

Clayton County 911 Service Board

Minutes

February 7, 2022

Call Meeting to Order

Meeting was called to order at 1800 by Vice Chair Sarah Moser.

Members Present

Samantha Rumph (911 Coordinator), Ken Hoeger (Elkader), Sheriff Mike Tschirgi (CCSO), Marcus Kahrs (St. Olaf), Nioka Schroeder (Garber), Darren Nading (Volga), Rex Meyer (Colesburg), Nick Brown (Colesburg), Joe Zittergruen (Guttenberg), Daniel Torkelson (Farmersburg), Dean Courtnage (Strawberry Point), Sharon Keehner (Supervisor), Nic Stelken (Strawberry Point), Tony Puelz (Garnavillo), Tom Sauer (MarMac), & Sarah Moser (EMA).

Others present: Robert Millin (Mar Mac Police Chief), Dylan Rumph (CCSO), & Dave Breimon (Elkader fire chief).

Approval of Agenda

Motion made by Ken. Second by Dean. Motion carried unanimously.

Minutes of Previous Meeting

Meeting minutes from the previous meeting were sent out prior to the meeting for review. Approval of past minutes, motion made by Marcus. Second by Darren. Motion carried unanimously.

Budget hearing fiscal year 2022-2023

Budget figures explained line by line, including how the county's contribution to the new operating fund will be divided.

Budget figures explained & reviewed. See attached budget proposal for exact figures per line item.

- Discovered fund balance figures had been incorrect from previous years (per Auditor Jen Garms)- that is corrected & reflected on this proposed budget. 2021-2022 estimated ending fund balance was going to be \$192,158. Per Auditor's office this should actually be beginning balance at \$187,123. This will make the ending for FY2021 be \$175,653.
- Landline & Wireless surcharge fees are adjusted based on previous years actual revenue received instead of the 2021-2022 year estimated revenue.
- Interest revenue adjusted based on actual interest received in past years instead of the 2021-2022 year estimated interest revenue.
- Miscellaneous refunds/reimbursements also adjusted down- 2021-2022 year we received reimbursement from the Ira Weinsfeld lawsuit and that is not an annual payment we will receive moving forward.

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- Changes in administration expenditures; personnel costs (salary, benefits, 911 Coordinator cell phone, desk phone, and office supplies) have been cleared out and will instead be funded by the operating budget by county contribution.
- 911 trunk line bills have been moved to the proper line within the communications section. Also increased this line item as past years have been underestimated by approximately \$20,000 when comparing to actual expenses for the year. Other PSAP phone bills have also been separated out and put in the proper line.
- Mapping expenses were increased based on prior year's actual costs vs. 2021-2022 estimated costs.
- Other line items in the radio repair/maintenance and capital expenditure sections remain similar to the previous year budget. Adjusted down slightly based on what was actually spent so far 2021-2022 and projecting there will be money left in those lines at the end of the fiscal year.
- PSAP telephone equipment line added \$40,000 to fund the Zetron shared services phone project occurring in July 2022.
- Assigned all remaining money in the surcharge account for future projects per recommendation by the state 911 team (Blake Derouche) due to the state legislature seeing no reason to put more funding into PSAPs/911 budgets when it appears there is a lot of unassigned money sitting out there. Assigning the funds does not commit it to any project or restrict it in any way moving forward.
- Operating fund will be distributed as follows:
 - Salary \$45,000
 - Other benefits (FICA, IPERS, Health insurance) total \$20,800
 - Office supplies \$400
 - Other (mileage) \$600
 - Cell phone/desk phone \$2,630

Motion made by Dean to close public comment on the budget at 1815. Second by Sharon. Motion made by Marcus to approve the proposed budget. Second by Ken. Motion carried unanimously.

911 Updates

Samantha reviewed items she's been working on since the last meeting. Billing updates have been made to the Alpine accounts and some bills transferred to the Sheriff's Office. The PSAP expenditure form/membership form was submitted to the state. Zetron phone installation has been moved up to July 20th 2022. Final fixes to the Geocomm mapping system were taking place today. Samantha will be taking over FCC license renewal, current licenses are being subcontracted by Comelec to CARA Enterprises in Las Vegas for a fee

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when the 911 Coordinator can do the renewals for free. Ryan Bacon completed the upgrades/repairs to the Pike's Peak communications building.

Discussed the amount of work that needs to be done in CAD with grids, street spans, addressing, business premises, and export/output data. Samantha plans to get current 28E agreements on file with the recorder's office and start looking into discrepancies.

A fire chief's meeting was held in January. Current rosters, points of contact, Edispatches administrator designation, and CAD sheet destinations were requested from all departments. This information was also sent to all EMS services and discussed at the last EMS Association meeting. There is a lot of outdated information in both programs that needs to be updated.

Comelec maintenance contract will be revised once MCM can give input in a meeting with Comelec. A new UPS needs to be installed in dispatch at dispatch console 2. Board members discussed the quote and requested Comelec give an explanation be provided on the cost of labor for replacing it. Preventative maintenance on the command trailer has been put on hold as its not part of our current maintenance contract.

Motorola Callworks

In December Samantha received a bill for \$71,955.15 for Year 1, 2, and 3 of support PLUS the hardware refresh that had not been completed as of today's date. Went back and forth trying to get a meeting with legal, finance, and any management staff and finally got that set up after finding out one of the departments is located in Poland. Motorola proposed the following to terminate our relationship with their Callworks 911 phone system:

\$34,547.50 which is the value of the hardware refresh equipment. They cannot take it back because its been shipped and opened. They will waive the fee for the 3 years of support. If the board approves, an agreement would be drafted with a tentative end date of September 30th on support. Payment due net 30 days after agreement is drawn up and will take a couple months to get that done.

Further discussion took place regarding Comelec's involvement in the hardware refresh equipment being opened against the 911 Coordinator's direction. 911 Board members requested County Attorney Zach Hermann be contacted regarding all documentation Samantha has compiled on the matter and get guidance on how to proceed. If needed after speaking with Zach, contact Comelec for their documentation showing Motorola asked them to open/unbox equipment.

Building Repairs

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Since the last 911 board meeting, the city of Guttenberg agreed to pay for half the repairs to Acre St building from the original quote from Ryan Bacon (\$5,600).

MCM inspected the site in December & advised its not worth repairing the building. Comelec is currently using it to store a significant amount of outdated/not used equipment and we wouldn't need a whole building to accommodate the radio equipment in use. We could upgrade to a cabinet like we have at all the water towers instead & be able to move it to a different site in Guttenberg if needed as our radio project progresses.

Quote for 81" cabinet - \$10,258 (includes shipping and labor). Does not include AC electrical work or demo of the current building. Easement will also need revised once payment between the 911 board and City of Guttenberg is determined.

Board requested Samantha present the information the Guttenberg City Council at their next meeting February 14th and request they pay half the cabinet plus any costs incurred during installation up to \$7,000.

Open Session/New Business

Sharon advised she is not rerunning for board of supervisors. She also advised the ARPA funds are able to be used for our paging project. Board members requested Samantha speak with MCM on getting the paging project going potentially before the radio project in order to request/secure ARPA funds.

Samantha announced to the board she is expecting a baby in early June and Sarah will be assisting her with tasks while she is off. More planning will take place in the coming months.

Meeting Schedule Dates for 2022

The following dates were confirmed for 2022, will potentially have to add others to be determined as projects progress.

April 26th 5:30pm

September 27th

November 22nd

Motion to adjourn by Rex, second by Nioka. Motion carried unanimously.

Meeting adjourned at 1953.