

JONES COUNTY 911 SERVICE BOARD

MEETING MINUTES

January 2, 2020

SERVICE BOARD MEMBERS

NV= nonvoting, **Bold lettering** indicates those in attendance at this meeting

Denny Coon	Oxford Junction	Joe Oswald	Board of Supervisors
William Roller	Morley	Roxanne Tapken	Martelle
Kevin Rohwedder	Olin Fire District	John Machart	Anamosa
Rex Andrews	Madison Township	Al Willman	Wyoming
Russ Benke	Onslow	Britt Smith	Monticello
Jacob Koch	Mechanicsville	Brandon Siggins	Lisbon
Bert Kraai	Cascade	Brenda Leonard	Jones County EMA
Jean McPherson	Olin (Ambulance)	Greg Graver	Jones County Sheriff

Sheila Frink NV Anamosa Area Amb. Jake Lindauer NV Lisbon/MtVernon Amb.

VISTORS in Attendance:

Greg Staner – Cascade Mayor, Jeff Carstensen – Oxford Junction City Council, Kristina Stevenson – Oxford Junction Mayor

E911 Coordinator

Gary Schwab - Jones County 911 Coordinator

Chairman Coon called the meeting of the 911 Service Board to order at 7:05 PM.

Motioned by Tapken, 2nd by Benke to approve the agenda. All aye. Motion carried.

Past Minutes of December 5, 2019

Motioned by Leonard, 2nd by Machart to approve the minutes. All aye. Motion carried.

Budget Report

Schwab reported financials through December: Fund balance stands at \$326,093.76 Revenue stood at \$172,043.44, Expenses stood at \$129,965.28. **(NOTE: THESE NUMBERS ARE IN ERROR THE CORRECT FINANCIAL REPORT FOR DECEMBER WILL BE PRESENTED AT THE JANUARY 23RD MEETING.)**

Motioned by Benke, 2nd by Willman to approve the budget report as presented. All aye. Motion carried.

Bylaws Change Approval Vote

There was insufficient representation to be able to discuss this topic. Eight board members were present. Per Bylaws change requirements 2/3 or 11 members need be present. There was discussion about calling absent members to get their input over speaker phone. Schwab asked that we not do that as he would like to check on legal standing, just to table the discussion to the 23rd.

Motioned by Willman, 2nd by Oswald to table the Bylaws change discussion to the 23rd. All aye. Motion carried.

Update Status of Shared Services for Jones County

Schwab reported that dispatch is slated for installation of Shared Services April 8. With the Emergency Medical Dispatch (EMD) installation to follow shortly after. Training will take place in house. RaCom has agreed to provide maintenance coverage of our existing equipment at no additional charge for the time period between January 20 when the current contract runs out and the installation of shared services on April 8. I have talked to Lisa (County IT) regarding the existing equipment and that it will be available as back up equipment or can

replace some even older equipment. Regarding the EMD portion I finally did get budgetary numbers from TAC10 for the EMD interface at a total of \$7,660. This is comprised of 8 hours installation at \$1,560, License at \$5,000 and Maintenance at \$1,100 per year which is an annual charge. While I have the numbers baked into the budgetary documents my question to the board to consider is should the maintenance, which is a yearly fee be paid through the sheriff's office. Currently all of the CAD expense is paid for through the Sheriff's office. Something to consider for next meeting. Leonard asked for an explanation of CAD. Schwab explained that CAD stands for Computer Aided Dispatch. It is used by the Sheriff's office for call information transfer between dispatch and officers in the field, record keeping and records management, plus other data requirements. Thus if EMD were to be invoked on a call all of that information would be entered into the CAD traffic and records. Willman asked if our dispatchers would be doing the EMD or would it be someone else? Schwab said it would be our dispatchers. The follow on question was will that require a second dispatcher to be on duty. Schwab responded no, there are no standards or requirements dictating a second dispatcher. There is a protocol that if a solo dispatcher has too much traffic. They do not have to provide EMD, such as at a traffic accident or fire where a multitude of emergency services radio traffic has to be handled. Where EMD would more likely come into play is when there is an incident where say someone has fallen and they need first aid or CPR instructions until the ambulance/first responders arrive. The dispatcher will have a script to follow. They do not have to come up with instructions off the top of their head. Willman asked at what point can a dispatcher call for help if they are overwhelmed? The protocol is the dispatcher calls the communications supervisor.

Review Proposed FY20 Budget Amendment

Schwab stated that with the addition of the shared services that was not in the original budget plan we will be over budget for this fiscal year necessitating a budget amendment to increase the allowable spending authority. I have arbitrarily set it at \$470,000 from the current \$386,000. This amount will more than cover any other expense.

Motioned by Leonard, 2nd by Benke to approve the FY20 Budget amendment to the new figure of \$470,000 and to set the public hearing for January 23rd. All aye. Motion carried.

Review Proposed FY21 Budget

Schwab presented the proposed FY21 budget numbers. Schwab started out with the salary line item stating that there has not been any guidance from the board of supervisors at this time. Thus in line with last year I have included a 3% increase that would change the pay rate from \$18.94/hour to \$19.41/hour based on an 804 hour year.

Motioned by Tapken, 2nd by Willman to approve the 3% pay rate increase for the fiscal year 2021 starting July 1 2020. All aye. Motion carried

Schwab stated that the next fiscal year has a big unknown. The impending wireline migration is to start around the June time frame. It will be phased in across all counties. There has been no particular indication of when Jones County will be cut over, but due to our responsiveness on various state requirements I would not be surprised if we are not one of the first counties. Ultimately the impact that will have on us is hard to project. Even though I have asked the state for impact projections I get no definitive answers. Ultimately we will not be paying the \$37,000 per year to telephone companies so I have reduced that expense line item. By the same token I suspect that our wireless revenue will be impacted. I have taken a stab at what that might be and reduced the expected income total by \$20,000. In addition, I have no idea what impact we will see regarding the wireless fund end of year payment. Due to the volatility of projected FY21 revenues I recommend that we delay the Fire and Mutual Aid P25 upgrades for one year or at least until we have a better idea of how revenues will be impacted. Basically all other line items do not vary much from the current budget. I did enter \$100,000 into capital expenditures primarily to give some cushion to try to prevent having to do a budget amendment next year.

Motioned by Benke, 2nd by Machart to approve the proposed FY21 budget and to set the public hearing for January 23rd. All aye. Motion carried.

Other Items of Interest

None

Motioned by Benke, 2nd by Tapken to adjourn the meeting at 7:35 PM. All aye. Motion carried.

Next Meeting – January 23, 2020. There will not be a February meeting

Recorded by:

Gary Schwab

Jones County 911 Coordinator