

CEDAR COUNTY E-911 SERVICE BOARD

October 11, 2012 MINUTES

APPROVED _____

Chair Bell called the meeting to order at 6:34 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: Mark Anderson; Clarence: Dan Sander; Durant: Shawn Jepson; Lowden: Barry Hoffmeier; Mechanicsville: Boyd Stine; Sheriff Warren Wethington; Stanwood: absent; Tipton: absent; West Branch: Don Kessler; West Liberty: absent; Atalissa: Gene Hammon; New Liberty: absent; Oxford Junction: absent; and Wilton: absent. Others in attendance were: Tim Malott, Director; Mike Horihan, West Branch Police Chief and Sue Hall, Press.

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

Ayes: All

Moved by Kessler seconded by Jepson to approve the minutes of July 12, 2012.

Ayes: All

Revenues and expenditures were reviewed. Malott also noted upcoming expenses.

Moved by Kessler seconded by Jepson to approve the revenues and expenditures, as presented.

Ayes: All

Old business was discussed.

Director Malott reported all equipment has been purchased for the interoperable communications system narrow banding for Fire, EMS and 911 utilizing Phase I of the Assistance to Firefighter's Grant Program and it is at the vendors. He noted the vendors that are being used. Because the frequency was issued to other entities also, letters of consent are needed from those entities. Malott is acquiring those letters. Everyone should have received their pagers. Some of the old pagers may be sold with the funds going back to the departments where the pagers came from. Malott felt that all should be to narrow band soon. The equipment has been ordered for Phase II of the Firefighter's Grant Program, which is the interoperable communications system infrastructure. We are awaiting for FCC final approval.

The seven to 10-digit phone system will be switched on Thursday, October 18th utilizing the services of Graybill. The switchover will be done between 4:30 a.m. and 6:00 a.m. The move to next generation will be done sometime this month. The wireless connection will come up on fiber.

New business was discussed.

Chair Bell gave a report on the public hearings that were held on the proposed uniform rural address and road naming system ordinance. The Board of Supervisors held two public hearings concerning the ordinance. Two recommendations came from the Supervisors, those being to allow signs to remain if there are three or less residences and the owners would pay to have an additional address sign placed close to each residence, and that there should be an appeal process. Bell noted the Environmental & Zoning Director would like a 911 address issued when he issues a well permit so that he can track the location of the well, since sometimes his G.P.S. (Global Positioning System) equipment is not as accurate as he'd like. Bell indicated perhaps the G.P. S. equipment should be calibrated, and also the Assessor is looking at purchasing new equipment for the G.I. S. (Geographic Information Systems) Technician. He reported there was a couple at one of the public hearings that had requested that Tim Malott issue a 911 address for their pasture, since the husband is working there sometimes and they had requested a well permit. The number has not been issued. Bell said others may want an address for a field, and he referenced the budget and on-going costs. A fee must be paid by the 911 Board for every address. Malott noted it takes about 12 years to get the money back from a cell phone surcharge for an address sign. Discussion was held concerning the recommendations. Tim Malott noted the surcharge funds cannot be used to change the current address numbers that were issued incorrectly. Funds to change those numbers for the owners would have to come from a tax on everyone. Shawn Jepson asked how many this would affect. Malott estimated a maximum of 100. Bell noted those at the hearings were willing to pay for the signs that would be needed when there are three or less residences. The proposed ordinance allows for revenue for signs requested by new owners or replacement signs. Malott noted the proposed ordinance is needed to bring in the revenue. Don Kessler wondered if when the 911 Board looks at an appeal, would there be special meetings required? Malott said no. Bell stated the couple at the hearing was told the date and time of this Board's next meeting. Sue Hall inquired about how the incorrect numbers would be changed. Bell again noted they would have to start taxing for that if the Board were to pay for correcting those numbers. He said some of the Supervisors didn't think the cost of changing an incorrectly issued address number should be the responsibility of the owner. Malott proposed giving the owners a timeframe to correct their numbers, perhaps one year. The Board of Supervisors returned the proposed ordinance to the 911 Board with the above recommendations.

Moved by Hoffmeier seconded by Stine to amend the proposed ordinance per the Board of Supervisors recommendations and to go through the process for adoption of the proposed uniform rural address and road naming system ordinance.

Ayes: All

A draft FY2013-2014 budget was reviewed. Discussion was held. Malott noted that in 2018 narrow band work will be required again to split frequencies. He reported \$21,500 was received from the insurance company for a lightning strike that damaged equipment. A \$1,000 deductible was paid. Century Link is now charging \$485/month, from the \$172/month previously charged for one of the T1 lines. He projects that with the microwave; there will be about a \$700/month drop in fees which will help the budget.

Malott asked that this budget be taken back to the City Councils for review. He noted when the voting is done at the final budget hearing, the voting has to be done by an elected official.

Director Malott proposed purchasing an Emergency Callworks system and installing it the week of October 15th. This system would allow fire emergency dispatching with three laptops from another location in the event the Dispatch Center cannot operate. He noted they might need to look at an upgrade for our Wahltek system to IP, and he is looking to add an outside data line for remote service on equipment. That line would cost from \$45 to \$40/month

Moved by Jepson seconded by Stine to allow the purchase of the Callworks system and installation of an outside data line for service.

Ayes: All

Tim Malott noted the purchase of the 911 phone system went from \$130,000 to \$140,000 and he asked that the Board approve the amended purchase amount. The original amount was approved in April.

Moved by Kessler seconded by Stine to approve the amended purchase amount of \$140,000 for the 911 phone system.

Ayes: All

Director Malott asked for approval of the insurance settlement for the lightning strike.

Moved by Jepson seconded by Sander to approve the insurance settlement of \$21,500 for the lightning strike which damaged the 911 equipment.

Ayes: All

Malott requested approval of the GEO Comm. annual renewal in the amount of \$1,475. He noted the system is working fine, but it may not be needed later.

Moved by Hoffmeier seconded by Kessler to approve the GEO Comm. renewal.

Ayes: All

Tim Malott reported that Region VI will give us \$8,000 worth of ACCUM interface equipment to connect radios in Dispatch. The interface allows VHS Dispatchers to talk to an 800 radio. We would need to pay the \$500 to \$600 installation cost.

Moved by Jepson seconded by Hoffmeier to allow the \$500 - \$600 expenditure for installation of the ACCUM equipment.

Ayes: All

The cutover for the next generation system is projected prior to the end of October and will be done between 2 a.m. and 5 a.m.

Tim Malott reported he will be attending the NENA/APCO Conference October 22nd through 25th.

Open discussion was held. Tim Malott asked that if entities are not receiving faxes from the Dispatch Center, to let them know as soon as possible.

It was noted a budget amendment would be needed for the current budget for the insurance settlement revenue.

Moved by Sander seconded by Jepson to set January 10, 2013 at 6:25 p.m. as the time for a FY2012-2013 budget amendment hearing.

Ayes: All

The Commission's next meeting will be on January 10, 2013.

Moved by Jepson seconded by Kessler to adjourn the meeting at 7:42 p.m.