

JONES COUNTY 911 SERVICE BOARD

MEETING MINUTES

March 5, 2020

SERVICE BOARD MEMBERS

NV= nonvoting, **Bold lettering** indicates those in attendance at this meeting

Denny Coon	Oxford Junction	Joe Oswald	Board of Supervisors
Mike O'Connor	Morley	Roxanne Tapken	Martelle
Kevin Rohwedder	Olin Fire District	John Machart	Anamosa
Rex Andrews	Madison Township	Al Willman	Wyoming
Russ Benke	Onslow	Britt Smith	Monticello
Jacob Koch	Mechanicsville	Brandon Siggins	Lisbon
Bert Kraai	Cascade	Brenda Leonard	Jones County EMA
Jean McPherson	Olin (Ambulance)	Greg Graver	Jones County Sheriff
Sheila Frink NV	Anamosa Area Amb.	Jake Lindauer NV	Lisbon/MtVernon Amb.

VISTORS in Attendance:

None

911 Coordinator

Gary Schwab - Jones County 911 Coordinator

Chairman Coon called the meeting of the 911 Service Board to order at 7:08 PM.

Motioned by Willman, 2nd by Kraai to approve the agenda. All aye. Motion carried.

Past Minutes of January 23, 2020

Motioned by Leonard, 2nd by Machart to approve the minutes. All aye. Motion carried.

Budget Report

Schwab reported financials through February: Fund balance stands at \$285,873.60 Revenue stood at \$192,626.48, Expenses stood at \$288,141.48.

Motioned by Willman, 2nd by Tapken to approve the budget report as presented. All aye. Motion carried.

Public Hearing – Proposed Jones County 911 Service Board FY21 Budget

Schwab explained that the public hearing had to be repeated as the January 23rd public hearing was null and void. The date on the public notice was wrong. The department of management changed their website and the budget prep process accidentally creating a situation that would change the date if a person entered the system more than once. I did not see the discrepancy until after the January meeting. The Department of Management advised that the public hearing process would have to be repeated to be legal. So here we are.

Motioned by Leonard, 2nd by Andrews to open the public hearing regarding the Jones County 911 Service Board FY21 Budget proposal at 7:15 PM. All aye. Motion carried.

Comment Period – Schwab reported that no comments were received in the office either verbal or written.

Motioned by Willman, 2nd by Kraai to close the public hearing regarding the Jones County 911 Service Board FY21 Budget proposal at 7:16 PM. All aye. Motion carried.

Motioned by Leonard, 2nd by Andrews to adopt the FY21 budget. All Aye. Motion carried.

Discussion Possible Action for Small UPS at Amber Tower site

Schwab reported. After the last meeting I had a discussion with Terry Harris of Radio Communications. It turns out the UPS he was thinking to protect the power supplies would run more in the range of \$4,000, way over the \$600 ceiling the board had approved at the last meeting. Terry is now on medical leave and did not provide a quote before this meeting so at this point there is no further action to take.

Vote to Approve Radio Communications Invoice for \$510

Schwab presented this invoice for consideration as an invoice that is over the \$500 signature authority previously approved. Schwab also explained that this work was requested to ensure the Amber tower generator was functioning properly prior to Alliant Energy coming in, moving the electric meter inside the security fence. **Motioned by Tapken, 2nd by Machart to approve payment of the \$510 invoice. All Aye. Motion carried.**

Claim and Payroll Designee Authorization form

Schwab explained that with the retirement of Chief Deputy Jeff Swisher a new designee needs to be appointed by the board. It was suggested that maybe Brian Eckhart who replaced Jeff Swisher could be the designee. Sheriff Graver said Brian would not be a good candidate. It then was suggested that Brenda Leonard, being the EMA Coordinator and now a member of the 911 Service Board and in the same office as the 911 Coordinator was a more logical choice. The signature authority level was also discussed. It was determined to leave it at the \$2,000 level. As follow on discussion it was suggested that the 911 Coordinator should have at least the same level of signature authority.

Motioned by Graver, 2nd by Andrews to approve appointing Leonard as the Claim and Payroll Designee on the Authorization Form and to set the signature authority at \$2,000. All Aye except Leonard who abstained. Motion carried.

Motioned by Willman, 2nd by Graver to set the signature authority level of the 911 Coordinator to \$2,000 dollars. All Aye. Motion carried.

Discussion of Jones County Printed Maps – Should new ones be printed?

Schwab handed out a few copies of the current county printed maps. He explained that the last time maps were printed was 10 years ago. At that time 750 maps were printed at a cost of a little over \$1,700. I have provided free maps to fire departments for their trucks and to a couple county offices such as Jets. In total over the last two years 20 maps have been sold to the general public. With the advent of on-line maps and cell phones, are printed maps needed? Sheriff Graver and EMA Coordinator Leonard said yes, printed maps are very useful and make planning in emergency and disaster situations a vital tool. After discussion it was decided that I should get some quotes to print about 500 maps and bring those to the board at the next meeting.

Wire Line Migration Update

Schwab reported that with the wire line migration came a change from Century Link stating that they would no longer provide ALI and MSAG management for the state of Iowa. Thus a search for a replacement was started by the state 911 office. Comtech was the company of choice. Along with this change comes a host of other changes including about 100 of our ESNs (used in GIS mapping) that will have to be changed plus a change in the way MSAG and ALI data is updated/managed. On the surface it appears to be a shifting of work flow to this office. I attended a webinar/training session on the new procedures. Data migration is to start April 1st. with our migration to commence the first part of July (I have asked for this to be delayed as July is a very busy month for Jones County). It will be interesting to see how this all works as of last count 31 counties have still not submitted data to the state.

Shared Services Update

Schwab offered that there have been several phone calls and teleconferences on this project. Apparently I misinterpreted part of the offering. I was under the impression that our data logger would no longer be required. Apparently I was the only one with that understanding. The state will record all 911 calls but will not record our radio traffic. Thus it will be necessary to maintain our current data logger in operation. I asked if that means, like the computers and servers that the data logger would have to be replaced on a five year cycle. I was told no, that there should be a reduced demand on the data logger, it should last quite some time. It does mean we will still have the \$2,000 maintenance contract per year to maintain. Chairman Coon asked if we would need the same capacity/capability that we have with our current data logger, could we get by with a cheaper version? Graver and Schwab feel that with future increased demand for things such as video recording it's not likely.

There has also been discussion regarding our backup dispatch and what it would take to make it a more functional, independent, secure installation. Currently it will still be operational as is with the shared services system. The shared services team is going to provide a quote.

Installation of shared services will start by staging equipment in the 911 Coordinator office March 12 with hook up and go live still set for March 25th.

Other Items of Interest

Leonard advised that there will not be an EMA meeting for April or May Due to out of the office commitments. Schwab stated with all of the 911 activity taking place the next few months there may still be 911 Service board meetings. Schwab took an action to contact board members at least a week in advance if a 911 meeting would not be required. If need be any EMA topics of discussion can be presented by Schwab.

Motioned by Leonard, 2nd by Kraai to adjourn the meeting at 7:45 PM. All aye. Motion carried.

Next Meeting – April 2, 2020.

Recorded by:

Gary Schwab

Jones County 911 Coordinator