

Marion County 911 Board Minutes
September 27th at 6:00 pm
Knoxville Township Fire Department

1. Vice Chair Kenny Thompson called the Marion County 911 Board meeting to order at 6:01pm.
2. Secretary Kim Pettyjohn took a verbal roll call and the following members and guests were in attendance:

City of Bussey	John Price
City of Harvey	Dennis Seibert
City of Knoxville	Dan Losada
City of Melcher	Terry Fisher
City of Pella	Absent
City of Pleasantville	Jordan Van Ness
Clay Township	Brice Loonan
Indiana Township	Absent
Knoxville Township	Kenny Thompson
Lake Prairie Township	Doug VanGorkom
Marion County BOS	Absent
Pleasant Grove (Pleasantville)	Absent
Red Rock Township	Absent
Washington Township	Absent

Also present

Knoxville Fire Department	Jim Mitchell
Marion County EMA/911	Jeff Anderson
Marion County EMA/911	Kim Pettyjohn
Marion County Zoning/911	Melissa Poffenbarger
Pella Police Department	Robert Bokinsky

3. *Approve agenda for regular session of 09/27/17:* There was a motion by Price and a second by Losada to approve the agenda as presented. All members were in favor and the 09/27/17 regular session agenda was approved.
4. *Approve minutes of 05/25/17 meeting:* There was a motion by Seibert and a second by Van Gorkom to approve the 05/25/17 meeting minutes. All members were in favor and the minutes were approved.
5. *PSAP Grant Update:* Anderson advised he, Slycord and Bokinsky met with Duane from Racom and went over all radio issues. Duane set a date of when all issues would be completed and those dates have passed. Anderson advised some of the issues go beyond Racom to the manufacturer of radios but Harris has kicked it back to Racom to fix some issues. The scanning issues can be tied to the volume level within the radio, meaning the radio is actually not hearing it. When they met with Duane, they gave him the opportunity and he was told if issues weren't fixed, they would be talking with Mike Miller, the owner of Racom. Losada advised the issues are getting worse for them. VanGorkom thinks Racom is overly busy and daily business is not being taken care of. Bokinsky advised there is a lot of competition in the state right now for communications and they are one of the top two. He advised they are going to blow an opportunity

because they aren't taking care of their customers. Loonan said it's been this way for a long time and they are not great about getting back to customers. Losada thinks the next step is to go to the boss, the next step after that would be to go to Harris and advise them of the vendor not getting work done. Anderson would like recommendation from the Board to take that next step and handle the issue. The Board agreed and advised Anderson and Chief Bokinsky to have the conversation with Mike Miller about the ongoing issues.

6. *By-Laws Update:* Anderson advised legislation passed last session stating the Marion County EMA Commission is now entitled to a seat on the 911 Service Board. The 911 staff will make the correction to the By-Laws and bring it to the Board at the next meeting. Anderson wants the Board to advise if there are any other issues in the By-laws, like the quorum, that they would like addressed. Currently we need eight for a quorum and this has been an issue. Losada recommended lowering the number to five so the Board does not continue to have the issue of not meeting the quorum. Van Ness asked if it would require more for budgetary items. Anderson advised they could put that stipulation in if they choose, but there was nothing stating they needed a certain number for budgetary items. Losada made a motion to change the quorum number from eight to five, with a second by Loonan. All members were in favor and the motion passed.

7. *Update and action as needed from Executive Committee on Strategic Plan and Communications Plan:* Anderson advised the Executive Committee met in August and Chair Slycord talked in depth about the last two years and trying to develop strategic plans on funding...where are we going, what are we doing, etc. After much dialogue, they narrowed focus to a communications system and the desire/need to move some direction as far as a communications system. Anderson advised the Executive Committee had a side bar conversation on whether the 911 Board was the appropriate group to tackle a communications system. It was decided they did not need a secondary committee and the 911 Board has the right people to work on this and has the funding stream. Their discussion moved to what it looks like and how we do that. Anderson continued by saying they all acknowledged they were not hired to build radio infrastructure. The Executive Committee decided there is a need to hire a consultant to do this work and then when time the 911 Board would make the decisions. Anderson advised that both Chief Bokinsky and Slycord have experience in this already from being members on Mahaska County's 911 Board and they are currently going through this process with them. Losada stated this is a no-brainer and the 911 Board should move forward. Anderson advised there would need to be a discussion with the Board of Supervisors for funding and that he has talked briefly with Chair Raymie. Anderson stated they both agreed the request to the BOS for funding would be better received if it came from a consultant versus fire chiefs, police, law, etc. Losada asked Anderson what he needs from the Board to start this process. Anderson referred to Bokinsky on how to start the process. Bokinsky explained to put the information out for the scope of work and the Board needs a consultant to tell them how to build this out. Mitchell asked if a RFP is the way to go. Bokinsky advised at least the work that goes into the RFP's and they may need to talk to councils as well. Anderson advised it was also directed from the Executive Committee for the 911/EMA staff to see how many counties are using a lawyer. Anderson recommended seeking outside council that will be there from the first step. County Attorney Bull has preference that the Board use outside council and advised they could work in conjunction with the County Attorney office, but this is contract law. Anderson moved the discussion to what the Board needs to do and what

they want staff to do. Anderson asked Bokinsky if the Board sets precedent of what they want. Bokinsky advised the Board would and it would be best for them to give a few options...like 90, 95, 97% coverage. Anderson advised the Board members they need to start thinking of what standards are going to be. His suggestion would be for them to direct 911 staff to reach out to Warren and Mahaska on what they have done so far and ask if that information can be shared with Marion County's 911 Board. Losada made a motion to that affect, with a second by VanGorkom and all members were in favor. Anderson advised the Board they need to engage the Board of Supervisors as soon as possible. VanGorkom asked how to engage the BOS and Anderson advised either a letter or an email from the Chairperson to all three members would be a good start. Members agreed that was a little too strong and Fisher asked about the Executive Committee members asking for a meeting with them. Members agreed with that and Anderson will make a request for them to be put on the October 10th Board of Supervisors meeting agenda.

8. *Coordinator Update – Addressing in our smaller cities:* Anderson reminded Board members on behalf of the 911 staff to talk to their city staff who do addressing to let the 911 staff know when they create or change an address or it will not be on the 911 map. Some cities have new staffers doing new jobs, so that may be some of the issue. If they have any questions have them contact us.
9. *Coordinator Update – GIS Grant:* Along with legislation changes that took place the State has offered 911 Service Boards GIS grants in the amount of \$15,000 per PSAP. This makes our Service Board eligible for \$30,000. Whether we applied for the grant or not we would have to pay the cost for GIS maintenance. Anderson advised he applied for and was granted this money. Part of this amount will go to Brian Hatch's wages to maintain the Marion County road layer and part will go toward Kim's salary for GIS updating and maintenance. Currently her salary is about 75% EMA and 25% 911 and Anderson is going to flip flop that. The period for this project is from Oct 1st through the end of June. Kim will work a total of 1,025 hours from Oct 1st through end of June on this project. Anderson advised if Board members were okay with that, they would proceed. There were no objections.
10. *Coordinator Update – Shield Proposal and Geo-Comm Proposal (MCSO):* Anderson advised Martha Dykstra sent a request for a 3rd Geo-Comm mapping position at her PSAP and Shield training licenses. Anderson advised the Executive Committee discussed this and would like the Sheriff's Office to do a presentation to explain the proposals. There was a motion by Losada and second by Fisher for the Sheriff's Office to present what the proposals are for. All members were in favor and the motion passed.
11. *Establish next meeting date:* The next 911 Service Board meeting was set for Wednesday, November 1st at 6:00pm with a location to be determined.
12. *Adjourn meeting:* There was a motion by Thompson and a 2nd by Van Gorkom to adjourn the meeting. All were in favor and the meeting adjourned.

Respectively submitted

Kim Pettyjohn