

Marion County 911 Board Minutes
January 24th at 6:00 pm
Marion County Court House

1. Chair Marcia Slycord called the Marion County 911 Board meeting to order at 6:00pm.
2. Kim Pettyjohn took a verbal roll call and the following members and guests were in attendance:

City of Bussey	John Price
City of Harvey	Charles Evans
City of Knoxville	Dan Losada
City of Melcher	Terry Fisher
City of Pella	Marcia Slycord (Chair)
City of Pleasantville	Absent
Clay Township	Brice Loonan
Indiana Township	Absent
Knoxville Township	Kenny Thompson (Vice Chair)
Lake Prairie Township	Doug VanGorkom
Marion County BOS	Absent
Pleasant Grove Township	Ruby Warren
Red Rock Township	Absent
Washington Township	Absent
<i>Also present</i>	
Marion County EMA/911	Jeff Anderson
Marion County EMA/911	Kim Pettyjohn (Secretary)
Marion County Sheriff's Office	Martha Dykstra
Marion County Sheriff's Office	Troy Fisher
Marion County Zoning/911	Melissa Poffenbarger
Pella Police Department	David Beukelman
Pella Police Department	Robert Bokinsky
Pleasantville Police Department	Joe Mrstik

3. *Approve agenda for regular session of 01/24/18:* There was a motion by Losada and a second by Thompson to approve the agenda as presented. All members were in favor and the 01/24/18 regular session agenda was approved.
4. *Approve minutes of 12/13/17 meeting:* There was a motion by Losada and a second by Fisher to approve the 12/13/17 meeting minutes. All members were in favor and the minutes were approved.
5. *Public hearing for FY2018-19 911 budget:* There was a motion by VanGorkom and a second by Losada to open the public hearing. Anderson advised the office has received no comments written or verbal and there is in public present to address the board. There was a motion to close the public hearing by Losada and a second by VanGorkom. All were in favor and the public hearing was closed.
6. *Budget approval:* Anderson advised there is a minor change after talking with other department heads. He advised other department heads put 3% for salary increase instead of 2% as originally thought. Dykstra asked about the assigned fund balance of

approximately \$300,000 and what it is set aside for or what can it be used for. Anderson advised it's set aside to keep the state from taking it and it can be used for anything the board wants to use it for, it doesn't have a specific purpose. Dykstra then asked if the proposals they brought forth a few months ago could use some of those funds. Anderson advised yes, it's whatever the board wants to use it for. Dykstra asked if we move forward with changing 911 call taking equipment could it be used for that. Anderson advised if we went with state then there would be no extra charge, but yes. Dykstra advised she and Slycord had talked about wanting to eventually get EMD could the board look into using some of the funding on that. Anderson advised EMD will be part of the state services, it may not be 100% free, but for a nominal fee. Dykstra then asked as a board what kind of expenses that the PSAP face would the board be willing pay for or contribute to that affects the departments. Anderson asked the board to address this. Losada advised he looks at whether it helps all of the departments in the county and not be routine maintenance. Bokinsky advised that at one of the last meetings that \$300,000 was obligated to "special projects" and EMD would fall under that. There was a motion to approve the budget made by Losada and a second by Van Gorkom. All in favor and the budget was approved.

7. *By-Laws approval:* Slycord advised the by-laws were presented at the last meeting. They were then mailed out with the requested changes. There was a motion by Losada to approve the by-laws with the changes as discussed with a 2nd by Thompson. All were in favor and the motion passed.
8. *Discussion regarding outside legal counsel:* Pettyjohn gave updates on attorneys advising she had spoken to Jeff Stone, who Mahaska County is also using. He advised he is \$375 per hour, but does have other attorney's in his office with the same experience and a lower price. Pettyjohn advised Stone indicated he has never been involved in the actual consultant selection, but can help with the RFP process. He recommended Elert, as they have worked with many municipalities and know what they are doing. He also indicated that there could be cost saving if Marion and Mahaska County did this together. Price asked why the Board needs outside legal counsel if we have a county attorney. Anderson and Slycord advised the county attorney technically does not have to represent this board, as we are our own municipality. They advised the Board is really looking for someone with an expertise in consultants/RFP process. No action needed at this time. The discussion was closed.
9. *Letter of concurrence for Jasper County:* Slycord was approached by Racom for permission to Jasper County to have access to a call sign. Marion County is the licensee. Anderson advised the last time the frequencies were renewed it was probably paid for with the 2009 grant when everyone narrow-banded. The grant was paid for by the BOS for everyone. Losada asked if they are asking us to give up control of the frequency. Anderson advised no, it is just justification that gives them permission to use it. Troy Fisher advised he has been working with Lt. Shuts and they are working on doing this both ways and it should be done by Friday. Losada made a motion for the MCSO to sign the letter for the frequency to be used on the gateway. The motion was then retracted as it was decided the Board doesn't need to do this as they have no control over the radio frequencies. Discussion only.
10. *Discussion regarding RFP framework:* Slycord believes we just need to start getting some draft RFP's, have the staff look at them and bring them to the board. This is a long

process. She and Bokinsky are still attending meetings in Mahaska County twice a month. They are currently delayed at no fault to Mahaska County. Van Gorkom asked if the Board does the RFP first or gets a consultant first. Bokinsky believes the Board should get an RFP template together that just gets something in writing so we can all work together to come up with what we want. Slycord advised we want to do it right and make sure we are including everyone. It's not just a system for the county, it's a system for everyone. The consultant would represent everyone, just like the legal counsel would make sure everything is done correctly. Anderson advised he just feels like we should be doing something in the interim instead of waiting until the agreed upon date and having nothing done when that time comes. Anderson advised if the board is okay with it the staff will start looking at RFP templates. Losada advised when working on it put side notes on certain things to show where that info comes from or why it's in there. Anderson advised he has around three examples of current RFP's. Slycord confirmed this is an RFP to hire a consultant to manage the project. Anderson confirmed. Slycord advised the first step would be to hire a consultant, then they would assist with radio infrastructure. Chief Mrstik thought we were not to do anything with this until after a certain date when the Sheriff's tower was up and running. Slycord advised per the November meeting notes it was said we would not accept a proposal until July 15th. Slycord asked for an update on that tower. Troy Fisher advised it should be operational within 2 weeks. It now has power, which was the hold-up. Bokinsky asked if that is connected to the state tower or stand-alone at that time. Fisher advised stand-alone, until the corp is up and running as well. Anderson advised the staff will start looking at RFP templates and will email a draft RFP out which should be done at least two weeks before the next meeting so the Board has time to review them. Mrstik advised it may not be a bad idea to have an attorney here to answer questions for anyone that has any. There was no other action as this was discussion only.

11. *Establish next meeting date:* The next meeting was set for Wednesday, March 14th at 6pm with a location to be determined due to the office staff's possible move.
12. *Adjourn meeting:* There was a motion by Losada and a 2nd by Loonan to adjourn the meeting. All were in favor and the meeting adjourned.

Respectively submitted

Kim Pettyjohn