printing the 911 maps soon. Another area

of concern for decreasing expenses.

Phone Equipment & Repair- Reduced from \$21,461 to \$18,683. Believe due to change from Iowa Telecom to Windstream. This is the backroom equipment that is no longer manufactured and at end of life.

Radio Equipment Repair & Maintenance- Reduced from \$36,462 to \$33,716 due to discount of 10% from EE if yearly amount paid in July.

Other Equipment Repair & Maintenance- Reduced from \$52,324 to \$51,801.

Consultant- Legal consulting with Cahill, reduced from \$3,000 to \$1,500.

City Government- Remained the same \$4,894.

Communication Towers- Reduced from \$102,029 to \$99,000 due to the 10% discount from EE for paying in July. Did have additional costs at the three radio link sites for upgrading the radios for narrowbanding and the tower fees for the new radios purchased with the E911 Funding Grant.

Portable Radios- E911 Funding Grant reduced slightly from \$28,143 to \$26,928. The reduction is due to the radios quoted for the grants were discontinued and the replacement radio was slightly higher in cost. Contact was made with the entities requesting the radios to see if they wanted to pay for the difference in cost or reduce the number of radios ordered. Some chose to reduce the number.

PSAP Telephone Equipment- Remained the same \$2,000.

PSAP Other- Remaining the same \$483,000. DeYoung questioned if the cost for the radio consoles could be lowered. Everyone agreed to lower the amount for the radio consoles to \$350,000 for a total amount \$400,000.

Other- Remained the same \$18,000.

The total expenditures for FY 2012 are \$781,443.

FY2013

Revenue- Estimated landline surcharge lower again \$282,550. Interest estimated at \$1,750 and wireless surcharge estimated at \$59,000. Houghton briefed the members on updating the contact list for the Ames Emergency Operations Disaster Plan. The number of landline phones that were dropped from last year was startling.

Expenditures-

Salaries- Hambly advised 3% was figured but it appears a 2% increase has been discussed. Again the E911 Service board would mirror the county. \$61,748 estimated for next year.

Office Supplies- Keeping the estimated amount the same as last year \$650.

Postage- Keeping the postage at the same amount as the re-estimated amount for this year \$75.

Advertising- Keeping the estimated amount the same as last year \$925.

Insurance-Keeping the estimated amount the same as last year \$1,616.

Training- Prior to the Executive Board Meeting the amount estimated for training was \$17,280. The City of Ames asked to reduce the amount designated for the city be reduced by \$6,000. That brings the amount to \$11,000. Hambly explained the procedure used to request training from the Service Board. Approval is needed from the employee's supervisor first. The request is then forward to the Executive Board for approval. Hambly then explained how the cost was divided per agency. DeYoung and Fritz voiced their displeasure with attending the National Conferences. Gull advised training was discussed at length during the Executive Meeting and past training has been a shared expense. The amount shown is just a portion that E911 contributes to education. More than \$200 is contributed by the individual agencies for training. The agendas are reviewed for the National Conferences. Depending on the topics would decide if a request to attend was needed. DeYoung requested the \$200 per dispatcher remain but reduce the National Conference to one attendee. Carlson explained the needs of the three agencies differ. Johnson stated he would rather not cut the cost of training. Watching a DVD of a conference doesn't do justice to attending. The interaction with other members within the class is just as important as the listening to the speaker. McKenna advised the agencies don't have the time or luxury to attend conferences for the sake of attending, but there is the responsibility to keep staff trained and up to date with the changes in technology. APCO and NENA are the two facilities that offer sponsored training. The agencies have been attentive to training and have been frugal with spending the funds. Loney stated you get what you pay for with training. The consensus was to keep the amount at \$11,000.

Other Data-Keeping the estimated amount the same as last year \$1,200.

E911 Telephone Expenses- Keeping the same amount as re-estimated this year \$40,000.

Other Phone- Keeping the estimated amount the same as last year \$14,605.

Maps- There won't be the need if maps are printed this year.

Phone Equipment Repair and Maintenance- This is the backroom 911 equipment. The quote for next year's maintenance came in higher than the 10% increase I had figured. The quote was \$21,214.

Radio Equipment Repair and Maintenance- Estimated cost \$3,000. The costs for the radio consoles and touchscreen replacements were eliminated.

Other Equipment Repair and Maintenance- Estimated cost \$43,030 a slight reduction

from last year.

Consultant- Estimated cost \$3,000 for legal issues.

City Government- 2.5% increase for the Ames addressing position estimated cost \$5,016.

Communication Towers- Gull briefed the members on the discussion the members of the Executive Board had concerning the responsibility of the tower fees relating to each community. Gull used the example of utilities within city. The obligation of the community was to provide the resource to the street. It is the home owner's responsibility to hook onto the utility in an acceptable way. When the Service Board reviews the cost of the tower fees, these are radios used by each of the communities to communicate on the system. The question that keeps coming up- Isn't it the responsibility of each community to provide the network, and the responsibility of 911 to make sure the line is available to the community. The past practice has been that 9-1-1 paid for this service, however with the possibility that the board may need to borrow money or hold an election to fund the purchase of new 9-1-1 equipment, it only seems logical the responsibility of the radios come back to the community.

Stewart stated the cost of the tower fees increased \$2 a month for most of the agencies, with the exception of the City of Ames. Hambly provided the cost break down for each entity. The Executive Board spent a good deal of time examining different plans for the eventual assumption of the tower fee by the communities. The most reasonable plan was a tiered or stair step approach. The most palatable way was 25% the first year, 50% the next year and 75% the third year beginning with FY2014. This discussion was important and needed to take place in order for the communities to begin preparation for the assumption of the tower fees in the upcoming years. Hambly advised the E911 Service Board still has responsibility for approximately \$23,000 for the PSAP equipment. The estimated cost for FY2013 is \$125,734. The board members agreed to continue paying all Story County fire/ems and law enforcement tower fees for 2013 but begin the tiered assumption of the tower fees by the communities beginning in FY2014.

Portables Radios- The E911 Funding Grant. Gull stated the Executive Board discussed possible changes to the grant. Presently the requirement was a 10% match. A 50% match was suggested. The total amount requested for FY13 was \$12,000 so the amount was reduced to \$6,000. The board could re-evaluate the grant process the following year depending on financial issues. Farren suggested cutting the grant entirely. The original concept was to get the necessary number of radios needed to operate. That need was met and exceeded. Hambly advised the history of the E911 Funding Grant was included in the packet. A total of \$261,000 has been awarded over seven years. Gull advised it was another suggested tiered removal of expenses. Stewart stated the \$6,000 is not a commitment to the purchase of radios or pagers; it is there in case of the need. Everyone agreed.

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

Other- CodeRed \$18,000 and \$15,000 for new Cisco hardware equipment needed on the multi-agency network. Stewart advised Code Red was another expense the Executive

Board discussed eliminating. DeYoung stated he would like the expense of CodeRed taken out of the budget for FY13. Houghton advised the City of Ames used CodeRed very successfully during the flooding in 2010. The city had time to put together the message used during the floods. The public has the expectation for emergency notification. If the board decides to eliminate the expense, the communities need some time to decide if they want to continue with the service. Fritz suggested keeping CodeRed for one more year and then phase it out. The members agreed to leave \$18,000 for FY13 for CodeRed but to explore the options.

Hambly advised no changes were made the budget prepared by the Executive Board. The expenditures total \$373,813.20.

DeYoung asked Hambly to explain the designated and undesignated amounts. Hambly explained the E911 Service Board cannot carry more than 25% of the expenses over to following year, so in order to build a fund for large budget items, the money is designated or assigned. Hambly advised Cahill was of the opinion the money designated for pagers could be re-designated towards 9-1-1 equipment.

Stewart stated for record four areas of the budget highly scrutinized were:

- 1.) Code Red
- 2.) E911 Funding Grants
- 3.) Tower fees – tiered assumption by the communities by FY14
- 4.) Training

The amounts were budgeted, but not a commitment to purchase. Those items remain highly scrutinized.

Pote moved to accept the FY2013 Budget as prepared. Seconded by Gull, motion carried with DeYoung opposing.

Election of Service Board Members to Executive Board

Stewart advised the Executive Board positions were currently held by Jackson and Gull. Haffner moved to nominate Jackson. Gull moved to nominate DeYoung. DeYoung moved to nominate Gull. Johnson moved to cease nominations, seconded by Houghton. Stewart called for a ballot vote for two individuals. Hambly and witness Carlson tabulated the ballots. Carlson advised Jackson and Gull received the most votes.

Election of Chairperson and Vice Chairperson

DeYoung moved to table the election until the present Chair and Vice Chair were present. Hambly advised the bylaws require the election to be held during the February Service Board Meeting. Both Cychosz and Fitzgerald advised for sake of continuity they would fill the current positions if nominated. DeYoung moved to nominate Cychosz as chair. DeYoung moved to withdraw his motion. Adams moved to retain Fitzgerald as Chair and Cychosz as Vice. Johnson seconded, motion carried.

Old Business

None

New Business

Pote advised the City of Huxley will have the “safe room” complete by March 1st. The room is adjacent to the city’s recreation center.

Comments from the Public

None

Comments from the E911 Service Board Members

Gull asked the notification by cell phone and e-mail continue. Houghton advised there will be a test of the CodeRed notification system later this month. Pote asked for a copy of the public announcement. Huxley would include the announcement with the city water billing.

Looney moved; seconded by Gull to adjourn, motion carried.

Respectfully Submitted

Connie Hambly, Secretary
Database Coordinator