

Clayton County 911 Service Board

Minutes

November 16th, 2023

Call Meeting to Order

Meeting called to order at 1732 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), Andy Fensterman (Colesburg), & Dean Cortnage (Strawberry Point).

Guests: Nic Stelken (Strawberry Point Fire Chief)

Approval of Agenda

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

Approval of Past Meeting Minutes

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

911 Updates

911 Sign list was given to Sam by County Engineer for replacement. Sam double checked the list and verified what does and does not actually need to be replaced. Sam will compare the list to the inventory already at the county roads shops and get a quote from Midwest Patch before placing the order to ensure its within the current budgeted amount for signs. Update to dispatch equipment is in progress. Waiting for jail control computers to be programmed by Accurate Controls. All equipment has arrived and IT will install once jail control computers come back from programming. Sam is still finding a lot of incorrect and missing information in Shieldware (street spans, intersections, etc.) – continuously working on making those corrections. Three I Am Responding trainings were held in person November 1st and one virtual training on November 8th. About half of the attendees who signed up attended. Board members in attendance gave feedback on the trainings and said they, as well as their crews felt the trainings were very helpful and beneficial. Sam will be sending out the Android help guide as well as the instructions on how to add more categories to your responder credentials. Questions were asked about pager tests and if the audio recording on I Am Responding will be long enough to encompass all the stacked pager tones as well as voice. At this time, no. Board members asked if it would be possible to split up paging stacks into groups of five; could be all on the same night, could be spread out. Also discussed acknowledging the pager tests by each department (as Delaware County does). Discussed issues with stacked paging masking paging issues. Sam will pass the information on to Chris Scott for further discussion. Dispatch received in person RapidSOS training on November 1st and 2nd as well as in person IAR training. All dispatchers attended. Sam reviewed the benefit of RapidSOS to the field responders and how it shows up in the IAR application. The first dispatch autolaunch meeting was held November 9th. The next dispatch training is in January 2024 with EMS and Fire training to follow.

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911 Board Appointments 2024

Reviewed board appointments received so far, those still outstanding, and highlighted cities whose representatives have already submitted changes to their appointments.

Equature Recorder Contract

Sam reviewed the new Equature recorder contract and pricing. Price has increased from \$6,250 per year to an adjusted payment schedule (cost per year varies). Contract is 10 years with a total cost being \$268,822.70. Contract renewal includes but is not limited to; all new hardware which has never been upgraded, two servers instead of one to meet redundancy standards, Equature connect (video to 911 feature), non downloadable audio file sharing, keyword searches and transcribed 911 calls, quality assurance program, and Harris VNIC integration.

Motion to renew the contract made by Dean. Second by Sarah. Motion carried unanimously.

Draft Budget FY24-25

Reviewed draft budget proposal. After discussion, 911 board collectively requested the Radio Repair/Maintenance line be increased from \$60,000 to \$80,000 to manage potential failures prior to cut over to the new system. Board members also stated the wage increase for Sam should be 8% instead of 5% due to the amount of work being done, improvements being made, and money Sam has saved the 911 Surcharge fund since taking the job. Dean made a motion to recommend an 8% wage increase to the board of supervisors. Andy second the motion. Motion carried unanimously.

Radio Project Discussion

At the last meeting August 17th, RACOM proposed a 5 site design which would utilize existing towers instead of any new construction. The 5 site design would include USCC Elkader and Guttenberg water tower as planned, in addition NEIT tower in St. Mary's cemetery McGregor, the Monona water tower, and the Dairyland tower across from Pike's Peak. After investigation, this did not end up being a viable design option. The Dairyland tower and BNSF tower that would be used as a pass through to make the microwave connection between NEIT St. Mary's and Guttenberg water tower were both fully loaded and unable to have our equipment added to them. Issues arose with space on the NEIT St. Mary's tower as well. After further looking, another option for a greenfield tower was identified at Denny Regal's property on Eagle Drive. The site passed coverage studies and microwave path studies. Sam approached Regals and they were interested in working with the 911 Board to build the tower on their property. The Board of Adjustments approved the tower site on November 14, 2023. A lease agreement has been

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drafted, reviewed by the county attorney, and signed by Regals (awaiting final execution with the Board of Supervisors). Rent to be paid to Regals in the amount of \$600 per month for years 1-5, \$700 per month years 6-10, and \$800 per month years 11-15. At year 15, rent will be reviewed but will not exceed \$100 per month following the same pattern as the first 15 years in increases. Currently waiting on FAA approval and MCM will appeal if the decision is a denial. The site passed a NEPA/SHPO prescreen, full approvals will still have to be applied for and granted.

US Cellular came back with a rent amount due to them by the 911 board in the amount of \$6,000 per month. As this is not a financially affordable amount for the 911 board, Sam had RACOM and MCM pursue verifying viability of the NEIT tower in Elkader as a replacement site. The NEIT Elkader site provided proper coverage and was already having structural modifications to accommodate another lessee on the tower. Sam has worked on a lease agreement with Steve Hanson at NEIT. The lease agreement has been reviewed by the county attorney and the rent to be paid to NEIT by the 911 board is \$1,000 per month. Agreement also being taken to the Board of Supervisors next week for execution.

The draft construction drawings are back for the modifications to the Guttenberg Water Tower. Edge was finishing the ground space plan for the site and that site is ready for modification work to get underway.

The project will be moving forward with the Guttenberg water tower and NEIT Elkader sites even if the greenfield site at Regals is not able to get approval with the FAA. Guttenberg and NEIT cover 93% of the rest of the county and RACOM is exploring fiber hybrid options as a back up plan in case a greenfield space cannot be obtained. The modifications and equipment orders have to be done for those two sites no matter what happens with Regals and moving forward with those now will help to stop the gap in the project schedule from widening further.

Darren made a motion to sign the proposed lease agreement for the NEIT Elkader tower. Second by Andy. Roll call vote of members; all ayes.

Sarah made a motion to sign the proposed lease agreement for the greenfield tower on Eagle Drive with Denny & Sue Regal. Second by Marcus. Roll call vote of members; all ayes.

All Structural analysis for the paging sites are underway (Strawberry Point water tower, Guttenberg water tower, Garnavillo water tower, NEIT Elkader, Monona water tower, Chicken Ridge, CCSO tower, greenfield at Regals, Volga fire station, and Garber fire station). Pike's Peak, Acre St, and McGregor Heights will no longer be utilized. The cabinet at Acre St will be repurposed at another site for equipment. Sites without proper documentation are costing more money to assess. For example, Comelec has no documentation (drawings, construction

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plans, etc) of the tower at the sheriff's office. Edge and MCM have reached out to the tower manufacturer, Rohn. Rohn has no matching record of an order for a tower similar to this from Comelec or others installed in this location. They also confirmed it is not a standard catalog tower since the top two sections utilize angle bracing and not solid rod. Given this, a tower climb and mapping will be necessary to identify the sections/member sizes. A geotechnical report would also be necessary to confirm soil conditions, but they would also need to know the size/type of the foundation system installed for that information to be of any use, which Comelec also could not provide.

There will be a Fleet Mapping committee meeting Monday November 20th at 10:30am in the public meeting room at the county office building. Fleet Mapping Committee Members: Sam, Joe, Dean, Nioka, Ken, Chris Scott, & Dylan Rumph. The committee is meeting earlier in the project than originally planned as there are two law enforcement vehicles and one new EMS unit that need equipping prior to the system cut over. The meeting will encompass deciding radio identifiers and discussing repeater options. Joe and Dylan are taking the lead on this from a technical perspective and are working closely with the RACOM programmer on the project.

As follow up from the previous meeting, Sam met with all police chiefs and the sheriff regarding encryption on the new system. All present decided law enforcement day to day operations would continue on an unencrypted channel and they would have encrypted channels to switch to when they wish to utilize it, therefore encryption packages on the fire radios are not needed.

Clayton County did not receive the Federal TAG Grant Sam applied for. Sam will reapply for it next year. Sam is also working on the change order to the subscriber equipment to have that ready in the coming months.

Command Vehicle

Sam and Sarah discussed the planning of the new command vehicle taking place with 10-33 Emergency Vehicles. The van has been ordered by Browns through state bid, but has not been delivered at this time. The purpose of the van is a mobile dispatch unit, which qualified its expense for the Essential Purpose Bond. The cost to upfit it is higher than originally thought as the first figure was a rough idea without having gone over details with the outfitter. Sam and Sarah will be confirming the budget with the board of supervisors and presenting the proposal for the van soon.

Open Session/New Business

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Strawberry Fire discussed dispatch issues with a tractor roll over and their concerns with a lengthy paging delay for the fire department. It was also asked what the dispatch policy was for certain types of incidents (roll overs, hazmat, etc). Sam advised she would pass the information on to Chris Scott for further investigation and follow up.

There will be a TIMS class taught by Trooper Payne on January 17th at 5:30pm at the MFL auditorium. Sarah will send out further information about the class.

Next 911 Board Meeting tentatively scheduled for February 1st, 2024 at 5:30pm.

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

Meeting adjourned at 1939.