

February 15, 2012

Clinton County Communications Commission Technical Oversight Board Meeting Minutes

Present: Sheriff Lincoln, Chief Porter, Chief Houzenga, Chief Guy, Kevin Cain, Mark Regenwether, Mike Brown, Chief Sandry, Mayor Fahlbeck, Mayor Vulich, Jill Davisson, Chance Kness, Eric Dau, Jennifer Paukner, Michele Bott, Dan Bott, and Tara Sbertoli

- I. Meeting called to order 1700 hours by Sheriff Lincoln.
- II. Roll Call
Camanche Police - yes Quorum present - Yes
Clinton Police - yes
DeWitt Police - yes
Sheriff - yes
Camanche Fire - no
Clinton Fire - yes
DeWitt Fire - yes
EMA – yes
- III. Approval of January 25, 2012 meeting minutes –
A motion to approve the minutes was made by Chief Houzenga and seconded by Chief Guy. Motion Carried.
- IV. Recommendation of CALEA Policy:
Chief Porter distributed forms A1 A2 and A3 of the CALEA Policy. Dave Porter made a motion to recommend adoption of CALEA Policy to the Board of Directors. Chief Brian Guy seconded the motion. Motion carried.
- V. Recommendation of 28E Agreement changes:
The revised changes were reviewed and noted that changes will be effective as of April 1, 2012, which moves EMA coordinator and Chief Deputy to the TOB and Sheriff to BOD. Chief Porter made a motion to recommend said changes to the BOD for approval and motion was seconded by Chief Guy. Motion carried.

Motion was made by Chief Porter to suspend the Technical Oversight Board meeting so that concurrent meeting with Board of Directors may take the floor for approval of items IV and V at 1705 hours. Seconded by Chief Guy. Motion carried. Motion to come back into meeting was made at 1708 hours was made by Chief Porter and seconded by Chief Guy. Motion carried.
- VI. Condition of Communications Center – Presentation by Eric Dau
In 2011 Communications handled 34,727 calls for service, 24,243 911 calls, and 207,302 administrative line calls, and 110,104 Iowa/NCIC transactions. To date there has been 870 hours of overtime worked to cover short staff, sick leave, FMLA, Comp time and vacations. A long term goal is to hire or appoint an assistant manager to handle technology portion of communications center. In February of this year communications began using ProQA software a computerized version of EMD. This software was paid for in 2008 but

communications was waiting for the development of an interface from the CADS software SLEUTH. Currently there are 4 operators who are EMD-Q certified and plan to send more to training. The IT department will be installing a new server for CADS to stand alone and we are hopeful that this will solve issues experienced with SLEUTH. Narrowbanding reprogramming is in progress, the RFP has been advertised and vendors have until 2.29.12 to respond. The cost of the narrowbanding project is expected to be in the area of \$50,000 to \$100,000. Next Generation 911 allows operators to receive texts and picture messages from callers – in order to be able to switch to NG911 we will need to switch to a IP based phone system. Our current radio system is 11 years old and the system is outdated – parts are difficult to replace, and we have no more room on the rack to add channels. Cost of this system 11 years ago was \$152,300.

VII. Possible Relocation & Remodel of Communications Center by Eric Dau

Communications Manager Eric Dau did a short presentation with the BOD & TOB informing them of space possibly available at the Administration Building for a new Communications Center. Current space at the law center is no longer adequate for the needs of communications. Currently there are three work stations and during emergencies or extreme weather it would benefit to have more staff come in to assist with the call load, but there is no space. Currently we have 524 sq ft of space and approximately 1723 sq ft at the administration building site. New space would be 3 times larger. Clinton Police Chief Brian Guy recommended that a consultant be hired to research and make recommendations regarding the feasibility and costs associated with moving Communications to a new or different facility.

VIII. A motion to adjourn was made by Chief Houzenga and seconded by Chief Guy. Motion carried, meeting adjourned at 1748 hours.

Respectfully submitted by: *Tara Sbertoli*

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