
MINUTES

Polk County E911 Service Board

Tuesday., 13-March-2012
1500 Hours

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

I. Call to Order – 15:00

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 | <input type="checkbox"/> 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, Rob Dehnert, Chief Dumermuth, Cheryl Fridl, Major Locker, Sheriff McCarthy, Sandy Morris, AJ Mumm, Jan Sears

C. Guests/Public- None

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

IV. Public Hearing on proposed FY 12/13 E911 Budget – 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

To be reviewed and approved for submission to the State.

Discussion: Jan Sears reviewed the proposed E911 FY 12/13 budget. The budget was a compilation of projects submitted by the three PSAP’s and joint service board expenses. The proposed budget includes an estimated reduction in landline reduction of approximately 6% from the current year estimate. This time wireless proceeds are not increasing at a rate sufficient enough to offset the loss in landline revenue. The projects submitted by the three PSAP’s have not changed significantly from previous years with the exception of Polk County’s inclusion of funding for their Regional Public Safety Communication Project.

Expenses that are funded prior to distributing receipts to the three PSAP’s include E911 trunking lines and funding for the part time E911 Coordinator.

E911 Service Board Action: Motion by Singleton, seconded by Vaughn to adopt the FY 12/13 budget and to submit it to the State, motion passed unanimously.

B. Bylaws-

To be reviewed and approved for submission to the State.

Discussion: Chief Dumermuth presented the changes proposed in the bylaws with the E911 Service Board. Iowa Homeland Security and Emergency Management are requiring all E911

Service Board to submit updated bylaws along with the FY 12/13 budget. The proposed bylaws were developed by the three PSAP Directors and the E911 Coordinator for submission to the Board. The most significant change to the bylaws creates an Advisory Board that would work on a day and day out basis with the E911 Coordinator. The Executive Board would be disbanded and all actions requiring a vote would be presented to the entire E911 Board for deliberation and action.

E911 Service Board Action: Motion by Roe, seconded by Mikulec to adopt the E911 Service Board Bylaws and send them to the State for review, motion passed unanimously.

C. Service Plan-

To be reviewed and approved for submission to the State.

Discussion: Samantha Brear, E911 Coordinator presented the updated E911 Service Plan to the E911 Service Board. Iowa Homeland Security and Emergency Management are requiring all E911 Service Board to submit an updated service plan along with the FY 12/13 budget. The proposed Service Plan was developed by the three PSAP Directors and the E911 Coordinator for submission to the Board. The most significant change to the plan addresses legislative rule regarding eligibility for voting rights for members on the E911 Service Board. Chief Mathis commented that the EMS service area map should reflect the fire service area map.

E911 Service Board Action: Motion by Mathis, seconded by Singleton to adopt the E911 Service Plan, subject to the changing of the EMS service area map for Elkhart Fire, motion passed unanimously.

D. Update MICS System.

Discussion: Scheduled to begin our "thirty day burn-in" beginning next Monday, March 5. The portable repeaters are in the manufacturers hands getting an upgrade at our request. They should be shipped back to us beginning this week. Providing our 30 day burn-in is successful, we will begin getting out to the users for training.

Discussion: Major Singleton commented that the testing was going well.

E. Funding of the MICS System.

Discussion: The MICS System is funded by the 2005 COPS Interoperable Communications Technology Grant Award in the amount of \$3,000,000 with at 25% match requirement for a total of \$4,158,868. 12.5% of the match is provided by the Des Moines Police Department's E911 Surcharge Fund and 12.5% is provided by Polk County Sheriff's E911 Surcharge. A COPS Technology Grant has also been utilized that augmented the project by provided funding for receivers and UHF, VHF and 800 MHz base stations at the tower sites.

Discussion: Cheryl Fridl commented that \$55,000 a year is required for the yearly maintenance costs of the three sites. After the thirty day burn in the project will be closed and monies will no longer be available from the COPS Interoperable Communications Technology Grant. The money will start to come out of Des Moines own E911 surcharge funds. Chief Dumermuth commented that he had no issue with

the tower rental cost. He does not want the grant to be closed out before it is determined that the system works effectively.

After additional discussion a consensus was reached to utilize the \$50,000 joint project funds that are currently in reserve for joint E911 projects for the annual MICS system maintenance costs. Once these funds have been depleted the E911 Service Board will need to formalize a permanent funding formula for these expenses.

VI. Old Business – None

VII. New Business –

A. E911 Service Board Secretary

Discussion: Samantha Brear, E911 Coordinator stated that a Secretary needed to be appointed. The option was given to any voting member on the board to nominate themselves or another member. Samantha Brear stated that the E911 Coordinator usually takes the role of Secretary unless anyone else wanted to nominate themselves.

E911 Service Board Action: Motion by Krohse, seconded by Vaughn to appoint Samantha Brear as Secretary, motion passed unanimously.

B. E911 Service Board Chair

Discussion: Samantha Brear, E911 Coordinator stated that a Chair needed to be appointed. The option was given to any voting member on the board to nominate themselves or another member. Chief Roe nominated Supervisor Brownell as Chair.

E911 Service Board Action: Motion by Roe, seconded by Singleton to appoint Supervisor Brownell as Chair, motion passed unanimously.

C. E911 Service Board Vice Chair

Discussion: Samantha Brear, E911 Coordinator stated that a Vice-Chair needed to be appointed. The option was given to any voting member on the board to nominate themselves or another member. Chief Roe stated that he would take the position of Vice Chair.

E911 Service Board Action: Motion by Vaughn, seconded by Westendorf to appoint Chief Roe as Vice Chair, motion passed unanimously.

VIII. Other Business – None

IX. Upcoming Events - None

X. Programs, Presentations, Invited Guests or Speakers – None

XI. Adjournment – 15:29