

**JONES COUNTY 911 SERVICE BOARD**

**MEETING MINUTES**

January 5, 2023

**SERVICE BOARD MEMBERS**

**Bold lettering indicates those in attendance at this meeting.**

**Voting Membership**

<b>Denny Coon</b>	<b>Oxford Junction</b>	<b>Jeff Swisher</b>	<b>Board of Supervisors</b>
<b>William Roller</b>	<b>Morley</b>	Roxanne Tapken	Martelle
Kevin Rohwedder	Olin Fire District	<b>Jeff Stout</b>	<b>Anamosa</b>
Britt Smith	Monticello		
Jacob Koch	Mechanicsville	<b>Brenda Leonard</b>	<b>Jones County EMA</b>
<b>Bert Kraai</b>	<b>Cascade</b>	Greg Graver	Jones County Sheriff
<b>Jean McPherson</b>	<b>Olin (Ambulance)</b>	Brandon Siggins	Lisbon

**Non-Voting Membership**

Sheila Frink	Anamosa Area Amb.	Jake Lindauer	Lisbon/MtVernon Amb.
<b>John Vacek</b>	<b>Wyoming Fire Co.</b>	Russ Benke	Midland Ambulance

**VISITORS in Attendance:**

**Glen Reynolds - RaCom, Jeff Carstensen – Oxford Junction City Council**

**911 Coordinator**

**Gary Schwab - Jones County 911 Coordinator**

Chair Denny Coon called the meeting of the 911 Service Board to order at 7:15PM. There was a short recess to finish some EMA business at 7:22PM the meeting reconvened at 7:28PM

**Motioned by McPherson, 2<sup>nd</sup> by Roller to approve the agenda. All Aye. Motion carried.**

**Past Minutes of December 1, 2022**

**Motioned by Swisher, 2<sup>nd</sup> by Kraai to approve the minutes. All Aye. Motion carried.**

**Budget Report**

Schwab reported financials through the end of December Fiscal 22/23: Fund balance stands at \$533,887.87, Revenue stood at \$382,373.96, Expenses stood at \$197,752.39.

**Motioned by Swisher, 2<sup>nd</sup> by Stout to approve the budget report as presented. All Aye. Motion carried**

**Election of Chair and Vice Chair**

**Motioned by Roller, 2<sup>nd</sup> by Kraai to retain the current sitting Chair, Denny Coon and Vice Chair, Jeff Swisher for the next three years. All Aye. Motion carried**

**Request from Cedar County to Add a Dish to the Amber Tower for SARA Interface**

Glen Reynolds from RaCom was present to talk about and answer questions regarding proposed changes RaCom would make to the Amber tower. Schwab handed out copies of four pages from the Edge Tower Design Modification showing the recommended changes in cross bracing (diagonals) that are proposed at elevations between 80’ to 120’ and 140’ to 160’, a full report is on file with the 911 Coordinator for anyone that would care to have a copy. It is Edge Project number 34052 dated December 27, 2022. With these changes. The structural integrity will be improved. Terry Harris from Radio Communications submitted comments in writing for the board to consider. One of Terry’s comments concerned the addition of ice shields for the Cedar County dish. Glen said the ice shields for the Cedar County dish were in the previous analysis. One of the differences in this report is that instead of putting proposed future Jones County equipment on the A-leg this proposal puts that on the C-leg, pointing to Anamosa. This change required additional support reinforcement. Basically what the

change amounts to is the diagonals at the integrals mentioned will be replaced with strengthened “new” diagonals and mounting hardware and where the diagonals cross a hardened bolt will be installed. In addition where the existing diagonals are painted the new diagonals will also be painted to the current standard. If, at some point Jones County were to go to phase 2 lighting where warning lights flash white during the day and red at night the paint requirement would no longer be required. Terry had asked if Jones County would be required to conduct their own analysis every time we want to make a tower adaptation and get approval from Dubuque and Cedar Counties. Glen said no, they would want to know, but as long as the integrity of the tower is not compromised Jones County would be OK. Swisher asked about interference. This would have a similar issue in that all parties need to be made aware of and determine if there is a potential interference problem so that it is resolved before hand. Swisher then asked if Dubuque or Cedar are doing maintenance and they identify a problem due to say a lightning strike all parties should be notified so that each party can determine if they are affected and if so is there a responsibility sharing factor that needs to be considered. Schwab stated he has not talked to Dubuque County on this topic regarding our 28E Agreement and that it is something that needs to be revisited with all three entities. Glen stated the current Dubuque shelter is strictly a pass through there are no alarms of any type. Putting Cedar County into the Dubuque shelter, Cedar will provide alarms.

Another discussion point was what standard was used. Rev G is the currently approved standard for Jones County whereas Rev H has been adopted by the state but each county has to individually adopt each revision. It is required by law that every tower is inspected every 10 years, meaning someone actually climbs the tower to do the inspection. Swisher asked if when the Dubuque equipment was installed was the tower inspected. Glen said yes and it would have been done by Edge Consulting. Schwab stated it would be nice to have that report. Glen said we should have it, and we will double check. Roller asked if the Amber tower should go down is there is there back up and if that were to happen who is responsible for damaged equipment? Each entity has a backup path and any damage realized would be covered by the affected entity’s insurance, also covered by insurance. Now the issue is to look at the 28E agreement and see if it is adequate. Schwab stated with three entities some of the maintenance aspects of the 28E need to be addressed and we will most likely need to hire an attorney to review the legal aspects.

Roller -So where do we go from here? Schwab stated he wants some direction from this board on how you want to proceed. Swisher – seeing this proposal and after having this discussion he feels a lot better knowing Cedar County has skin in the game, they have a big investment going forward. Glen gave a quick overview of where the whole Cedar County project stands. RaCom will be getting quotes for the Amber tower work by the 18<sup>th</sup> of January. The only thing to hold it up would be the 28E.  
**Motioned by Swisher, 2<sup>nd</sup> by Roller that we work with Dubuque and Cedar Counties on a 28E that everyone is happy with before we move forward, also to attain a lawyer if needed to review the agreement. All Aye. Motion carried**

### **Proposed FY24 Budget Review**

Schwab submitted the FY24 revenue and expense budget recommendations for review. To begin with there is a spreadsheet that outlines all the projects/maintenance activities that take place on a rolling 5-year schedule. Note that the UPS batteries at the backup dispatch are due to be replaced in FY24. The Mindshare dispatch upgrade should be complete in this current FY23. So, I added a capital improvement project to upgrade the Olin Tower site for full Transmit/Receive for Law Ops at a cost of roughly \$25,000. Please be aware that in FY25 the Shared Services call taking support elements will have reached their 5-year life cycle and will have to be replaced. I’m expecting a telecon with Zetron potentially next week to get an idea of what that will entail. Schwab stated the only major line-item changes on the revenue side is the continued deterioration of the wire line revenue. Somewhat offset by a rise in the wireless revenue. And finally, I input a 4% increase for the coordinator’s salary.

**Motioned by Swisher, 2<sup>nd</sup> by Kraai to approve the budget recommendations as presented except to change the coordinator salary to a 6% raise to coincide with the other courthouse employee**

**recommended increase. The hourly rate will change from \$21.32 per hour to \$22.50 per hour. All Aye. Motion carried.**

**Motioned by Swisher, 2<sup>nd</sup> by Roller to set the FY24 Budget Public Hearing for February 2<sup>nd</sup> at 6:45PM or immediately after the Jones County EMA meeting in the Jones County Courthouse Community Room. All Aye, Motion Carried**

**Other Items of Interest**

None

**Motioned by Kraai, 2<sup>nd</sup> by Stout to adjourn the meeting at 8:20 PM. All Aye. Motion carried.**

Next Meeting if required – February 2, 2023

Recorded by:

Gary Schwab, Jones County 911 Coordinator