

**Story County 911 Service Board
Meeting Minutes
February 8, 2023**

The 911 Service Board met on 2/8/2023 at 6:30 p.m. in the Sheriff's Squad Room at the Story County Justice Center.

Story County Board of Supervisors	Linda Murken
Story County Sheriff's Office	Nicholas Lennie, alternate
ISU	Michael Newton; Carrie Jacobs, alternate
Ames	Karen Tapper, alternate
Ames Police Chief	Geoff Huff; Aaron DeLashmutt, alternate
Cambridge	Taylor Bassett
Collins	Not present
Colo	Rodney Geisinger, alternate
Gilbert/Franklin	Brian Grove; Tom Kepley, alternate
Huxley	Nathan Albaugh, alternate
Maxwell	Not present
McCallsburg	Brandon Hendrick
Nevada	Ricardo Martinez; Ray Reynolds, alternate
Roland	Not present
Slater	Not present
Story City	Matt Sporleder
Westory	Not present
Zearing	Not present
Story County EMA	Melissa Spencer
Secretary	Amanda Pyle
Guests	Nic Briseño, SCSO; Louis Johnson, ISU DPS; Sarah McClure, Ames PD; Marie Carlson, RACOM

Martinez opened the meeting at 6:30 pm. Introductions around the room and on Webex.

Newton made a motion to approve the agenda. Second by Murken. MCU.

Spencer made a motion to approve the minutes from November. Second by Huff. MCU.

Logging Recorder Recommendation and Vote

Communications managers collected and considered two proposals/quotes for upgraded recorders. After review, the recommendation is to move forward with WahlTek and an Eventide system. WahlTek, our current vendor, has had a good relationship with the county for many years. Choosing WahlTek would be a significant cost savings over the second option.

The second quote, provided by Equature, could also meet our needs. Equature only has one client in Story County and was unable to provide much information on that client for inquiry. Additionally, Equature has no relationship with RACOM. Vendor RACOM services the state shared services system that is currently operating in our communications centers.

Order and installation are estimated to take about six weeks. Funds for the project are already approved in the FY23 budget.

Newton made a motion to approve moving forward with WahlTek. Second by Geisinger. MCU

GIS Training Proposal- Grant Funds

Pyle shared a request for funding a GIS training with grant funds that are held by the 911 Board.

The county has participated in a state grant for GIS that has accumulated approximately \$96,000 that is earmarking in 911 budget reserves for GIS related use. The Story County GIS Coordinator, Boeck, has proposed to coordinate a virtual training on the ArcPro product that is used countywide for GIS mapping. He is requesting to use grant funds to offer the training. The cost for the two-day course is \$7,500 for up to 12 students. Boeck anticipates having enough interest to hold two courses, if approved. Pyle pointed out that the FY23 budget for training will have enough to cover a course offered before July 1, 2023. She suggested budgeting an additional \$7,500 in FY24. The Board must approve moving the grant funds from reserves to the operating budget for FY24.

Murken made a motion to move grant funds from Assigned to cover the training. Second by Lennie. MCU.

FY24 Budget – Expenditures

Line 1. Personnel Costs. Salary was re-estimated for FY23 as the county approved a 5% cost-of-living increase (COL) vs the budgeted 2% increase. The re-estimated salary is \$69,238. The FY24 proposal presented is \$71,315- based on a 3% COL increase. Lennie offered additional information on compensation that would affect the proposal.

Lennie shared that historically for the Database Coordinator position, the 911 Board agreed to mirror Story County employee compensation. Typically, that has been a percentage increase year to year. This past fiscal year, the county participated in a compensation study that produced a proposed salary scale that was approved by the Board of Supervisors. County employees have a pay grade and step increases based on the scale. Sheriff's Administration reached out the Alissa Wignall, Story County HR, to evaluate where the Database Coordinator would fall and they concluded in the range of a number 14 to 16 on the scale. Sheriff's Administration recommends splitting the difference and scaling at number 15N, which would provide a small salary increase with the additional 3% COL increase for FY24, as well as step increases over the next couple of years. Approval would increase the FY24 proposed salary just slightly. Once the scale is topped out for step increases, it's just COL increases until a new study is conducted.

Murken commented that she feels the money is sufficient to support the recommendation, but her understanding was that the position was rated at a number 14. Additionally, the Board of Supervisors is not considering a COL increase over 2%. Lennie responded that the COL is always subject to change and the budget will be adjusted to figure whatever percentage the county approves for all employees. He continued that the Executive Board met and recognized that scaling at 14 would top the salary out right away and felt comfortable recommending a 15.

Briseño added at first review, HR suggested 16. The Database Coordinator was not interviewed in the initial compensation study process. Pyle has not received any type of merit or step raise in her time in the position. Based on background and what is known now, the recommendation is 15.

Line 2. Office Supplies. Propose to remain \$800.

Line 3. Postage. Propose to remain \$100.

Line 4. Advertising. Propose to remain \$500. Legal publishing.

Line 5. Insurance. Proposal is \$24,700- based on a 5% increase.

Line 6. Education & Training. Propose to remain \$16,000 with the addition of \$7,500 (grant funds) moved from Assigned funds for GIS training. Adjusted total- \$23,500.

There was discussion about the APCO scholarship and what groups the 911 budget can fund training for. The 911 Board budget is funded by telephone surcharge that is governed by legislation and are appropriated for use for nonrecurring and recurring costs directly attributable to the receipt and disposition of the 911 call.

Briseño shared some history about training funding for communications. McClure commented on the benefits of the APCO Conference that is being offered to dispatchers by scholarship.

Line 7. Other: Data Processing. Propose to remain \$800.

Line 8. 911 Telephone Expense. Proposal is to decrease to \$10,000. The state has absorbed some wireline 911 circuit costs as part of a wireline merge to wireless network NG911 project.

Line 9. Other Telephone Expense. Propose to remain \$500.

Line 13. Mapping. Propose to remain \$3,000.

Line 16. Telephone Equipment Repair/Maint. Proposal is to decrease to \$20,000. In FY24, this line will fund recurring (annual) maintenance for Zetron Shared Services call taking and ECATS reporting for Ames PD.

Line 17. Radio Equipment Repair/Maint. Proposal is to decrease to \$10,000. Annual paging system maintenance and any incidentals that may arise with the paging system.

Line 18. Other Equipment Repair/Maint. Proposal is to increase to \$75,000. Increase to cover MAPSG shared network annual maintenance 5% rise.

Line 19. Consultant Fees. Propose to remain \$26,000. \$25,000 for general consulting (pay by the service); \$1,000 for 911 legal, Cahill Law.

Line 23. Communications Towers & Equipment. Proposal is to decrease to \$163,000. The 911 Executive Board met and discussed subscriber fees at length. With consideration of the impact on agencies, they resolved to propose decreasing 911 Board cost share of public safety radio subscriber fees from 50% to 40%. The proposed amount covers 40% of 1,000 radios at a fee of \$33.93 per radio, per month. The plan will be to continue to step down over the next few years.

Hendrick questioned why users are being charged to use a radio system that is municipality owned. Murken mentioned that StoryComm, owner of the system, is a 28E intergovernmental agreement. The system is not municipality owned, as such. Subscriber fees are in place to pay for ongoing operating costs and support of the system. Forward planning for replacement is just one aspect that is aided by subscriber fees. Murken added that StoryComm is a new budget and the Board, in time, will have the responsibility to assess that it is not charging more subscriber fees than is necessary.

Hendrick shared that some agencies reduced the number of radios that they initially purchased, not because of the cost of the new radio, but because the ongoing cost of subscriber fees was too great.

Lennie commented that the 911 Board and Executive Board members are cognizant and have considered the difficulties that some agencies might have covering the added expense of subscriber fees. 911 revenue is not unlimited or guaranteed and the Board also has to be considerate of its purpose and where the funds are needed.

Murken asked about an outlook of funding needs over the next five years and would like to see documentation.

Lennie went on to speak about Line #24. 911 Funding Grant. The Executive Board discussed increasing the grant line item to help offset the increase in subscriber fees and to aid agencies for communications related hardships.

There is no set grant criteria at this point, but that will be communicated. The hope is with a phased approach, that agencies will be able to plan and adjust their budgets so this grant is not needed long term.

Line 24. 911 Funding Grant. Proposal to increase to \$50,000.

Line 26. PSAP Equipment. Propose to remain \$6,000.

Pyle will adjust the proposed expenditures and total to reflect the discussion during this session. New total will be presented for Public Hearing.

Revenue

The two guaranteed revenue sources are wireline (landline) and wireless telephone surcharge.

Line 5. Landline Surcharge. Proposal is \$170,000.

Line 6. Wireline Surcharge. Proposal is \$300,000.

Line 7. Interest. Proposal is \$8,000.

Line 8. Misc. Refunds and Reimbursements. MCP radio project contract (28E agreement) will end in FY23. The FY23 re-estimated amount of \$20,000 will cover final invoices.

Though we can anticipate a year end surcharge surplus distribution payment and GIS grant awards, these are not guaranteed revenues. Proposal is zero for FY24.

Total proposed revenue- \$478,000

New to the revenue worksheet is a “Ending Fund Balance” table that shows the reserves; Assigned and Unassigned funds.

Huff made a motion to accept and approve the FY24 proposed budget, with adjustments, for Public Hearing. Second by Lennie. MCU.

Public Hearing date set for Monday, March 6 @ 12:00 (noon) at the Justice Center- Squad Room.

Election of Service Board Members to the Executive Board

Current members: Fitzgerald, Huff and Newton are fixed, representing the communications centers. Martinez and Clatt are additional elected positions.

Clatt was absent from the meeting. Per the Bylaws, which reference Robert’s Rules of Order, Pyle contacted Clatt to ask if he would accept should he be nominated. He responded with acceptance, but would welcome any other nominations to fill the seat.

Huff made a motion to nominate Martinez. Second by Murken. No other nominations. Martinez accepted. MCU.

Briseño made a motion to nominate Clatt. Second by Newton. No other nominations. MCU.

Murken moved to cease nominations and elect Martinez and Clatt to the 911 Executive Board. Second by Lennie. MCU.

Election of Chairperson and Vice Chairperson

Fitzgerald was absent from the meeting. Per the Bylaws, which reference Robert’s Rules of Order, Lennie contacted Fitzgerald to ask if he would accept should he be nominated. Fitzgerald accepted.

Huff made a motion to nominate Fitzgerald for Chairperson. Second by Murken. No other nominations. MCU.

Newton made a motion to nominate Martinez for Vice Chairperson. Second by Murken. No other nominations. MCU.

APCO Conference Scholarship Update

The application process was open and closed on January 31. Eight applications were forwarded to the Executive Board for selection. Evaluation is ongoing. Three recipients, one dispatcher from each of the three communications centers, will be announced soon.

Paging Update

RACOM is still working on the paging tower in Slater. The tower is standing, and most of the equipment is hung on the tower. There is a GPS antenna that still needs to go up. FCC licensing should be through in February. The Mimomax equipment for inside the building will be installed upon delivery. Work is on target and should be complete by the end of February. Once complete, RACOM will do testing and then the Working Group will do their own page testing. If satisfactory, RACOM will issue the invoice and 911 will pay with funds that were already approved for the project (FY23).

Old Business None

New Business None

Comments from the Public None

Comments from 911 Service Board Members

Lennie reiterated that obvious concern over subscriber fees is recognized and does not fall of deaf ears. Consideration for needs of the smaller agencies is talked about on a regular basis. There will be a conscious effort to keep us strong as a whole.

Martinez expanded on Lennie’s comments reminding the group to feel free to contact any member of the Executive Board with comments for discussion or concerns.

Hendrick made a motion to adjourn at 7:45pm. Second by Grove. MCU

Respectfully Submitted,

Amanda Pyle, Secretary
911 Database Coordinator