



Polk County Joint 911 Service Board

911 SERVICE BOARD EXECUTIVE COMMITTEE MEETING OCTOBER 2025 MINUTES

Meeting Date/Time:

Monday, October 13, 2025
13:30

Location:

Polk County EMA
1907 Carpenter Ave.
Des Moines, IA 50314

Virtual Option:

<https://us06web.zoom.us/j/83049283709>

Meeting ID: 830 4928 3709

In-Person Attendance Preferred

I. ROLL CALL & INTRODUCTIONS

A. MEMBERS – * DENOTES VIRTUAL ATTENDEE

- | | |
|--|--|
| ☒ Chairperson – Ness | ☒ PCSO PSAP – Brockman |
| ☒ Vice Chairperson – Hoffman | ☐ PCSO User – Chiappano |
| ☒ Des Moines PSAP – Button * | ☐ Westcom PSAP – Leu |
| ☒ Des Moines User – Bischof | ☒ Westcom User – McCluskey * |

B. EMA STAFF

- | | |
|---|---|
| ☒ AJ Mumm | ☒ Lynn Tazzioli |
|---|---|

C. SUPPORT STAFF / GUESTS / PUBLIC

- | | |
|---|--|
| ☒ PCSO – Mohr | ☐ PCSO – Bracelin |
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II. APPROVED AGENDA & PREVIOUS MEETING MINUTES – [JULY 14, 2025](#)

III. CHAIRPERSON'S OPENING COMMENTS – N/A

IV. NEW BUSINESS & ACTION ITEMS

A. PCSO FY 25-26 PROPOSED BUDGET AMENDMENT – [ATTACHMENT #1](#)

1. Polk County Sheriff's Office requested a change from their original expenditure request of \$784,124 to \$2,801,279. The tower project originally budgeted for in the previous fiscal year and a CAD upgrade have moved to this fiscal year. With the actual ending balance from the previous fiscal year and estimated revenue the Sheriff's Office will receive this year, the estimated ending balance for the current fiscal year if this proposed budget amendment is approved is \$224,198.85.
2. Westcom User made a motion to approve the request. The Chairperson seconded the motion. There was no opposition; the motion carried. The amendment is recommended as written and will be submitted to the Board for approval following a public hearing.



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B. PCSO FY 25-26 EXPENSES OVER \$25,000 PREAPPROVAL – [ATTACHMENT #2](#)

1. Polk County Sheriff's Office requested preapproval of expenses over \$25,000 related to the budget amendment.
2. Des Moines PSAP made a motion to approve the request. Westcom User seconded the motion. There was no opposition; the motion carried. The requested expenses are preapproved by the 911 Service Board Executive Committee.

C. FISCAL POLICY UPDATE – [ATTACHMENT #3](#)

1. The Fiscal Policy update was originally sent to the full 911 Service Board and Polk County Central Accounting with request for comment. Changes to the original Fiscal Policy were highlighted with a comment in the margin in black. Returned comments were added to the fiscal policy draft and distributed with comments in the margin in red. The group made a small change based on the returned comments to the Revenue Procedures section (page 14) and a sentence clarifying when population data is necessary to be received by the 911 Coordinator to be included in the budget was added to Appendix C.
2. Des Moines User made a motion to recommend the Fiscal Policy with the discussed changes to the 911 Service Board. The Vice Chairperson seconded the motion. There was no opposition, the motion carried.

V. PROGRAM/PROJECT UPDATES & REPORTS

A. ADMINISTRATION

1. Service Board Appointments

- a. These will be sent out soon. If an update has been received by the 911 Coordinator within the past 6 months, they may not be included. As a reminder, these do not need to be renewed annually per the bylaws. Annual renewals will still be accepted.

2. Joint 911 Lines

- a. 911 Coordinator has been working with the state 911 Program Manager to get his office to draft a letter to telecommunications service providers requesting they remit surcharge dollars to us based on service area rather than by county lines. The Assistant Attorney General also worked with him on drafting the letter. This process was started after Mediacom revealed they were only remitting based on county lines. The 911 Program Manager wanted to notify our neighbors before sending the letter. More follow up is necessary on confusion on who answers for what area and whether the MSAGs are correct.



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3. Alert Iowa

- a. Had several meetings with outside agencies recently. Working with them on education and implementation options.
- b. Cross-jurisdictional Alert Iowa talks have been continuing positively. The vendor has come up with a solution that should work between counties. A CAP listener can be set up to rebroadcast alerts sent in one county to predetermined lists in another county. We are planning to implement this solution in all surrounding counties.

4. 911 Communications Council

- a. The 911 Program will find out if they're short for this quarter the week of October 20. Billing will start on the next wireless surcharge remittance if they are short.
- b. Administrative Code Rule 605 Chapter 10 is currently being rewritten. The proposal will be open for public comment on October 29.
- c. All GIS benchmarks have been met.

5. Legislative

- a. APCO and NENA have been working hard on a solution that will be accepted by both the 911 Program and the legislature. The current plan is to raise the surcharge from \$1 to \$1.15 and have a regular increase tied to inflation.

B. FINANCE

1. Budgets

- a. FY 24-25 PSAP Expenditures Forms have all been submitted to the state.
 - i. Des Moines – [Attachment #4](#)
 - ii. Polk County SO – [Attachment #5](#)
 - iii. Westcom – [Attachment #6](#)
- b. FY 26-27 Budget Preparation
 - i. These documents will be sent to the PSAPs shortly. Joint Projects will not include the request from Des Moines for GIS services nor will it include any RapidSOS paid packages or upgrades. \$10,000 will be included for training again this year.



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2. Reports

- a. Quarter #1 Surcharge Distribution – [Attachment #7](#)
- b. September Google Dashboard Report – [Attachment #8](#)
- c. August JD Edwards Revenue Report – [Attachment #9](#)
- d. August JD Edwards Expense Report – [Attachment #10](#)
- e. August JD Edwards Cash Balance Report – [Attachment #11](#)

C. SERVICE BOARD COMMITTEES

1. PSAP Advisory Committee

- a. Previous meeting included a presentation from RapidSOS. The PSAPs reported they are all either fully staffed or close to being fully staffed.

2. Metro Interoperability Committee

- a. The meeting last month was cancelled due to lack of topics. It will resume in October.

VI. UPCOMING TRAINING OPPORTUNITIES

- A. [IOWA APCO/NENA FALL CONFERENCE](#), OCTOBER 13-14, HOLIDAY INN DES MOINES AIRPORT
- B. [RESILIENT FIRST RESPONDER](#), MULTIPLE DATES, ONLINE, FREE

VII. OPEN DISCUSSION

A. IOWA DOGE REPORT

- 1. AJ Mumm shared that this report should be released within the next 10 days. 911 and PSAP consolidation has been brought up in a lot of these meetings.

B. SF 659

- 1. A fire service consolidation study was also mandated under this bill. They are currently looking at four large counties in Iowa, including Polk County. A recurring limiting factor for consolidation heard during these meetings is PSAPs and services using different PSAPs making fire service consolidation difficult.



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VIII. 2025 MEETINGS

911 Executive Committee Meetings

~~Monday, October 13, 2025 at 13:30~~

Full 911 Service Board Meetings

Wednesday, November 19, 2025 at 13:00

IX. ADJOURN – MEETING WAS ADJOURNED AT 14:05