

Clayton County 911 Service Board

Minutes

February 9, 2023

Call Meeting to Order

Meeting was called to order at 1701 by Chair Joe Zittergruen.

Members Present

Samantha Rumph (911 Coordinator), Marcus Kahrs (St. Olaf), Nioka Schroeder (Garber), Darren Nading (Volga), Joe Zittergruen (Guttenberg), Daniel Torkelson (Farmersburg), Dean Courtnage (Strawberry Point), Bill Rademacher (Garnavillo), & Sarah Moser (EMA).

Others present: Robert Millin (Mar Mac Police Chief) & Mike McGrady (MCM Consulting Group).

Approval of Agenda

Motion made by Dean. Second by Marcus. 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 Sarah. Motion carried unanimously.

Budget hearing fiscal year 2022-2023

Budget figures explained line by line, including the county's contribution to the operating fund.

Surcharge Fund:

- Fund balance July 1, 2021 = \$187,123. Fund balance July 1, 2022 = \$322,062.
- Left Landline & Wireless surcharge fees the same as last year. Based on recent years actual lowest revenue.
- Interest revenue adjusted based on actual interest received in recent years.
- Miscellaneous refunds/reimbursements removed. I do not anticipate any payments from things like Ira Wensfield lawsuit, power surge insurance check, etc.
- Increased postage – due to more mailings for 911 sign invoices.
- 911 trunk line bills reduced to reflect the savings from disconnecting old lines.
- Other phone expenses reduced to reflect savings in some bills shifting to CCSO for payment.
- Mapping expense was just moved to PSAP/MSAG line – no change in expense.
- Sign expense increased – reflects full list sent by Co Roads, potential install fee, estimate for posts, and blue 911 signs with some install based on what I ordered last year, and a 10% safety net.
- Telephone Repair/Maintenance left the same as last year – project money left over.

Clayton County 911 Service Board

Minutes

February 9, 2023

- Radio Repair/Maintenance increased from \$75,000 to \$80,000 – worried about radio system being end of life. Projecting money left in this line item pending no equipment failures.
- Other Equipment Maintenance – moved Shield fees to this line
- Communication Tower/Equipment – left same at \$140,000 for safety net in case of equipment failures. Project money left in this line.

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Operating fund: approved by Board of Supervisors January 17, 2023.

- Salary \$47,250
- Other benefits (FICA, IPERS, Health insurance) total \$22,425
- Office supplies \$400 (same as last year)
- Other (mileage) \$600 (same as last year)
- Cell phone/desk phone \$2,520

Motion made by Marcus to close public comment on the budget at 1711. Second by Nioka. Motion made by Sarah to approve the proposed budget. Second by Dean. Motion carried unanimously.

Radio Project Discussion:

Board of Supervisors signed final agreement with RACOM – the bond hearing was held January 24th

- Total project cost bonded for \$7,166,865.16 + 5% contingency (\$358,343.26).
- Maintenance costs will be levied for separately as it cannot be included in the Essential Purpose Bond – \$1,895,580.85.
- Command Center Van included in the bond and allotted \$200,000.
- County's sewer project was also included in the overall bond. 911 Communication System amount is \$7,166,865.16. Total bond amount is more than that.

Radio Allocation Subcommittee brought up by Marcus to allow proper radio distribution among agencies. Committee would look at the AFG formula and adjust as needed. No action taken on this tonight. Sam also advised a subcommittee would be beneficial for fleet mapping. Discussed BeOn App – real time push to talk radio app. More information will need to be gathered about it. An information inquiry was received from Motorola for the scoring sheet, followed by a FOIA request for all RFP documents from a third party on 1/26/23. RACOM also put in a request following the FOIA request. MCM acquired all documents requested and they are being distributed. MCM update was given by Mike McGrady.

Clayton County 911 Service Board

Minutes

February 9, 2023

County Roads Sign Agreement:

Discussed updates to the current agreement with Secondary Roads regarding sign installations. The contract remains the same with the removal of the fee from the COUNTY to E911 for installation and maintenance of each road name sign. Unless E911 requests a road name sign be installed immediately in the event of an emergency or Act of God or E911 determines a road name sign needs to be installed as a priority. In which, the COUNTY will install the sign within 24 hours of receipt of the sign and notification from E911, unless weather/conditions do not permit (snow, flooding, etc). The fee for sign installation in these circumstances will be \$100 per location.

Motion made by Dean to sign the contract with the proposed changes. Second by Marcus. Motion carried unanimously. Sam will take to the board of supervisors for signatures.

Bylaw Revision and Signing:

Sam presented two proposed changes to the 911 Board Bylaws.

- Change verbiage of “911 telephone system” to E911 Service System
- Add “At the discretion of the Chairperson of the board, meetings may be held via electronic means via remote communication through which members may participate with each other during the meeting. Participation in a meeting through one’s physical presence or via electronic means constitutes member’s presence at the meeting. If a meeting is held with an electronic or remote participation component, information for joining the meeting remotely will be included in the agenda for said meeting or sent out via email to board members.”

Motion made by Sarah to sign the Bylaws with proposed changes. Second by Nioka. Motion carried unanimously.

911 Updates:

Sam gave a brief overview of recent work that’s been completed. Geopermits is ready to go live and will be done next week sometime. Sam is now placing all sign orders as Secondary Roads has had some restructuring and Eli is no longer in charge of signs. An inventory was taken from the Elkader shop and Sam is in the process of comparing that list to the list that was ordered last summer and a list Casey sent of signs that still need replaced.

Replacements will be prioritized by Sam. More discussion about road sign replacement identification will occur if/when Secondary Roads adds a full time sign position to their department. Tower site maintenance has been ongoing; Sam bought a new battery for the Pike’s Peak generator, Andy Roach trimmed trees at the Pike’s Peak site, and Alpine will trim trees at McGregor Heights site in the spring.

**Clayton County 911 Service Board
Minutes
February 9, 2023**

Open Session/New Business:

Discussed I Am Responding software demo and replacing Edispatches with it. Some benefits include RapidSOS integration, more features, unlimited users, mutual aid function, dispatch log in ability, and cheaper pricing. Edispatches annual fee (\$11,868) is not due until September and IAR will let us run their program until then without paying until our Edispatches subscription runs out. Sam advised there's funds to make the IAR payment out of this budget year or next.

Dean made a motion to switch to IAR & sign the 3 year contract option and pay the full 3 years upfront to take advantage of additional savings. Second by Bill. Motion carried unanimously.

Proposed Cost Options:

<u>Term</u>	<u>Yearly cost if paid annually</u>	<u>Total cost if paid up-front</u>	<u>One-time set-up fee</u>	<u>Phone call costs</u>
3 Years	\$7,909	\$23,094	\$700	\$130/year
5 Years	\$7,493	\$36,264	\$700	\$130/year

Additional agencies and region-wide specialty teams may be added during the same subscription term at the following rates:

Each additional agency that is dispatched to MORE than 100 events per year:

3-year term: \$692/year**

5-year term: \$621/year**

Each additional agency that is dispatched to LESS than 100 events per year:

3- or 5-year term: \$287/year**

**Plus, a one-time set up fee of \$35 per agency or team and telephone charges as set forth below.

Please Note: This proposed base subscription fee is based on your representation that: **Six (6)** of the proposed agencies and teams is/are dispatched to more than 100 dispatches of their own dispatches per year, and **Fourteen (14)** of the proposed agencies is/are dispatched to fewer than 100 dispatches of their own dispatches per year. If this representation is not accurate, then the actual Base Subscription Fee may be adjusted either upward, or downward, as the case may be, depending upon corrected information.

**Clayton County 911 Service Board
Minutes
February 9, 2023**

CALL VOLUME 2022:

DEPARTMENT	TOTAL CALLS
LUANA FIRE (LUFD)	15
MONONA FIRE (MOFD)	43
MCGREGOR FIRE (MMFD)	43
FARMERSBURG FIRE (FAFD)	15
ST OLAF FIRE (SOFD)	12
ELKADER FIRE (ELFD)	46
GARNAVILLO FIRE (GAFD)	37
GUTTENBERG FIRE (GUFD)	77
VOLGA FIRE (VOFD)	15
STRAWBERRY POINT FIRE (SPFD)	48
LITTLEPORT FIRE (LPFD)	8
GARBER FIRE (GBFD)	17
MONONA AMB (MOAM)	320
MARMAC AMB (MMAM)	240
ELKADER AMB (ELAM)	651
STRAWBERRY POINT AMB (SPAM)	303
GUTTENBERG AMB (GUAM)	649
VOLGA FIRST RESP (VOFR)	29
FARMERSBURG FIRST RESP (FAFR)	39
GARNAVILLO FIRST RESP (GAFR)	128
GARBER FIRST RESP (GBFR)	27

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

Meeting adjourned at 1849.