

**E911 SERVICE BOARD  
MEETING MINUTES  
Frances Banta Waggoner Library  
February 15, 2012**

Voting Members Present:

Andover – Leon Bott  
Calamus – Terry Steines/Michael Lacey  
Camanche – Ken Fahlbeck/Bob Houzenga  
Charlotte – Peggy/Dave Sellnau  
Clinton – Mark Vulich/Brian Guy  
Delmar – Patty Hardin  
DeWitt – Dave Porter

Goose Lake – Kevin Cain  
Grand Mound – Dan Behr  
Lost Nation – James Schroeder  
Low Moor – Tom Goldensoph  
Welton – Glenn Boswell  
Wheatland – Kathy Rohling/Virgil Noel  
Clinton County – Jill Davisson  
Toronto

Entities Absent:

Non-Voting Members Present:

Jennifer Paukner - EMA  
Mike Brown – Clinton Fire  
Mark Regenwether – Clinton Fire  
Reese Schlade – Calamus Fire  
Rick Lincoln – Clinton Co Sheriff  
Tara Sbertoli – Sheriff’s Office

Robert Sandry – DeWitt Fire  
Winston Rock – Low Moore Resident  
Chance Kness – EMA  
Tom Paarmann – Sheriff’s Office  
Michele Bott – Citizen  
Dan Bott – Citizen

- I. Call to Order - Meeting was called to order at 6:00 p.m. by chairman Tom Paarmann.
- II. Roll Call - Roll call was taken by Tara Sbertoli. A quorum was present with 14 entities.
- III. Approval of Meeting Minutes - Minutes of the February 8, 2011 E911 Board Meeting were presented. A motion was made by Kathy Rohling to approve the minutes as mailed out and seconded by Reese Schlade. Motion carried.
- IV. Public Hearing - A motion was made by Virgil Noel to close the meeting for Public hearing and seconded by Jill Davisson. Vote approved and motion carried. Public meeting began at 6:03 P.M. Consultant Dale Anderson reviewed the E911 Surcharge Fund Budget and answered any questions. Noting that the income is in the left column and the right column is monies spent this year. Line C is the budget being proposed tonight in the amount of \$521,100. A motion was made by Dave Porter to close the Public Hearing at 6:17 P.M. and was seconded by Michael Lacey. Motion carried.
- V. Budget - A motion was made by Michael Lacey to approve the budget for 2012-2013 in the amount of \$521,100 as presented by Consultant Dale Anderson and seconded by Kevin Cain. A roll call vote was made by entity and motion carried,

Roll Call Vote:

Andover – yes	Delmar – yes	Low Moor – yes
Calamus – yes	DeWitt – yes	Toronto – yes
Camanche – yes	Goose Lake - yes	Welton – yes
Charlotte – yes	Grand Mound – not present	Wheatland – yes
Clinton – yes	Lost Nation – yes	Clinton Co. – yes

VI. Project Funds - Communications Manager Eric Dau proposed that each department be given a \$4,000 allowance for the upgrade of equipment out of the current budget. A motion was made by Michael Lacey and seconded by Peggy Sellnau. Motion carried. All purchases/receipts must be turned in by June 1<sup>st</sup>, 2012 in order to make the 2011-2012 budget. Tara Sbertoli will be sending out a letter to each department regarding allowance as in past years. Equipment has to be in hand, either pay vendor or reimburse the department. Please refer to Section 34A of the Iowa Code for more information. If your department is not in need of the funding the money does not have to be spent and can be used by another agency in need.

VII. Election of Officers

According to our current E911 Service Board bylaws Chair, Vice Chair and secretary need be voting members of this board. Bylaws are in the process of being updated at this time and changes may be made at a later date. Communications has been given an extension for the update until August due to notification being made during the interim period. There will need to be a meeting at a later date to modify these bylaws and approve.

Jill Davisson made a motion to nominate John Staszewski as Chair and cease nominations. Motion was seconded by Mark Vulich. Motion carried.

Jill Davisson made a motion to nominate Don Thiltgen as Vice Chair. Nomination was seconded by Peggy Sellnau. Kevin Cain made a motion to cease nominations. Motion was seconded by Patty Hardin. Motion carried.

Jill Davisson made a motion to nominate Kathy Rohling as Secretary and Michael Lacey seconded the nomination. Motion to cease nominations was made by Patty Hardin and seconded by Kevin Cain. Motion carried.

VIII. Review of 2011 & Preview of 2012

by Communications Manager 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 the 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 CAD software SLEUTH. Currently there are 4 operators who are EMD-Q certified and there are plans to send more to training. The IT department will be installing a new server for CAD 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 narrow banding project is expected to be in the area of \$50,000 to \$100,000. A Clinton County citizen, Michele Bott, raised questions regarding previous funding allocated to narrow banding. After a lengthy discussion it was noted that there was no clear documentation on specific services requested for the narrow banding prior to the RFP process. The RFP was drafted to provide clear and specific guidelines for bidding purposes and scope of work. The goal for this project is to

meet federal mandates and to provide standardization throughout Clinton County. Communications Manager Eric Dau and EMA Coordinator Chance Kness have taken the RFP to all law enforcement, fire department and EMS associations to discuss the scope of work. There were no objections from the previously named organizations about proceeding with the RFP as proposed.

Next Generation 911 allows operators to receive texts and picture messages from the public. This will not be occurring until Clinton County is able to switch to an 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. Communications Manager Eric Dau informed the E911 service Board 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 there is 524 sq ft of space and approximately 1723 sq ft at the administration building site. The new space would be three times larger.

- IX. A motion was made for adjournment by Kevin Cain and seconded by Dave Porter. The meeting adjourned at 7:28 P.M.

Respectfully submitted by,

Tara Sbertoli  
E911 Service Board Secretary