

Polk County E911

MINUTES

Polk County E911 Service Board

Monday., 4-November-2013
1500 Hours

Location: Polk County EOC
1907 Carpenter Ave.
Des Moines, IA 50314

I. Call to Order – 15:00 Hrs.

II. Roll Call and Introductions

A. Members

- | | | | |
|------------------------------------|-------------------------------------|--|--|
| <input type="checkbox"/> Alleman | <input type="checkbox"/> Delaware | <input type="checkbox"/> Johnston | <input type="checkbox"/> Runnells |
| <input type="checkbox"/> Altoona | Township | <input type="checkbox"/> Mitchellville | <input type="checkbox"/> Saylor Township |
| <input type="checkbox"/> Ankeny | <input type="checkbox"/> Des Moines | <input type="checkbox"/> Pleasant Hill | <input type="checkbox"/> Urbandale |
| <input type="checkbox"/> Bondurant | <input type="checkbox"/> Elkhart | <input type="checkbox"/> Polk City | <input type="checkbox"/> West Des Moines |
| <input type="checkbox"/> Clive | <input type="checkbox"/> Grimes | <input type="checkbox"/> Polk County | <input type="checkbox"/> Windsor Heights |

B. Staff – Samantha Brear, Major Locker, Ksenia Gardino, AJ Mumm, Rob Dehnert.

C. Guests/Public-

III. Approval of Agenda – E911 Service Board Action: Motion by Mathis, seconded by Mikulec to approve the agenda as presented, motion passed unanimously.

IV. Public Hearing on FY 12/13 E911 Budget Amendment – No public present to speak for or against the proposed budget. No correspondence received by staff via mail, email, or other means.

V. Items for discussion –

A. FY 12/13 Budget Amendment

Discussion: Samantha Brear commented that the surcharge fund increased by \$571,788. She stated that the reasons for these increases were for dispatch upgrades, MICS tower rental, purchase and installation of PSAP telephone equipment.

E911 Service Board Action: Motion by Matherly, seconded by Nielsen to approve the E911 Service Board FY 13/14 budget amendment and to submit it to the State, motion passed unanimously.

B. E911 State Funding Committee

Discussion: Supervisor Brownell commented that due to the legislation that passed last session all three PSAP's must complete the E911 Expenditure Sheet each year. This sheet is due with the budget. It is a detailed form that will show the true cost of what makes up a PSAP. Supervisor Brownell stated that, for example WestCom will need to figure out what percentage of the utility bill for the West Des Moines city buildings is for the PSAP.

Samantha Brear added that if the form is not filled out appropriately by each PSAP, the Polk County E911 Service Board will not receive the additional wireless surcharge increase. The data for the first E911 Expenditure Sheet will be from FY 12/13. Rob Dehnert asked if a PSAP in the county did not fill out the form appropriately would it impact the other PSAP's.

Samantha Brear replied that it would impact all of the PSAP's as the E911 Service Board would not receive any of the additional funds.

C. E911 Service Plan Updates

Discussion: Samantha Brear stated that she sent everyone a copy of the updated plan and made some additional changes.

E911 Service Board Action: Motion by Mikulec, seconded by Edgar to approve the E911 Service Board Plan and to submit it to the State, motion passed unanimously.

D. E911 Surcharge Agreement

Discussion: Samantha Brear commented that she worked with Candy Morgan, the Polk County Attorney to create a new surcharge agreement. The agreement explains that if a PSAP does 911 services within a surrounding county it should be receiving the landline surcharge within that area. Sandy Morris asked if the surcharge agreements included all of the PSAP's, for example Des Moines service area goes into Warren County. Samantha Brear replied that it included the whole Polk County E911 service area.

Samantha Brear added that she is currently working with the telephone providers in Norwalk to get the surcharge redirected to Polk County from Warren. There are 2500 lines and that adds up to \$30,000 a year. CenturyLink and MediaCom are redirecting their surcharge in January. Samantha Brear stated that there are another 12 telephone providers in Norwalk and she sent letters to them on Friday requesting the redirection. Samantha Brear is also checking with Dallas County to make sure that the Polk County E911 Service Board is receiving the appropriate funds from WestCom's service area in Dallas County. Chief Matherly asked if the money would be retro-activated back from when WestCom initially started 911 services for Norwalk. Samantha Brear commented that this would not be the case.

E911 Service Board Action: Motion by Nielsen, seconded by Sittig to approve the Dallas County E911 Surcharge Agreement and to submit it to the surrounding counties for signature, motion passed unanimously.

E911 Service Board Action: Motion by Venema, seconded by Nielsen to approve the E911 Surcharge Agreement for the counties surrounding Polk, except for Dallas County and to submit it to the surrounding counties for signature, motion passed unanimously.

E. PSAP Tabletop Exercises

Discussion: AJ Mumm commented that in August 2012 Polk County Emergency Management conducted a full scale, mass casualty exercise. The exercise was evaluated and some of the corrective action was to synchronize the understanding by all EMS agencies, hospitals and PSAP's on what the procedures were for a mass casualty incident. AJ Mumm added that there were a further 7 functional exercises that took place for each individual hospital and PSAP to test these procedures.

Supervisor Brownell asked if there was going to be anymore exercises like this in the near future and AJ Mumm replied that Polk County Emergency Management are going to be working with the EMS agencies between now and June 2014.

Mikulec asked that due to the 132nd no longer being present at the airport will that leave a resource hole. AJ Mumm replied that it will have an impact on the resources available immediately on the air field.

F. Tactical Interoperability Communications Plan (TICP)

Discussion: Samantha Brear stated that the TICP shows all of the interoperable communication assets that are available within Polk County for a planned or unplanned event. Johnson County currently has the only fully developed TICP within the state of Iowa. Rob Dehnert added that this plan will show how we are going to communicate together outside of our own agencies. He further added that it is something that we do every day but this plan will put it down on paper. The ISICSB has been putting on TICP/CASM training. Rob commented that he is the Region 1 Representative and if anyone would like the training to get in touch with him. It puts on paper that all of the PSAP's and agencies responding will use a specific channel. Supervisor Brownell asked who the audience would be for this plan and Rob Dehnert replied that all of the agencies, PSAP's and bordering agencies within the surrounding counties would also find it useful. There is no legislative requirement to have a TICP but it is a great tool.

E911 Service Board Action: Motion by Sittig, seconded by Mikulec to form a TICP Working Group that will work towards completing the plan, motion passed unanimously.

VI. Old Business –

A. Update MICS System.

Discussion: Samantha Brear commented that each PSAP is now paying \$17,000 a year out of E911 surcharge money to pay for the MICS system.

B. Legislative Update

Discussion: Samantha Brear commented that the wireless surcharge went up to \$1. Last quarter the Polk County E911 Service Board received \$157,000 and the most recent quarter they should be receiving \$207,000. That is an extra \$200,000 per year, split among the three PSAP's.

Samantha Brear also added that the legislation also asked for a point of contact in each county for all 911 related issues. The E911 Advisory Committee appointed the 911 Coordinator, Samantha Brear as that contact.

VII. New Business – None.

VIII. Other Business – None.

IX. Upcoming Events –

- A. E911 Service Board Meeting- February 17th, 2014 – 1500 hrs – Polk County Emergency Management Agency.
 - B. E911 Service Board Meeting and Public Hearing - March 1th, 2014 – 1500 hrs – Polk County Emergency Management Agency.
- X. Programs, Presentations, Invited Guests or Speakers – None.**
- XI. Adjournment – 15:24 Hrs.**