

Marion County 911 Board Minutes
December 13th at 6:00 pm
Marion County Court House

1. Vice Chair Kenny Thompson called the Marion County 911 Board meeting to order at 6:00pm.

2. Kim Pettyjohn took a verbal roll call and the following members and guests were in attendance:

City of Bussey	Brian DesPlanque
City of Harvey	Charles Evans
City of Knoxville	Dan Losada
City of Melcher	Terry Fisher
City of Pella	Robert Bokinsky
City of Pleasantville	Absent
Clay Township	Jim Findley
Indiana Township	Absent
Knoxville Township	Kenny Thompson
Lake Prairie Township	Doug VanGorkom
Marion County BOS	Absent
Pleasant Grove Township	Absent
Red Rock Township	Absent
Washington Township	Absent
<u>Also present</u>	
Marion County EMA/911	Jeff Anderson
Marion County Sheriff's Office	Martha Dykstra
Marion County Sheriff's Office	Troy Fisher
Marion County Zoning/911	Melissa Poffenbarger

3. *Approve agenda for regular session of 12/13/17:* There was a motion by Losada and a second by Terry Fisher to approve the agenda as presented. All members were in favor and the 12/13/17 regular session agenda was approved.

4. *Approve minutes of 11/01/17 meeting:* There was a motion by VanGorkom and a second by Loada to approve the 11/01/17 meeting minutes. All members were in favor and the minutes were approved.

5. *By-Laws Update:* Anderson advised the highlighted blue sections are new additions, and the yellow is the staff's attempt at capturing what the Board requested at the last meeting. Losada and VanGorkom agreed it appeared correct. Anderson stated the next change was the number for a quorum and in the last section of the by-laws he had missed where it states hard copies must be mailed at least 30 days prior to approving for board members to review. Chief Bokinsky questioned the section where proxy members were added and whether it's just the primary board representative or also the alternate that can designate a proxy. After a bit more discussion regarding who can designate the proxy the Board decided it should state each official primary representative can designate a proxy. Dykstra advised the staff needed to correct the signature page to only show Red Rock Township, not East and West and also add the EMA Commission. Losada advised to correct addendum A to have current list of members. Losada made a motion to move

forward with the modifications of the by-laws as presented tonight and approve them. VanGorkom seconded the motion and all were in favor.

6. *Board approval of 911 plan:* Anderson advised a written 911 plan is required by the state and is to be submitted to them by Jan 1st. Anderson stated he took the existing plan and added what the office is currently doing. He advised the staff is trying to get GIS data up to NG911 standards by utilizing GeoComm and 911 staff. The rest of the plan lists voting members, non-voting members, chair and vice chair, the geographical area the Board is responsible for, the public and private safety agencies in area, PSAP information, contact information for the Board and a statement for reoccurring and non-reoccurring charges. Dykstra asked if the EMA Commission will be added. Anderson advised he would add them. He stated he has questions on whether Monroe, Prairie City and Runnells should be included. Marion County doesn't get the surcharge money from these certain areas, but we are still responsible for the signage. Losada had a question on the approximate \$134,000 paid to NG911 cost that as listed as a reoccurring cost. Anderson advised he had inadvertently put it in the wrong column and he will move it to non-reoccurring costs. Anderson advised Windstream is not cooperating, so he is using previous numbers and will advise Blake of the issue. VanGorkom asked about members on the list that never attend the 911 meetings. There was a brief discussion on those members needing to be there and trying to do better outreach to them or assist them in finding new members. Losada made a motion to approve the 911 service plan with corrections as amended. There was a second by Terry Fisher. All were in favor and the plan was approved.
7. *Board discussion regarding outside legal counsel:* Pettyjohn advised the Board had direct them to get cost estimates from two attorneys. She spoke with Carlton Salmons, who came highly recommend by Jamey Robinson from Mahaska County. Mr. Salmons advised Pettyjohn that if the Board does not currently have an attorney that they definitely need to have one, stating that the Board is a separate municipality and needs to be very careful and in compliance with the laws. Pettyjohn stated that Mr. Salmons feels that there may be the need for two attorneys, one for every day legal issues and a second who specializes in public bidding law and radio communications issues. He advised his rate is \$160 per hour. Mr. Salmons also recommended that Pettyjohn speak with Chief Bokinsky from Pella as he has a great understanding of what is going on in Mahaska County. Pettyjohn advised the second attorney she spoke with was Drew Larson form Brown Winnick out of Des Moines. Pettyjohn advised she was told this would be a team effort from the law firm and they would send associates and junior partners, when appropriate, for cost effectiveness, but overall would have a team of well-established and experienced lawyers, who work primarily utility/telecommunications related issues. There wages range anywhere from \$180 to \$400 per hour. Brown Winnick provided an entire packet on their cost estimate and information of how they would serve the Board, including cost estimates on projects, such as RFP review. There was a brief discussion amongst the Board members regarding and they then asked the 911 staff to get references from Brown Winnick for specific cities and municipalities they have worked with. Bokinsky advised he has seen such a benefit in Mahaska County with them having an attorney to assist their Board. He advised there has been a number of times where their Board is leaning in one direction and Mr. Salmons has spoke up and advised them of the legal issues of going that direction. He keeps them from getting themselves in trouble or sued. He has even drawn the line with what he could and could not do for them and recommended they find a separate attorney for some issues. Losada advised

his gut is to go with Carlton Salmons due to his recommendations from Chief Bokinsky and Mahaska County, but he would like more information on Brown Winnick at this time. Other Board members agreed. No action needed.

8. *Draft budget discussion:* Anderson advised this is a draft budget and the front page is a summary. As a draft proposal, he took expenses from last year and ones we expect to carry forward, estimated what they are thought to be and carried them forward. He advised the Personnel Costs/database goes from \$65,068 at the end of fiscal year 2017, then to \$64,000 in fiscal year 2018 because we currently have no sign person, then back up to \$94,578 due to the Board approving the \$30,000 use of GIS grant for Kim's salary. The budget will show \$30,000 more for cost, but it will be recouped as grant reimbursement. There was a bit of additional discussion on sign/addressing costs that the Board probably won't have this winter. Anderson advised he added \$3,000 for this year and \$50,000 for next year just for the possibility of lawyer or consultant fees. Losada and Bokinsky both advised they felt the numbers are were reasonable. Anderson advised they are saving on sign costs due to the staff now making our own signs. There is also no sign tech currently and there will be no interviews until after the 1st of year, so there will be at least 2-3 months savings there. Anderson advised the Board there has been a significant number of addresses for this year. Poffenbarger advised building permits are the highest they have been since 2003. Currently the cost of new address is \$40 and Anderson advised the cost to make and install one, including the sign tech's salary, is well and above that. He would like to have a future conversation with the Board about possibly raising that amount. VanGorkom asked if the amount for a sign could be recouped if someone hits it. Anderson advised we could if a police report is done, but a majority of the time the signs are found after the accident. Anderson then advised Blake warned Boards not to have unassigned funds, they have been advised to "obligate" funds for projects thus reducing unassigned fund balances. Anderson advised he took \$300,000 and "obligated" it to "special projects". No action needed as this was discussion only.
9. *Establish next meeting date:* Anderson advised he would like the next meeting to be the budget hearing. The next meeting was set for Wednesday, January 24th at 6pm in the BOS Room at the Courthouse.
10. *Adjourn meeting:* Dkystra asked Anderson if the EMA/911 office would be moving. Anderson confirmed the office would be moving to 3014 E. Main St, but most likely not until March. There was a motion by Van Gorkom and a 2nd by Losada to adjourn the meeting. All were in favor and the meeting adjourned.

Respectively submitted

Kim Pettyjohn