

Marion County E911 Board Minutes
October 19, 2016 at 7:00 pm
Marion County Public Health

1. Chair Marcia Slycord called the Marion County E911 Board meeting to order at 7:00pm.
2. Kim Pettyjohn took a verbal roll call and the following members were in attendance:

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| City of Bussey | John Price |
| City of Harvey | Dennis Siebert |
| City of Knoxville | Brian Hatch |
| City of Melcher | Terry Fisher |
| City of Pella | Marcia Slycord |
| City of Pleasantville | Bill Moore |
| Clay Township | Brice Loonan |
| Indiana Township | Bob Mallory |
| Knoxville Township | Kenny Thompson |
| Marion County BOS | Absent |
| Pleasant Grove (Pleasantville) | Absent |
| Red Rock E (Monroe) | Absent |
| Red Rock W (Runnells) | Cathy Wood |
| Washington Township | Absent |
| <i>Also present</i> | |
| 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 Sheriff's Office | Jason Sandholdt |
| Marion County Zoning/E911 | Melissa Poffenbarger |
| Pella Community Ambulance | Laura Clanton |
| Pella Fire Department | Doug VanGorkem |
| Pella Police Department | Robert Bokinsky |
| Racom | Duane Vos |
3. *Approve agenda for regular session of 10/19/16:* There was a motion by Fisher and a second by Thompson to approve the agenda. All members were in favor and the 10/19/16 regular session agenda was approved.
4. *Approve minutes of 6/29/16 meeting:* All members advised they had reviewed the notes and there were no requests for any changes. There was a motion by Mallory and a second by Thompson to approve the 6/29/16 meeting minutes. All members were in favor and the 6/29/16 meeting minutes were approved.
5. *Pella PSAP Grant Application:* Chief Bokinsky stated he would like to take a minute to explain the grant application process. The state budgeted \$4.4million to state funds to be applied to the consolidation of the State of Iowa's Public Safety Answering Points (PSAPs). To qualify for the grant the consolidation must be virtual or physical and you have to be a PSAP that operates 24 hours a day 7 days a week. The money that comes from the state goes to the local service board and the board receives the 911 surcharge funds on behalf of the PSAP. In Iowa there are 113 PSAP's that qualify for this money.

\$200,000 is the most you can receive and it's a 50/50 match, so we have to spend \$400,000 total. If everyone maximized the grant at the \$4.4 million level only 22 PSAP's would be eligible to enjoy the benefit of the grant. If every PSAP were to get a piece or distribute it equally that's only \$38,900 per PSAP. Bokinsky advised they had to move with great haste on the application of this grant. The way the state considered the consolidation grants is that it's on a first come first serve basis by email date and time stamp. On Thursday, September 8 of the \$4.4 million there was only \$1.1 million remaining. On September 9th in the afternoon Bokinsky advised they spoke with Blake DeRouche, the state E911 Program Manager, and there was only \$600,000 left, so almost half of the remaining money was gone in one day. He advised if they didn't move with haste they were going to lose their opportunity for any money. The Pella grant was submitted at 6:30 Friday, September 9th. The following Monday morning at 7:45 am there was only \$298,000 left, so they were one of the last ones to get the application in, there were possibly 2 more PSAP's that could apply and possibly get 1.5 grants out of it. Bokinsky stated the language of the grant is the maximum amount of consolidation funds, any service board may receive in a given fiscal year are half of the final consolidation cost up to \$200,000 per PSAP. Bokinsky advised you have to acquire \$400,000 of grant eligible material with the state paying \$200,000 and local money paying the other \$200,000. On the Pella PSAP consolidation grant they applied for P25 site installment, or a digital repeater that will allow them to connect with anyone they need to, also they have 2 portable radios for their 2 new officers and 1 regional mobile radio. That would take care of the Pella PD in respect to their PSAP and radios on the street. They are acquiring a computer aided dispatch system (CAD) and records management system (RMS). The CAD qualifies with the grant funding and the portion of their acquisition that qualifies is \$60,000. They are currently using the Slueth system and strictly RMS, which does have a CAD component to it but it's weak and an old system. They've already done an RFP and awarded the bid and are just waiting on their city administrator to sign the contract. Then they will be up and running with the installation of the system. The 3rd component is the P25 Phase 1 Portable Radio acquisition. They spend approximately \$138,000 of the \$400,000 eligible. This Phase 1 is over \$261,000 that is available to Marion County first responders for the acquisition of radios. The state is going to pay half of our radio cost county wide. We can't spend more than \$400,000 and if we do it's on us, we are currently at \$400,003. Bokinsky advised the 4 components on the Pella PD side would be paid/matched by the City of Pella. The P25's radios for the rest of the counties they propose comes from the Marion County E911 Service Board, meaning the radios bought from the grant would cost the agencies \$0. As a Board it needs discussed and how to proceed...Do you want to use the money or pay for them yourself? Chief Mrstik asked assuming that we would apply for this next year what's the time frame for that? Bokinsky advised we don't know what will be available next year. Sandholdt stated this has to be done this year and Mrstik advised he understands that and realizes this will solve some, but not all of our problems, will we be eligible to apply for this grant next year and if so what is the timeline on that? Sandholdt advises although he applauds Chief Bokinsky for doing this he got a little upset, he received a phone call on the morning of August 31st with regards to Pella and Mahaska County were joining some things and this is exactly what he brought up in regards to utilizing this money so he applauds the Chief in regards to doing that and moving forward with it. Sandholdt continues saying his only questions with it is Marion County is sitting here now and they're in limbo with Racom and how do they pay for the same thing of what you're asking for in regards to the E911 Service Board Money, so he asks that this be taken into consideration as all of the citizens of Marion County will be

burdened with the cost or if it's the same match as this is. Sandholdt then states to Mrstik that in this amount of money that's there it's only for this year and has to be done by July 1, Marion County was 1 of 4 that got in first and they don't have the extra money to utilize like Pella is doing so that is a great thing, but the problem is that it went so fast on the first come first serve basis that the State has wised up. Sandholdt stated he doesn't believe that they will do it the same way next year because very few PSAP's benefited from it. We were able to get our \$400,000, Pella was able to get there \$400,000 so he thinks they need to utilize it and jump on as quick as you can if that's truly the direction you want to go. Sandholdt stated to Bokinsky the original proposal was not this when they talked that morning. Bokinsky advised Sandholdt that was not Pella's proposal, it was Mahaska Counties and had nothing to do with Pella, they just wanted someone to sign off on it. Sandholdt then advised he thinks this is a great opportunity and asked Bokinsky if he's proposing on 700/800/VHF radios, what are you looking at on equipment. Bokinsky advised Duane Vos with Racom helped them on this and they worked out distribution and what they propose is 103 analog radios and 26 multi-band radios. He advised it doesn't have to be that distribution, he stated let's mix it up, put it on paper and they aren't married to that number. Sandholdt asked so it's however much that agency wants to spend or however they want to do it on that side of. Vos advised the first analog is P25 VHF with P25 complaint versus multi-band 700/800. Sandholdt asked if there are going to be any requirements or is that something you are going to leave up to the Board, if one agency wants to go with VHF/700/800, is that their decision is that a Board decision. Bokinsky advised his recommendation is today we just either do an up or down vote, do we accept the grant, do we commit to doing this and how are we going to do it, are we going to do it with E911 Board money or how we want to do that. He continued by saying after that we take some timey, do some investigation, break out and come back to the next meeting with a plan as an agenda item and say here is how we are going to do this, here is how we are going to proceed, because right now we are in a place where we might have to make a decision quickly and we might regret our decision, so let's research it and says what's the best distribution, how we can get the best bang for our money, it doesn't have to be 103 and 26 radios. If we do it that way that's about 1/3 of the radios for the whole county maybe more, that gets us a long, long way into this but that's something for us to discuss. Bokinsky advised he is not prepared to go forward with that today, he's only prepared for an up or down vote. Mrstik thanks Bokinsky for taking the time to do this because the small agencies like Pleasantville, using the E911 funds is a wise choice on this particular case, there are other counties that are doing this and smaller communities like ourselves don't have the budget to try and afford this. Bokinsky advised they just had the opportunity to do it and for the grant for next year he doesn't know, there is no guarantee it's going to be there. This year this thing popped up and we weren't ready for it, we were scrambling around for the money, our boss asked if we could take future money and put it toward it now. Bokinsky advised they worked with Duane and Jeff and got it done. Sandholdt asked what the balance of the E911 fund is. Anderson advised at the end of August, which is the most recent report he has, there was \$478,610. Price asked if any of that money is committed. Anderson advised it is not. Sandholdt advised he thinks this is a great opportunity if you have the chance to do it, but he asks for consideration for the Marion County side of it too as they sit in limbo right now for the same acquisition to be able to use some of the E911 service board money for that also, just like what it would be for everybody else. Bokinsky asked if he was talking about the radios. Sandholdt stated he was and said just like what it is there, the equipment side of it would be the same, how you have it out there, he would like to see some of that money, the money is going to be utilized, we have the equipment

sitting there and paid for he's like the same opportunity for the citizens of Marion County. Bokinsky stated he doesn't know how many out there, we'll just keep it at radios or units for now, we'll say there's 300 out there and this is 130 that's why outside of this meeting we're going to have to probably do committees, come prepared to discuss it next time and somehow come up with an equitable distribution, so it's not ok we want 130 radios for Pleasantville Police Department and they have a lifetime supply. So how can we distribute these equitably to get the best bang for our buck, are we doing to do it by calls for service, are we going to do it by the number of people, he's not prepared to discuss that today. Sandholdt states his only concern is that it has to be discussed tonight if it's going to be consideration for the Marion County side of it because they are at the point where they are going to need to pay bills, so in order to do that we either have to pay for them and be reimbursed through the E911 side of it or the vote is no, Marion County is on their own. Bokinsky advised Sandholdt he's now following him and asks if he means for the purchase of additional radios. Sandholdt states no they have ordered the radios they need, but the question is in order for it to be fair and equitable he would like for whatever that percentage is that they came up with has to be discussed because Marion County doesn't have representation here tonight, he doesn't know if Jim Kingery knew about the meeting as the alternate or not, but Mark's not here, but for him to be able to describe and say instead of all of this coming out of the Marion County funds, we would like the Sheriff and the E911 Service Board to pay for it also. Bokinsky confirms he means the radios the MCSO got. Sandholdt states yes, the radios they haven't paid for yet. Bokinsky states that would apply to them then also, so instead of Pella paying for it then. Sandholdt advises he means the portables and mobiles or is Bokinsky talking about their console. Bokinsky confirms the portable and mobile. Sandholdt confirms he means the portables and mobiles, the console would be their portion of it, they just want the same available to them. Bokinsky advised that's too be discussed and for this at some point someone will have to make a motion for an up or down vote on whether they will decide on that. Chair Slycord advised that they are not prepared to discuss a distribution ratio and the only action they can seek tonight is yes, Marion County E911 money can be used for this or no, it can't, there is nothing more on the agenda that they can vote on or take action. Mrstik clarifies that the grant has been submitted and approved at the state level. Slycord advises it was approved at state level last week Thursday. Sandholdt asked what would happen if the vote was no. Slycord advised they would let the state know that the extra funds would not be used and it would eligible to go to one of the remaining PSAPs. Vos advised there is a list of PSAP's that didn't get money, so they are hoping someone backs out. Sandholdt advised he is very supportive of them doing and would hate to see the opportunity passed up. VanGorkem states it gives every department, whether it's fire or police, every department in the county some of the equipment they need for nothing. Sandholdt stated other than them who is paying for it. VanGorkem advised he is not discussing what they've already done he is only talking about what is being discussed tonight and it's a no brainer. There's almost \$500,000 of 911 money and they aren't asking for all that much. Distribution is a later thing, we just need to get it on the table. Mrstik advised he speaks as a city administrator and for those who have not priced radios, Duane is not going down in his prices, Motorola has the state bid and their price isn't going down, the longer they wait they're going to get into the situation where the state flips the switch and they are going to have to get radios at \$4,000-\$5,000 each. Price advised Bussey has no spare radios so they are down to the wire. He asks if they could go on matching funds with each department, for example if they get \$10,000 in radios, they pay \$5,000 and E911 pays \$5,000. Several advised they believed that is a separate discussion and

Bokinsky confirmed that is they very thing they need to discuss after they approve, then they can figure out how to get this out and get the best bang for the buck. Price makes a motion that they accept the grant money and that the E911 Board pay the \$137,774 and it was seconded by Moore. All members agreed and the motion to approve the grant was passed.

6. *Addressing issues: South Shore Heights and Van Buren Drive:* Anderson advised as indicated in the board memo the resident about 1 year the resident at 201 Valley View Drive contacted our office and indicated he had issues previously with a grass fire and issues with 911 finding his location properly. He had also had friends trying to Google his address and trying to find his location and a GPS Garmin unit finding his address. When you enter his address into a Google search or a GPS unit it brings up a subdivision 3 miles east of there off of 180th. This is 150th and it takes you to the wrong subdivision 3 miles away. We started looking at how do we fix it. When you zoom out away from his house and start looking at it here is what we found. For those of you not familiar with the subdivision there is basically one way in. The lake is to the north so you come in from the south. You go north on 150th and turn into Valley View Drive. First look at the addresses, the range increases all the way to 219th and 220, then you go north on the same road and the range goes back down. It's outside of our addressing scheme. We went looking for a solution to one problem and found another problem. The staff recommendation is to rename one section of the road. Jim Mitchell asked if we would keep the same number. Anderson advised no we would try to keep them consistent with the grid. Of the properties on the road we believe only 1 of the 3 is a full-time residence, others are garages, condemned homes, etc. Mr. Block is willing to change his address or the street name, he just wants 911 to find him when he calls for it. Slycord confirmed where Valley View Drive ended. Anderson advised there is a dead-end drive and another residence and the highest number on Valley View Drive would be 224. Sandholdt asked if that would stay on Valley View or would be Hi Ridge Drive. Anderson advised 219, 220 and 224 would remain on Valley View to minimize impact. Anderson advised staff recommendation would be to change the name, to something like Osprey Lane, it will be name accordingly and won't be a take-off of another street name within the subdivision. Slycord confirmed it would not be named with something that is anywhere else in the county. Anderson confirmed it would not. Bokinsky stated he noticed on 150th there is 4 digit and in the subdivision there is 3 digit, he asked if this is an issue. Anderson advised it is in an issue and its part of the continued conversation of readdressing and that the subdivisions don't follow the numerical grid that the rest of the county does. He advised it is one of the things that a point in time the Board decides to look further at the readdressing project it would be one of the things being looked at to be fixed. Bokinsky asked where the subdivision is. Anderson advised it is straight north of 3M, if you continued to drive on 150th you'd basically drive into the lake. Poffenbarger advised G44 takes you to 150th. Moore asked if Anderson was seeking a motion with a name to change the street to. Anderson confirmed he is not seeking a name only approval from the board to make the correction. Hatch made a motion to change the stretch of Valley View Drive with the E911 department creating the name. Moore seconded the motion. All members were in favor and the motion was approved. Anderson advised the 2nd addressing issue is just to the northwest of Hamilton and it's a stretch of Van Buren Drive. The residence at 2290 Van Buren, Mr. Trinkle, has called 911 in the past and his story is that he has pleaded with dispatch to listen to him on where to send fire trucks. Long story short the fire trucks went around to another stretch of Van Buren and there was a delayed response. Anderson advised there are a couple stretches of Van Buren,

this is just south of Attica at the cemetery, this is an east/west road and look how far north and south this road transcends from this western point to that eastern point. At one point it's farther south than Vermont, so again that's outside of our scheme. Van Buren should be north of Vermont. That is all coupled with the Hamilton city boundary. To get to this residence you have to actually go into the city limits of Hamilton on East street and there is no sign for Van Buren off the highway. You have to make two turns within the city before you even get to Van Buren. The remaining part of Van Buren past 2290 closed several years ago due to a bridge issue with the Cedar Creek and has no chance of reopening. The staff recommendation is that the stretch of road be named something other than Van Buren and that additional signage be put up at the intersection of T23. Price advised that if they get called to Van Buren they're headed to Marysville. When it's dispatched they don't say Van Buren Hamilton. Hatch stated the numbers should indicate where it's at, is the issue that there is no signage. Anderson advised the numbers should tell someone and it could be that there is no signage. Sandholdt asked if you go straight east of there isn't Vermont there, could you make that section part of Vermont due to both of their locations on the map. There was much side discussion about changing the street section to Vermont. Anderson advised staff recommendation is for a name change other than Van Buren. Anderson asked Hatch if county employees refer to this as Trinkle Drive. Hatch confirmed that they do. Anderson advised he's not in favor of that because it puts us out of the range, but that was the homeowner's suggestion. Anderson advised we are open to whatever the Board wants to do and is open to suggestion. Price asked how many addresses are on that stretch. Hatch advised he believes there are only three there. Anderson asked what the Board's thoughts are on removing the Van Buren and making it Vermont. Siebert stated it makes sense. Price stated it means they'll still have to look at the map before they leave the fire station. Hatch stated he's doesn't care what it's called, but feels like there definitely needs to be more sign and that it's a bigger issue then what the name is. Anderson advised he let Mr. Trinkle know that whatever was decided that there would be more signage put up. Price asked if that is the best solution. Anderson stated if Van Buren was within the boundaries then we put more signs up but because it runs so out of range north and south he thinks it needs changed and the Board has an opportunity to fix something that is outside of the scheme, which is Van Buren being south of Vermont. He asked the first responders if that is what they are looking for. Sandholdt advised he thinks Vermont makes it easier because if you give it something other than Vermont everyone is still looking for something. Poffenbarger advised when she and Pettyjohn went to look for it they passed it and had to go back south to find it. Sandholdt advised change it to Vermont and then put signage. There was a motion by Price and a second by Siebert to change the stretch of Van Buren to Vermont. All members were in favor and the motion passed. Sandholdt confirmed the house numbers would be updated as well to match. Anderson advised the addressing tool would take care of that. Sandholdt then asked when first responders could expect the changes to happen. Anderson advised the driving factor of that would be how fast we can get new signs. Sandholdt just requested that they be emailed/updated when the changes are made. Anderson advised this will mean all maps need updated. Dykstra asked when it will be update done on the 911 map. Poffenbarger advised that will have to be worked out with GeoComm. Anderson and Poffenbarger reiterated that nothing will be done or changed until the signs have been received.

7. *Sign Program – Status of unincorporated villages and meeting with County Engineer:* Anderson advised from January 1st to October 17th of this year we generated 40 requests

for new addresses in the county, so that's 40 permits that came through the work order system and an address was assigned and ordering and installation of signs. There were 34 work orders initiated for some sort of issue for missing or faded signs, so about 74 work orders in the first 10 months of the years. To give the Board an idea of what we are responsible for and what Terry is trying to tackling in his 20 hours a week, the GIS system shows we have 924 rural intersections, take that 924 by the average number of signs at an intersection which is four. That's 3,696 street names sign's that the Board is responsible for. As of the 17th GIS shows 13,883 rural address points. So the total number of signs the Board is responsible for is 17,579. Over the last month Anderson has done driving and looked at the condition of the signs. One of the things he found was how bad the unincorporated towns are. What he is looking for is a discussion with the Board and direction on where you want the unincorporated towns worked in. Typically Terry only comes out for emergencies during the winter. Does the Board want to sit and do nothing all winter knowing there are issues out there or have Terry start doing some fixes. Slycord asked if this is something he can do in the winter. Anderson confirmed as long as the weather allows, it would be good to have him start on the unincorporated towns. Thompson asked if signs had already been made up. Anderson advised no. Mitchell asked if there is a budget for this. Anderson advised there is approximately \$400,000 in the 911 budget. Seibert advised he thinks he should start in the little towns. Slycord asked if there is a town worse than the others. Anderson advised that in Columbia and Otley there are some intersections that have no signs. Sandholdt asked if he's wanting Terry to replace all the signs and not just the bad ones. Anderson confirmed yes, only the street signs, not 911 markers. Anderson advised some of these board members are living in these cities and he needs to hear from them. Hatch stated he thinks it just has to happen, it's part of maintenance, however we decide to do it, one way or another they have to be maintained. Sandholdt asked how long it takes to replace two signs on a post. Anderson advised approximately a half an hour. Sandholdt stated so some of the smaller towns it could just take him two or three days. Hatch made a motion for Terry Edwards to work throughout the winter to start replacing signs in the unincorporated towns. Thompson asked how long it takes to get signs made. Anderson advised it takes about 4-6 weeks, so his thought would be that Terry wouldn't start on this until after the first of the year. Price asked Anderson if he has the authority to just replace this stuff on his own. Anderson confirmed he does but the budget that was set forth for Terry's hours has been used up so this will probably take a budget amendment in the spring. Anderson advised he isn't planning on rebuilding the world over the winter but feels like something needs done and he's not comfortable telling the Board it can be put off another year. Anderson advised he and Tyler will be having a meeting on how the 911 department and the Engineer's office can work together to avoid some issues, such as street signs being blocked by stop signs and sharing expenses. He advised each post is \$25, an anchor that goes below it is \$10, so if there is an accident it could be twice the expense if both signs are knocked down. Sandholdt stated he didn't think you can put street signs on top of stop signs. Anderson advised it's in the MUTCD and he did it for 7 years in West Des Moines. Hatch asked if Anderson has had the conversation with Tyler. Anderson advised he has not, but knows Tyler is not real excited about putting street signs on top of the stop signs, so Anderson advised he can't promise we'll get there, but there are other signs or locations where there are intersections that he might be acceptable to share a post. They are at least having the conversation to try and reduce the cost and minimize the steel post forest at some of these intersections. There was a short discussion on the height minimum for stop signs. There was a previous motion by Hatch for Terry Edwards to work throughout the winter to start replacing

signs in the unincorporated towns. There was a second by Loonan. All members were in favor and the motion carried.

8. *Update on readdressing project:* Anderson advised at the last meeting the Board directed him to get additional information to show the need for the readdressing project. He advised he spoke with GeoComm a few weeks back and they are working on a proposal to let us know what it would take to get that information. He expects to have something for them shortly and his intention is to have a meeting in the first half of December where GeoComm can come present to you their findings and recommendations on whether there is or is not a need for readdressing. They have done this before and are comfortable in doing it. He would like to do that in December then we will still have time in the budget period to figure out where we want to go from there.
9. *Update on sign truck:* Anderson advised the body has been installed by Hawkeye Truck and it's currently at Karl's Emergency Vehicles getting the warning lights installed. They are waiting on the amber light bar and it should be done within a few days. Anderson believes the county maintenance department is still wanting to purchase the old truck so they will work on getting that taken care of.
10. *Text to 911 Conversion:* A year ago at this time we were all thinking this would be done by now, the HSEMD Director stepped in and offered a different legal opinion about what should have been provided. There was the SBC that was not included in the price and he felt it should have been included with the Next Gen 911 equipment that each PSAP bought. The State of Iowa is now going to cover the cost of the SBC's and have them installed by the end of June for each PSAP. Anderson can't give a time of when Marion County will be ready for text to 911, but we should have the equipment installed by the end of June. He is still believing that we will be with the metro area since we all share media coverage (Warren, Polk, Dallas, etc).
11. *MCERA 28E amendment:* The Board is currently part of this agreement, but it has been amended to include Lake Prairie Township. There are no other changes. There was a motion by Terry Fisher and a second by Kenny to update the 28E to include Lake Prairie Township. All members were in favor and the motion carried.
12. *Adjourn meeting:* There was a motion by Hatch and second by Price to adjourn the meeting. All were in favor and the meeting was adjourned.

Respectively submitted

Kim Pettyjohn