

Marion County E911 Board Minutes
January 14, 2016 at 6:00 pm
Marion County Courthouse

1. Chair Marcia Slycord called the Marion County E911 Board meeting to order at 6:05 pm.

2. Kim Pettyjohn took a verbal roll call and the following members were in attendance:

City of Bussey	Absent
City of Harvey	Dennis Siebert
City of Knoxville	Dan Losada
City of Melcher	Terry Fisher
City of Pella	Marcia Slycord
City of Pleasantville	Absent
Clay Township	Brice Loonan
Indiana Township	Mike Legvold
Knoxville Township	Kenny Thompson
Marion County BOS	Mark Raymie
Pleasant Grove (Pleasantville)	Absent
Red Rock E (Monroe)	Absent
Red Rock W (Runnells)	Absent
Washington Township	Absent
<u>Also present</u>	
Marion County EMA	Jeff Anderson
Marion County EMA	Kim Pettyjohn
Marion County Sheriff's Office	Martha Dykstra

3. Approve minutes of 7/23/15 meeting: There was a motion by Chief Losada and a second by Terry Fisher to approve the 7/23/15 meeting minutes. All members were in favor and the 7/23/15 meeting minutes were approved.

4. Resolution relating to E911 map being official county map: Technology has evolved and overtime discrepancies have been found in maps within the county. When all of the county mapping was done on paper John McCoy would ask the Board to approve the E911 map, but now that the map is a living, working map that changes every day the Board has never made the E911 map the official county map. To try and keep the number of discrepancies and the cost down Jeff Anderson would recommend that a resolution be done for the Board to adopt the E911 map as the official county map. A draft resolution was submitted for the Board to look at and they agreed this should be done as well. Anderson advised they can expect a final version of the resolution at the next meeting.

5. Resolution relating to claims payment process: The claims have never been presented to the Chair or Vice Chair for signature. They've been signed off by staff and presented to the auditor for payment. This is a clean-up thing and the original thought is to create a resolution to identify who can sign off on the bills. It just needs put in writing as to who the Board designates who can pay the bills. There were questions on how often bills are paid and what it would mean for staff. Anderson advised claims are done twice a month, so it would mean at least twice a month staff would have to run the bills to the Chair or Vice Chair for signatures. Losada advised the code says approved by the Chair or Vice Chair, it doesn't say signed by one of them. The bills could be scanned and emailed for approval. Anderson advised all of the bills are being scanned in

anyway, so it shouldn't be an issue. If it is done this way no resolution is needed. If there are any issues on this process it will be brought back up at a future meeting.

6. Addressing of cemeteries: Cemeteries have never been addressed. John Pierce made the request some time ago, as it is not uncommon for someone to have a medical issue during a funeral and there is no fixed address for those. Anderson would ask that the Board approve that cemeteries be addressed and the department will start addressing them. Mike Legvold advised there is a cemetery in the middle of a cornfield near him so where would that sign go. Anderson advised it will create some work in the office to figure them out. Kenny Thompson asked if an address will just be created for each one and Anderson advised they would be within the guidelines of the county grid. Dennis Seibert made a motion to start the process of addressing cemeteries. There was a second by Thompson and all members in attendance were in favor and the motion was approved.
7. Addressing of utilities: This is a similar issue and we have been inconsistent. Some utilities have been assigned addresses and some have not. For example we have grain bin drying sites where the land owner request MidAmerican Energy to run electric service to power a grain bin dryer to and previously they would run power without an address being assigned. They have changed their policy and now require an address. Windstream has several hub cabinets for fiber optic in remote areas and this is the same thing. Losada made a motion to approve addressing of utilities with a second by Thompson. Our office will not go out and proactively assign addresses to these, but when approached by MidAmerican and Windstream we will be able to address them. They will then be put on the GeoComm County Map. All members were in favor and the motion was approved.
8. Strategic Planning discussion: Looking at the processes Anderson felt it was best to seek discussion from the Board to identify projects to utilize the 911 funding. There are several things coming up in the next 3-5 years that Anderson wanted to identify and put in front of the Board now versus it showing up with a proposal from us for a huge expenditure that has no time or previous discussion. The Strategic Planning Questionnaire was sent out about 2 months ago and we received completed surveys from all but 2 departments. The surveys were condensed down to a few pages for the Board to review. Anderson is not seeking any action on this at this time, but only a discussion as to what projects should be entertained. For example, Anderson advised Mahaska County has requests for proposals out for a consultant to come look at their communications and make recommendations. They're looking at spending \$50-60,000 on the consultant and they full well expect the consultant recommend they spend \$5-7 million on a communications upgrade. Seibert asked if communications within the county are a problem. Legvold advised in his area they can only get Fire Repeater and additional towers are needed. Losada advised that with narrow banding they've lost a lot of their ability to talk and that it was not good for them. They can't talk within a few of the schools. Chair Slycord advised towers and Racom completing propagation maps for us and moving forward those are things the Board can help with. Someone asked if the P25 radios would help. Martha Dykstra advised the coverage is said to be 95%. Anderson advised the state is saying that the statewide 700 mhz radio system is being built to 95% mobile coverage, so that won't do any good once you are out of your car. We have the option to g P25 and stay where we are at with the frequency band we have. He advised Wapello County did a significant upgrade a few years ago and they now have departments that couldn't talk to their fire repeater that are able to talk to it crystal clear with just the difference from going to digital from analog. Brice Loonan

advised his fear with going digital is at least with analog you get static and you can make out some of it, if you go digital you lose that all together and if you don't get a signal you don't get anything. Legvold said Chief Mitchell put in his survey that he wants to go to 700 mhz, do we know why? Anderson advised he does not, Losada advised he believes it's more for mutual aid situations and communication throughout the state. Chair Slycord advised neither one is truly the answer and the statewide radio system is not the answer for everyone and P25 is just the same, which is why these conversations need to be held to get what's best for us. She wants the Board to very active and vocal in what we get. Mark Raymie said the two priorities are protecting the first responders and protecting the people in trouble, so what communication gap fills that? Losada advised he's right but there is no perfect solution, so we have to decide which system is the best value for us and then use the ability of the PSAP's to combine those frequencies to be able to communicate with us. We'll never have the best solution, but what solution is best for Marion County. This is by no means inexpensive technology and the financial aspect is pretty big. With the 700 mhz part of it do we want to wait for the State to get their system up and running or do we want to get out in front of it and get something up and running for Marion County. Dykstra said she believed Motorola was supposed to be building a tower at the DOT building that should be up and operational within a year for the state system. Anderson advised he had not heard but is having trouble with how they think they will be able to build a 300 foot tower at the DOT building that is within a ¼ of the Knoxville Airport when Marion County FFA Survey done a few years ago we couldn't build anything above 99 feet within one mile of the airport. Dykstra advised the last she had heard it would be up and operational within a year and a half. Losada advised it would surprise him if they allowed it to be built that close to the airport. Anderson advised as of right now they don't even have the money for the lease payment on the radio system. The money is tied up in a tug of war between the Governor and the Secretary of State. The Governor is going to ask for this year's lease payment to come out of the TIC budget that came out of the State of the State address. They don't even have the funding for their radio system yet. Dykstra advised somewhere down the road it could be possible the 911 funding could all be taken up by that as well. Legvold asked if 911 is part of hazard mitigation or can they do that? Anderson advised there might be something to look at in there and it's certainly not enough to make us whole or provide everything we need. If we do a communication upgrade the low end would be \$3-4 million and the high end would be \$6-10 million, so if we could scrounge up \$1 million from hazard mitigation it's at least part of it, so it is something we should look at. Anderson advised that the portable radio's they carry now are \$900 new, on the statewide system the radio they would have to carry would be around \$4,600 and there is no funding for it. Anderson isn't sure how we would scrounge the money together to be able to do it nor is there a need. Raymie said with no clear funding mechanism or when it will be available, what is the next best thing that we can fund that mitigates some of the issues being raised? Anderson advised there is one part of the \$80 million radio system that no one is addressing is that the life expectancy of it is 10 years, so after 10 years you would have to start over. Losada advised at this point it doesn't make sense for us to go with the 700 mhz, P25 is great and makes more sense. It needs to be done in the most cost effective manor It was asked again how much a P25 radio cost. The members were advised they are approximately \$900 and programing is approximately \$1000-\$1200. Anderson also advised the repeaters are all upgradeable to P25 without having to start over. They can be converted to P25. This conversation is exactly what the desired outcome was. Other comments made on the survey were that the county take the lead so everyone can be on the same page and we can all move forward together in a good fashion. Dykstra asked if the Emergency Response Association could discuss it at their

next meeting? Anderson advised they absolutely could and it might be a good place to start. Anderson advised each of the two PSAP's was allocated \$100,000 carryover surcharge grant money this year and that money comes to the Board. We are over half way through the fiscal year so we need to make sure that we utilize the \$200,000 that was allocated to the two PSAP's for Marion County. Dykstra advised she has her quote for her voice data recorded, approximately \$35,000 and she discussed the need for the session border controller at both PSAPs. Anderson advised he had also talked to him and he wasn't sure that the session border controllers are needed, but if they are they were quoted between \$4,000-\$11,000. Dykstra advised she believes they are needed because our system is identical to Warren County and Warren County had to buy them to become CIP enabled. Anderson advised Doug told him they didn't have to buy anything because it was included in their package, so there are inconsistencies with information. Dykstra stated we have to have the piece, it's just whether or not we will be charged for it and Anderson agreed that is correct. Chair Slycord advised we need to go back and look at our purchase agreement. Anderson advised we should be expecting a quote soon. The priority on the \$200,000 is the need to finish the upgrade to the 911 call taking equipment. Anderson wants the Board to understand that we could have to identify some projects on short notice to spend the money down or we will lose it. Along with this both PSAP's will have to have console upgrades when the radios are updated to be compatible and that could cost between \$80,000-\$150,000 per center. Dykstra advised she has talked to Racom and Motorola and Racom's rough estimate was about \$150,000 and Motorola's was \$200,000. Chair Slycord advised she has \$134,000 in her 18/19 or 19/20 budget. Anderson advised if we are back here in a month we can't pull the trigger to update both PSAP's by July 1st, so we'll have to think of other pieces to purchase to spend down that money. The grant process is simple, but we have to tell the 911 manager at the state what we are going to do and he signs off on it saying the projects are eligible for funding and we carry it out. After the 911 call taking equipment upgrade Anderson believes the priorities for the funding are related to P25 conversion. That is something the staff will have to prepare for the Board so you can see the allowable uses and priorities. The E911 Department also filled out the survey on items that need addressed and one that was not brought up until about 60 days ago was address conversion from 4 to 5 digit. There are several locations, especially around Pella that we are out of addresses due to growth. The staff recommendation is for the Board to consider transitioning to 5 digit addresses. The cost is not known at this time, but there are probably at least 9,000 addresses that will need changed. If this is something that is decided we would hold off on addressing any cemeteries until the change and Terry is being held off on signs until a decision is made. Thompson asked what it cost per sign and Anderson advised he believes it's probably be around \$15. Someone asked if they really have a choice in this and Anderson advised, not really, but it's really more of a decision of when. There are a few areas we are already having problem. The recommendation would be to get bids on cost and timeframe on how long it would take. There was additional discussion on sign guidelines, whether or not the entire post and sign or just the signs would be switched out and how signs are actually placed at each location. Seibert asked if the cost of this project could come out of the grant money and Anderson advised we won't be able to do the sign project before the end of this year, but if the State does the carryover grant again next year, then that funding could be used. Chair Slycord asked if Warren County did all signs at once or if it was broken up into sections. Anderson advised it is done in sections and the E911 Department also works with the post office to get the addresses updated. Anderson advised the E911 truck needs replaced and he would like to try a joint venture between the E911 Board and the EMA Board to fund it. Terry could use the truck on a daily basis for the sign duties and when needed the EMA Department

could use it to pull the HazMat Trailer. The members agreed that this is a viable option.

9. Budget preparation discussion –There is roughly \$400,000 in the E911 account and that money will stay there and continue to grow. Unless you have something specific we will put a budget in front of you that will basically mirror last year. Raymie advised if there is a list that could be provided, like the top 3 projects, to the Board of Supervisors so the \$400,000 in the account isn't questioned that it would probably be a good thing and help them understand what the funding is for.
10. Adjourn meeting: The budget meeting was set for February 10th. There was a motion by Raymie and second by Losada to adjourn the meeting. All were in favor and the meeting was adjourned.

Respectively submitted

Kim Pettyjohn