

Clayton County 911 Service Board

Minutes

November 3, 2022

Call Meeting to Order

Meeting was called to order at 1731 hrs by Chair Joe Zittergruen.

Members Present

Samantha Rumph (911 Coordinator), Nioka Schroeder (Garber), Darren Nading (Volga), Ken Hoeger (Elkader), Marcus Kahrs (St. Olaf), Sarah Moser (EMA), Joe Zittergruen (Guttenberg), Sharon Keehner, & Dean Courtnage (Strawberry Point).

Approval of Agenda

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

Approval of Past Meeting Minutes

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

2023 911 Board Elections

Nominations for chair; Sarah nominated Joe Zittergruen. Second by Nioka. Dean made a motion to cease nominations, second by Nioka. Vote for chairperson – all in favor for Joe, none opposed.

Nominations for vice chair; Darren nominated Dean. Second by Sarah. Sarah made a motion to cease nominations, second by Sharon. Vote for vice chair – all in favor for Dean, none opposed.

Nominations for secretary; Sarah nominated Sam. Second by Ken. Sarah made a motion to cease nominations, second by Sharon. Vote for secretary – all in favor for Sam, none opposed.

Nominations for third executive board member; Nioka nominated Darren. Second by Sarah. Marcus made a motion to cease nominations, second by Sharon. Vote for executive board – all in favor for Darren, none opposed.

911 Board Membership & Bylaws Revisions

Sam advised she discovered the list of voting and non voting members is outdated in the bylaws. Sam reached out to the state and confirmed how membership is determined. Sharon made a motion to update the membership list in the bylaws, second by Marcus. Motion carried unanimously.

911 Update

Comelec completed biannual radio PM checks in October and sent a list of items they recommend be addressed.

- Pike's Peak Generator is still not working. Sharon suggested Sam speak to the county's new maintenance person (Justin Williams) and see if he can help. If not, let Joe know and Best Services does generator work.

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- Trees need to be trimmed at the McGregor Heights site and Pike's Peak site. Sam will reach out to the city of McGregor about the Heights or the land/tower owner and Andy Roach the Pike's Peak park manager.
- There is a mice and snake infestation at Pike's Peak. Sam will reach out to Jenna about the snake issue and add additional mouse deterrent.
- Acre St. concrete slab has not been back filled or seeded. Board recommended Sam reach out to Fred about having the city complete this. Joe is waiting for the city to bring him a dumpster so the old building/equipment can be torn down and removed.

Discussed the radio site walks completed in October with MCM and both vendors bidding the radio projects and the poor condition of the sites. Also discussed confusion over ownership of Chicken Ridge. Sam will reach out to Jenna and get this figured out. Next meeting will be December 5th with MCM on site to present bid information and make a recommendation. Then present at the BOS meeting December 6th. Then award the contract December 8th and begin negotiations to be under contract before the end of the year.

Sam received the reports needed from the auditors office last week to start working on the PSAP expenditure form. Planning to complete and submit the form around Thanksgiving.

Sam was awarded ARPA money from the BOS to pay a bill received from county roads for installing resident signs and street signs.

Sam had a meeting with Geopermits today. Patti Ruff got this program off the ground for making permit applications an online process and is letting 911 utilize the program to make 911 sign requests an online process. This will help streamline things immensely.

Sam completed group texting for PD's since we removed the EMS/fire mass groups where they were getting their medical call texts from. This is how things should've been set up for police departments and they can now customize what their departments get by call type.

An issue was discovered yesterday when a dispatcher tried to send a free text message thru Shieldware out to all the EMS services. Sam tested and worked on it throughout the day and then reached out to Edispatches and Shieldware. Edispatches is not designed for custom free text messages. An Email was sent out to everyone that moving forward dispatch cannot send free texts department/county wide anymore. Options are voice page or have the department's edispatches admin log in and send it themselves.

The Eaton UPS warranty expired. Sam obtained quotes for a 1 year (\$3,368) and 3 year (\$8,932.23 total) contract quote. Sarah made a motion to do the 3 year contract. Second by Sharon. Motion carried unanimously.

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Discussed the county's new admin phone system and involvement of the sheriff's office for the project. Sam advised an email was sent to CCSO when Jen first started talking about getting quotes for needs of the new phone system and has not heard anything further. Sharon advised she will look into it as they are getting bids now and want to make sure all buildings are included.

FAA Tower Contract

FAA never sent the final copy to Sam. No action taken tonight.

Rural Addressing and Road Name Fee Revisions

Sam advised the administrative guidelines in the ordinance need to be updated to reflect the price increases decided at a meeting earlier this year on 911 markers. Sam also discovered a list of fees that are broken out differently regarding street signs. Marcus made a motion, second by Dean to update all the existing street sign fees to \$200 if the person installs themselves and \$250 if the county installs the sign. Also discussed the contract with secondary roads regarding their fee of \$100 per sign they install. Sharon advised there is discussion with secondary roads and the BOS about signs and the potential for a sign crew, but nothing has been decided. Board members requested Sam talk to Casey (engineer) about renegotiating the contract and eliminating installation fees. Sharon also inquired about renaming Yellowstone Rd due to the sign being stolen repeatedly. Sam will look into the process including how many residents this would impact.

Draft Budget FY 2023-2024 was reviewed and discussed. Sarah advised the health insurance estimate will change as there was an increase in premiums. Sam will update that when the auditor's office sends out the figures. Board members also requested Sam look into exact sign costs so the sign line item can be budgeted for more accurately as there is no historical data to pull a budget figure from.

Open Session/New Business

None.

Motion to adjourn by Sarah, second by Marcus. Motion carried unanimously.

Meeting adjourned at 1926.