

Polk County E911

MINUTES

Polk County E911 Service Board

Monday., 11-March 2014
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 | 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, Chief Dumermuth, Ksenia Gardino, Major Locker, Frank Marasco, Sandy Morris, AJ Mumm.

C. Guests/Public- Michele Bischof.

III. Approval of Agenda –

E911 Service Board Action: Motion by Vaughn, seconded by Mikulec to approve the agenda as presented, motion passed unanimously

IV. Approval of Previous Meeting Minutes – E911 Service Board Mtg. February 12th, 2014.

E911 Service Board Action: Motion by Roe, seconded by Vaughn to approve the agenda as presented, motion passed unanimously.

V. Public Hearing on proposed FY 14/15 E911 Budget –

No public present to speak for or against the proposed budget. No correspondence received by staff via mail, email, or other means.

VI. Items for discussion –

A. FY 14/15 Budget

To be reviewed and approved for submission to the State.

Discussion: Samantha Brear reviewed the proposed E911 FY 14/15 budget. The proposed budget for FY 14/15 is \$4,320,833. This is about \$1 million dollars less than the FY 13/14 budget. Over the past few fiscal years the PSAP’s had saved funds in reserve for large projects. The majority of those reserves have now been spent, which is why there is a decline in the budget this fiscal year.

Samantha Brear added that the E911 Service Board in the past was receiving \$157,000 per quarter for wireless surcharge but due to the legislative change that amount has now increased to \$257,000 per quarter.

E911 Service Board Action: Motion by Vaughn, seconded by Harvey to submit the 14/15 budget to the State, motion passed unanimously.

B. Request for Wireless Surcharge Funds

To be reviewed and approved for submission to the State.

Discussion: Samantha Brear asked that the board approve a letter requesting the release of wireless surcharge funds from the State.

E911 Service Board Action: Motion by Roe, seconded by Mikulec to submit the form to the State, motion passed unanimously.

C. PSAP Expenditure Sheets

To be reviewed and approved for submission to the State.

Discussion: Samantha Brear stated that these expenditure sheets were requested by the legislators as a caveat to receiving an increase in wireless surcharge funding. They wanted to see the true cost of running a PSAP. Supervisor Brownell added that it is clear that the majority of the funding for the PSAP's comes from general funds.

E911 Service Board Action: Motion by Vaughn, seconded by Matherly to submit the expenditure sheets for FY 12/13 to the State, motion passed unanimously.

D. State E911 Carryover Fund

Update on the PSAP's projects.

Discussion: Samantha Brear commented that the State now has a Carryover Fund because of the increase in wireless surcharge money. The Carryover Fund can be used for equipment upgrades related to Next Generation 911. Each PSAP can apply for up to \$50,000 a year. Des Moines and Polk County each purchased a Viper System through Intrado this year.

Major Locker stated that the Viper system will enable the IP capability for receiving texts, photos and videos. They are currently both running the Lifeline 100 that is end of life.

E. E911 PSAP Surcharge Reimbursement Policy

To be reviewed and approved by the E911 Service Board.

Discussion: Samantha Brear stated that each month the PSAP's submit their E911 surcharge reimbursements to the E911 Coordinator. She added that she would like the board to approve a policy that gives the PSAP's 28 days to request reimbursement for the previous month's costs. If this policy is not followed it puts the budget and the monthly summaries off track.

E911 Service Board Action: Motion by Mathis, seconded by Roe to approve the PSAP Surcharge Reimbursement Policy.

F. E911 Service Board Membership

Membership is being extended to jurisdictions in Warren County who carry out E911 services in Polk County.

Discussion: Samantha Brear commented that membership has been extended to Norwalk, Northern Warren and Carlisle as they currently respond within Polk County's E911 service area. Norwalk is currently the only jurisdiction who has sent in their membership form.

G. Smart 911

The PSAP's have explored the option of purchasing Smart 911.

Discussion: Supervisor Brownell commented that a letter of interest should be sent out to multiple providers to ensure that Rave Mobile Safety is the only company that provides this type of service.

H. National Public Safety Broadband Network, First Net Outreach

FirstNet will provide emergency responders with the first nationwide, high-speed wireless network dedicated to public safety. The Iowa Statewide Interoperable Communications System Board would like to schedule a time to present to you regarding the system.

Discussion: Michele Bischof and Chief Roe discussed the capabilities of FirstNet. Using a nationwide spectrum license, FirstNet will provide a single platform for daily public safety communications. FirstNet will be built to public-safety grade standards using Long-Term Evolution (LTE) wireless technology, the most advanced available today. FirstNet will deliver greater coverage, capacity, connectivity, cybersecurity and resiliency than the current multiplicity of diverse public safety wireless systems.

Police, firefighters and emergency medical service personnel will still rely on their land mobile radio (LMR) networks for mission-critical voice with FirstNet providing high-speed data, supplemental commercial grade voice and eventually mission-critical LTE voice. Michele Bischof added that we will probably not see this network for another ten years.

Tactical Interoperability Plan

The E911 Coordinator is leading a Tactical Interoperability Communications Plan (TICP) working group in Polk County. The plan will show how agencies that would respond to an incident within Polk County can speak to one another as well as highlighting other communication assets that the county could use.

Discussion: Samantha Brear added that all public safety agencies in Polk County have been added into the CASM tool. The next meeting will discuss next steps and what policies and procedures have to take place to ensure that the plan is utilized in the future.

VII. Old Business –

A. E911 Service Board Bylaws

Additional language has been added. To be reviewed and approved by the E911 Service Board.

Discussion: Supervisor Brownell commented that the additional members from Warren County have been added. He further stated that some language has been added that ensures if the primary and alternate member of the E911 Service Board are present, then only one of those individuals will vote. Samantha Brear added that the State required some additional language that states if the board dissolves and the surcharge money is not distributed within a year to the service board members it will be sent back to the State.

E911 Service Board Action: Motion by Roe, seconded by Krohse to approve the E911 Service Board Bylaws, motion passed unanimously.

B. E911 Service Plan

The plan has recently been updated and submitted to the State. The PSAP's now need to add information regarding their plan to migrate to 'NextGen 911'. To be reviewed and approved by the E911 Service Board.

Discussion: Samantha Brear added that the E911 Service Plan is now up to date apart from the 'NextGen 911' portion of the plan.

E911 Service Board Action: Motion by Mikulec, seconded by Vaughn to approve the current E911 Service Board Plan, motion passed unanimously.

C. E911 Strategic Plan Update

The plan will shortly be sent out for review and comment.

D. Polk County Surcharge Redirection Project

E911 Coordinator continues to work with the telephone providers to ensure that the correct amount of E911 wireline surcharge money is directed to the E911 Service Board.

Discussion: Samantha Brear commented that she continues to work with the telephone companies to ensure that the correct amount of surcharge money is distributed to Polk County. She added that \$52,000 additional dollars is now being redirected to Polk County from Century Link. This is for the additional customers in Norwalk, as well as the cities in the Polk County E911 service area that extend into Dallas County. MediaCom should be redirecting an additional \$5000 a year. Samantha Brear stated that she will continue to work with Windstream, Huxley, MediaCom and other telephone providers that carry out business in the Polk County E911 Service area.

VIII. New Business –

A. Program Specialist/E911 Coordinator

Position Classification Questionnaire (PCQ) was completed for this position and was sent to Human Resources for their recommendation HR recommendation was to change from grade 13 to 17. This change will result in an annual salary change from \$45,919 to \$50,892. Polk County Board of Supervisors approved this recommendation on February 11th and the Polk County Emergency Management Commission approved this recommendation on February 19th. Currently the E911 Service Board contributes \$30,000 a year for the E911 Coordinator position. As of FY 14/15 this would go up to \$35,000 a year.

Discussion: Supervisor Brownell discussed the information above.

E911 Service Board Action: Motion by Mathis, seconded by Matherly to submit the 13/14 budget to the State, motion passed unanimously.

IX. Other Business – None

X. Upcoming Events

A. E911 Council Mtg. – March 26th – 0900 hrs. – West Des Moines City Hall

B. ISICSB Mtg. – March 26th – 1030 hrs. – West Des Moines City Hall

C. NENA & APCO Conference – April 8th – April 9th – Ramada Tropics Resort, 5000 Merle Hay Road.

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

XII. Adjournment – 15:40