

CEDAR COUNTY E-911 SERVICE BOARD

July 8, 2010 MINUTES

APPROVED _____

Chair Bell called the meeting to order at 6:22 p.m. at the Law Enforcement Center.

Those present were E-911 board members and/or appointees and alternates to include Board of Supervisors: Jon Bell; Bennett: absent; Clarence: Randy Burken; Durant: Shawn Jepson; Lowden: absent; Mechanicsville: Boyd Stine; Sheriff Warren Wethington; Stanwood: Dennis Coppess; Tipton: Curt Woode; West Branch: Don Kessler; West Liberty: absent; Atalissa: absent; New Liberty: absent; Oxford Junction: absent; and Wilton: absent at start of meeting. Others in attendance were: EMA Director Tim Malott, West Branch City Administrator Matt Muckler: Cedar County Public Health Director Mary Dorris; Sue Hall with the Press, and three individuals from Communications Engineering.

Moved by Coppess seconded by Burken to approve the meeting agenda.

Ayes: All

Moved by Burken seconded by Jepson to approve the minutes of April 8, 2010.

Ayes: All

Receipts and expenditures were reviewed.

Moved by Woode seconded by Coppess to approve the receipts and expenditures, as presented.

Ayes: All

Old business was discussed.

Tim Malott reported that the narrow banding licensing now needs to be done by January 2013. All frequencies have been identified, and the process is being done for licensing for all entities. Malott asked everyone to inventory their pagers and radios. In August programming of equipment will be scheduled, and equipment will be replaced that cannot be programmed. Tim Malott would like to apply for a grant for a microwave system between the Law Enforcement Center and the Courthouse. They could apply for a grant, but there are funds budgeted for Phase 1 of the project. Malott estimates \$9,600/year would be saved due to elimination of six T1 lines. There would be a two-year return on investment. Malott asked the Board for a decision to continue on now or wait for a grant approval. Discussion was held.

Moved by Coppess seconded by Jepson to apply for the grant and if they don't receive grant funds, then move on with the project.

Ayes: All

New business was discussed.

It was noted the West Branch Police Department has requested some changes. The individuals from Communications Engineering gave a presentation. They indicated they were at this meeting on behalf of the West Branch Police Department. West Branch has had a VHF repeater system put in, but the West Branch Police Chief has indicated there are safety and communication issues. They have had problems communicating to the schools and they would like to make an improvement on receiving Cedar County OPS. One of the individuals reviewed the features of the new system installed at West Branch. It meets the narrow banding requirement. There can be two conversations on one repeater at the same time, and it is very durable. The company's proposal is to bring the radio link equipment to Tipton to get a closer link to the repeater for a cleaner signal. They would put an antenna on the tower at the Courthouse or at the Law Enforcement Center. It would stay on the Law Enforcement frequency. The schools and the County would not be linked. Tim Malott expressed a concern about wanting to stay on a certain standard of equipment, and he asked if it is Emergency Responder certified (P25). Dennis Coppess asked if for instance the equipment takes a charge of lightning, who would cover the equipment cost? Jon Bell asked about maintenance. The Communications Engineering representative said West Branch would be responsible, since it would be their equipment. Further discussion was held. Malott asked when we go to digital, will this equipment work? The representative noted the Project 25 radio would replace the analog radio. It would be West Branch's expense. Gary DeVore of Wilton joined the meeting at 7 p.m. Discussion was held about where to put the equipment. Malott felt there would need to be a signed Memorandum of Understanding and further research for the placement of the equipment. Coppess wondered if other communities would come forth wanting assistance with equipment.

Moved by Wethington seconded by Woode to pursue a Memorandum of Understanding between the City of West Branch and the E911 Service Board.

Ayes: All

Don Kessler asked when the equipment warranty would start. The company representative said it would be when the project is finished. Kessler asked if they would take the system back if it doesn't work. Chair Bell noted the meeting should continue on with any other business.

Director Malott noted that if the Board contracts with any others, they could be part of the voting board. He referenced Johnson and Linn Counties with whom we contract for hazardous materials services. Malott presented Drafts 1 & 2 of the By-Laws, which would address this issue. Discussion was held. It was the consensus to approve Draft 2 which includes the following language: "governed by a 7 of 15 members to be known as a simple majority".

Moved by Coppess seconded by Wethington to approve Draft 2 of the By-Laws of the Cedar County E911 Service Board.

Ayes: Burken, Jepson, Stine, Wethington, Woode, Coppess, DeVore

Tim Malott reported on addressing of new houses in communities. He noted 69 houses were not listed with 911 in West Branch, but they are now. Tipton had a few that were not listed. It was agreed that there needs to be method to take care of this issue. Chair Bell suggested sending a letter to each community regarding communication concerning this matter.

The GeoComm renewal contract and costs were reviewed. Malott recommended reducing the licenses from 29 (\$2,900) to 4 (\$400). The licenses would be for the following: 2 for the County Engineer's Department, 1 for Tim Malott and 1 for the Mobile Command. Malott will try to reduce some of the other costs. Discussion was held. The air cards can still be used to identify buildings if needed and for a small Dispatch area if the building goes down.

Moved by Coppess seconded by Wethington to spend the amount needed for four GeoLynx 9-1-1 Mobile Mapping software licenses and to try to reduce the other costs if we can.

Ayes: All

Discussion was held regarding a Firemen Grant for communications. We would have to contribute 5% of \$18,000 for the microwave project plus the cost of radio upgrades and programming for new pagers. Malott would like to contact Steve Meyer to assist with writing the grant. The grant would need to be sponsored by a fire department. If it is a regional county-wide grant, Malott has been told it would move to the top of the list for consideration. Discussion continued. It was noted that more research could be done concerning possible costs, and the information could be presented at the next meeting in October. Coppess felt the Board could meet sooner if needed. Other members agreed.

Moved by Woode seconded by Coppess to allow Tim Malott to explore and see what dollar amount the project might be, and present the information at the Board's next meeting on October 14th.

Ayes: All

Moved by Coppess seconded by Woode to adjourn the meeting at 7:32 p.m.

Ayes: All