

Marion County E911 Board Minutes
February 10, 2016 at 6:30 pm
Marion County Courthouse

1. Chair Marcia Slycord called the Marion County E911 Board meeting to order at 6:30 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	Bill Moore
Clay Township	Brice Loonan (via phone)
Indiana Township	Absent
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
<i>Also present</i>	
City of Pella	Dan VanderBeek
Knoxville Fire Department	Jim Mitchell
Marion County EMA/E911	Jeff Anderson
Marion County EMA/E911	Kim Pettyjohn
Marion County Sheriff's Office	Martha Dykstra
Marion County Zoning/E911	Melissa Poffenbarger
Pella Police Department	Robert Bokinsky
3. Approve agenda for regular session: Jeff Anderson asked to strike item #6 pertaining to the resolution to make the E911 map the official county map as the County Attorney's office is working on that resolution in conjunction with one for the Board of Supervisors and is are not comfortable with the wording. They want to finalize it before we present it. This was replaced with an agenda item pertaining to a letter to Michael Ramsey with NG911. There was a motion by Chief Dan Losada and a second by Bill Moore to approve the agenda as amended. All members were in favor and the regular session agenda was approved.
4. Approve minutes of 1/14/16 meeting: There was a motion by Losada and a second by Terry Fisher to approve the 1/14/16 meeting minutes. All members were in favor and the 1/14/16 meeting minutes were approved.
5. Public hearing on E911 FY 17 budget: The public hearing on the E911 FY 17 budget was opened. Anderson advised he had received no public comments in verbal or written form. There was a motion by Losada and second by Dennis Siebert to close the public hearing. All members were in favor and the public hearing was closed.

6. Resolution to approve E911 FY 17 budget: Anderson advised it's a straight forward budget, basically the same as this current year. The only project built into it is \$25,000 in the E911 budget and \$25,000 in the EMA budget for the joint pickup we discussed at the last meeting. You can amend the budget as it's published down, but not up, so if the board chooses they don't want that allocated we can scratch it and move on. There was a motion by Losada and second by Moore to approve the E911 FY17 budget as proposed. All members were in favor and the budget was approved.
7. Approve letter to NG911 regarding communications to the E911 Department: Chair Slycord read a letter addressed to Michael Ramsey with NG911 formally requesting that all correspondence pertaining to the Customer Premise Equipment (CPE) in Marion County be directed to the E911 department. This includes upgrades, repairs, replacements or service of any and all equipment specific to receiving and delivering 911 calls. Chair Slycord advised this comes as cleanup as we approach repairs and the process of keeping it clean and going through the E911 department. There was a motion by Losada and a second by Moore to approve the letter to Michael Ramsey with NG911. All members were in favor and the motion was approved.
8. Strategic planning discussion: Anderson advised that since the last meeting we have reached out to the contractor in Webster City, he has a group of 9 employees and they were the contractors who placed all of the signs in Warren County when they did theirs. Anderson would like to set up a meeting with him if that is the way the board would like to go. Anderson asked the board what the preferred route is, are they looking for staff to develop a request for proposal or should staff just meet with the contractor and see how it goes? Losada asked if Anderson was aware of any other contractors and Anderson is not. Losada asked Anderson if in his conversation with other counties if any of them made mention of any other contractors interested in doing this. Anderson stated he's talked with several other counties who have said when they got to this juncture were only able to get one proposal or bid from this same company. Losada advised he has a problem with a one bid system, but if you are unable to get any other bids then he is okay with getting the info from this one contractor. Kenny Thompson asked if there are any certain guidelines. Anderson advised we are working to try and line up contractors, but also talking to all other departments that this may affect. Changing addresses will have an impact on almost every department in the building, so we need to give them time to provide input back to us about what kind of time frame they're going to need to implement this or any special circumstances they might need. We know from the GIS system that there are 4,885 rural address points, so there should be 4,885 signs that will need to come down and be put back up. Missy Poffenbarger advised working with the post offices will be extremely critical as they want to know exactly what the current address is and what it goes to as they can enter it into their computer and it makes is a smoother transition. Anderson advised this will be hands on for the board until some of this is resolved. The staff is trying to establish a time frame. We would start with the area/township that is currently experiencing the most problems, which would be Lake Prairie around Pella. Not having information from the contractor to know how long it would take to do 5,000 it's an assumption that it could be done within a year if that's the chosen time-frame. Slycord advised she believed the county would be in excess of 5,000 as there are a lot of places that don't have them. Anderson advised the board will need to have a conversation regarding some of the subdivisions that do not align with the county grid. If we'll be doing the numerical portion of that maybe making those subdivisions fall within the county grid to give the responders some faith on where they are going.

Poffenbarger advised that some of the streets do not follow the grid either. Losada advised he agree with the numerical portion, but that changing street names affects a lot of people. Anderson advised we are aware of one street name the will be fixed, but it is not due to this project, it would be to fix a previous error. There are 2 streets within 4 miles of each other that have the same name and the numerics are conflicting. The homeowner agreed to wait to have it all fixed at once. Kim Pettyjohn advised this homeowner actually called us to request the change. Jim Mitchell asked if there is just one address that needs changed. Anderson advised there are a few other structures on that block, but it does not appear anyone lives in them, so one full-time residence needs corrected. Slycord asked BOS Mark Raymie if we only have one request for proposal with no one else interested in the project would the BOS be supportive of what the board is doing. Raymie advised if there are no other options and you won't reach the level of public bidding threshold then you would be right in line with the BOS. Slycord requested a motion to have staff move forward with the fact finding and details to supply to the board. Losada made a motion to have E911 staff move forward with getting additional information with a second by Raymie. Anderson asked Martha Dykstra to start looking at what it will take in manual labor and time to input the new addresses in your CAD. Dykstra advised the easiest thing for them to do would be to scrub what they have now and reenter all of the addresses. Anderson advised that came up with Denise and she was reluctant to do it as she would lose all of the tax history on old addresses, so there would be a gap in the history. Slycord thought the vendor may be able to mesh the old and new and Dykstra advised they could not, as she had already asked them about something similar. She said there was previously an issue with MSAG updates and they couldn't provide her with all of the addresses that needed added at once, they had to be entered on at a time. Anderson thought IT Andrew DeHaan may able to assist. Anderson advised who is responsible for assigning an address for the new addresses and that would most likely fall on Missy, so this project will only go as fast as addresses can be added. It may be beneficial to work with GeoComm and have their programmers write a new program to do all of this. Dykstra asked what the time frame is. Anderson advised whatever the board decides, but we are at least 6 months out to possibly next year depending on the information that is gathered from everyone involved. Losada asked with new developments now if any addresses will be assigned as 5 digit and Anderson advised we will continue with 4 digit for now. Dykstra asked if a 4 digit address can be done and then a 5th digit just be added on, Poffenbarger advised we would go from addressing every 100 feet to addressing every 10 feet when you add that 5th digit. Anderson advised that everyone that has gone through this has said this transition period is far worse than when the addresses are actually changed. There were no further questions and all members were in favor and the motion was approved. Chair Slycord asked if there were any further questions on anything and Losada requested to know how the bill paying process was going. Slycord and Anderson both advised it is going well with no issues.

9. Adjourn meeting: There was a motion by Losada and second by Siebert to adjourn the meeting. All were in favor and the meeting was adjourned.

Respectively submitted

Kim Pettyjohn