

## CEDAR COUNTY E-911 SERVICE BOARD

July 14, 2011 MINUTES

APPROVED \_\_\_\_\_

Vice Chair Wethington called the meeting to order at 6:30 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: Orville Randolph; Clarence: Randy Burken; Durant: Shawn Jepson; Lowden: absent; Mechanicsville: Boyd Stine and Doug Cook, Sheriff Warren Wethington; Stanwood: Mike Dauber; Tipton: Greg Hall; West Branch: Dick Stoolman and John Hanna; West Liberty: absent; Atalissa: absent; New Liberty: absent; Oxford Junction: absent; and Wilton: absent. Others in attendance were: Tim Malott, Director; Brad Gaul, Cedar County Supervisor and Sue Hall, Press.

Moved by Cook seconded by Jepson to approve the meeting agenda.

Ayes: All

Moved by Stoolman seconded by Randolph to approve the minutes of April 14, 2011.

Ayes: All

Revenues and expenditures were reviewed.

Chair Bell joined the meeting at 6:35 p.m.

Moved by Cook seconded by Randolph to approve the revenues and expenditures, as presented.

Ayes: All

Chair Bell conducted the remainder of the meeting.

Old business was discussed.

Discussion was held regarding the narrow banding project. Director Malott reviewed a checklist of items that are complete and to be completed. Items on the list that are complete are: Evaluate all existing licenses.; Submit an application to modify your FCC license to add the narrow band emission.; Conduct a full inventory of all radio equipment on your system; and Determine which equipment can be re-programmed and which must be replaced. Those items on the list that are yet to be completed are: Initiate the internal business process of budgeting for the project.; Develop a community coordinated implementation plan.; and Schedule and coordinate dates and times for the actual conversion. Phase I of the project in the grant includes interoperable communications system narrow banding for Fire, EMS and 911 for an amount of \$331,425. Phase II in the grant includes interoperable communications system infrastructure for an amount of \$353,290. This is a Firemen's Grant, and the City of Tipton is the host community for the grant. The Phases include getting the radios that are needed through upgrading or purchases and programming the radios. The grant has not yet opened. Malott asked what the communities would do if the grant is not received. Past practice for the grant shows

receipt of funds in 11 to 12 months. Malott noted the Presidential Library in West Branch is one of the key items in the grant. He advised that once the conversion starts to take place across the State, individuals may not be able to understand each other since some may have converted to narrow banding and some may not yet have converted their radios, and he noted there may be times when individuals may not be able to talk to each other. For example, Law Enforcement to Fire, etc. Malott felt the next 18 months may be tough for hearing communications. The County Engineer is finished with the conversion, and Public Health will be finished soon. The estimated cost to convert one radio is \$50. Randy Burken said he was told by a vendor that the conversion could be done in one day for the City of Clarence. It was suggested to Malott that the conversion take place in the winter months, since there will likely be not as many trying to convert then. Malott has secured a guarantee from a vendor that they would do the programming for Cedar County entities during the month of August 2012. A study was done of the County's needs. Malott proposed using microwave dishes, and if one goes down, the system reverses so they would not be without communications. Director Malott displayed the estimated costs for each community to convert their radios. He asked those in attendance to do some "brainstorming" on an implementation plan for their communities in case the grant funds are not received. Those in attendance relayed some ideas which included, but were not limited to: asking their Councils/Board, levying, borrowing, fund raising, taxing for emergency services, and increasing the 911 surcharge on phone land lines. Director Malott noted the E911 Board is only responsible for funding the upgrade of the 911 Center (PSAP). There is a 5% match for the Firemen's Grant. E911 indicated they would may that \$16,000 to \$17,000. This is for Fire and EMS only. Malott noted if the 911 phone surcharge was increased from \$1.00/mo to \$2.50/mo, an additional \$120,000/year would be generated which could be used towards this project. Approval of the increased surcharge would be required through a question on an election ballot. Scott Jepson wondered if more people would drop their land lines if the surcharge is raised. Malott noted the option of communities only purchasing/upgrading so many radios each year, which of course may result in a reduction of the number of radios available. He noted the FCC will be monitoring frequencies, and there are possible fines. Director Malott suggested that the communities budget to have funds July 1, 2012 in their FY12 budgets. He expects to receive the grant results in May through July, 2012, and he suggested getting the equipment converted by July or August 2012. The conversion process was discussed. Malott noted someone would need to be on-call to take care of areas that are down due to conversions. He stressed that communities would need to have most or all of their equipment available to the vendor on the date scheduled for their community's conversion, so that that the conversion goes smoothly. Malott asked that the communities get their implementation plans to him by the end of August 2011. Chair Bell asked Malott to send the cities an outline of what he expects to see in their plans. Malott said he would send the outline. Director Malott said the point of contact for a password to update licenses is complete. All EMS and Fire departments have completed the survey information for the grant. One EMS department is not in the grant.

New business was discussed.

Director Malott advised the Board they need to elect a new Vice Chair. Currently the Vice Chair is Sheriff Wethington and the Chair is Jon Bell. Malott has been told since they are both from the Cedar County entity, the Vice Chair needs to be from a different entity. Discussion was held.

Moved by Dauber seconded by Stoolman to appoint Orville Randolph as Vice Chair.

Moved by Jepson seconded by Stoolman that nominations cease and to cast a unanimous ballot.

Ayes: All

Director Malott noted he has sent a draft of an ordinance concerning a uniform rural address and road naming system to the County Attorney's Office for review. The County Attorney's Office is revising some sections of the draft. The Director again reviewed open and paid bills, as he did when expenditures were reviewed. He suggested paying the County for Geographic Information System mapping, rather than using another vendor, which will reduce costs. There were no objections. Discussion was held regarding going from a seven to ten digit phone system. They would have to rewrite the whole program for the Zetron system. Malott reviewed rural address signs needed in Edgewood Subdivision and Hidden River View Subdivision. The Director asked if there is any training the communities need.

Open discussion was held.

Director Malott referenced tones to tone out Fire and EMS. There is a phone text program you can do to send out personnel on calls. Orville Randolph said Bennett uses a text program. Malott said the LEA Fusion Center 3 gave them a program about three or four years ago that allows this to happen, but he currently cannot find the program. Data would need to be put into the program and then kept current.

It was noted the next Board meeting would be October 13, 2011.

Moved by Dauber seconded by Burken to adjourn the meeting at 7:51 p.m..

Ayes: All