



MINUTES

Polk County Joint
911 Service Board

Executive Committee

Meeting Date/Time:
Mon, December 9, 2024
1330 Hours

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

Distributed on: 11-DEC-2024

Polk County Joint 911 Service Board Executive Committee Meeting – December 2024**I. Call to Order****II. Roll Call and Introductions****A. Members – * denotes virtual attendee**

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| ☒ Chairperson – Ness * | ☒ PCSO PSAP – Brockman |
| ☒ Vice Chairperson – Hoffman * | ☒ PCSO User – Chiappano |
| ☒ Des Moines PSAP – Button | ☒ WestCom PSAP – Mentola |
| ☒ Des Moines User – Bischof * | ☐ WestCom User – McCluskey |

B. Staff

- ☒ Dutch Geisinger
- ☒ Lynn Tazzioli
- ☒ AJ Mumm

C. Guests/Public

Major Mohr, Polk County Sheriff's Office

III. Approval of Agenda

- A. Motion to approve by Des Moines PSAP, seconded by PCSO User. All were in favor. Approved as-is.

IV. Approval of Previous Meeting Minutes – [14-October-2024](#)

- A. Motion to approve by WestCom PSAP, seconded by PCSO User. All were in favor. Approved as-is.

V. Chairperson's Opening Comments

- A. No opening comments from chairpersons. Meeting was chaired by Des Moines User as the chairperson and vice chairperson were attending virtually but unable to actively participate due to other commitments.

VI. New Business and Action Items**A. 911 Service Board Executive Committee Meeting Frequency**

1. During our previous meeting, we were asked to consider the pros and cons of reducing our meeting frequency. After discussion, the committee decided that, starting in 2025, meetings will be held quarterly, occurring in the month prior to the full 911 Service Board meeting. Special meetings can be called as needed in between.

VII. Reports and Program/Project Updates**A. Administration – Tazzioli****1. 2025 Service Board Appointments**

- a. Resolutions for 911 Service Board appointments are only required if there is a change from the previous year. While not mandatory, resolutions will still be accepted if submitted. Some have already been submitted; everyone else will receive survey after January 1.

2. **Joint 911 Lines**
 - a. Iowa HSEMD has not provided any guidance on how to handle the new FCC ruling on cost recovery. 911 Coordinator is planning to work with Assistant Chief Dehnert on having the telecom companies prove the lines they are charging us for are carrying 911 traffic.
 3. **Alert Iowa**
 - a. Working on cleaning up the system by changing permissions so agencies only have access to their own information instead of all templates and employees in the system. Met with Des Moines PD this morning to kick off this project. Plan is to have different levels of access based on roles – supervisors will have access to manage employees in addition to basic telecommunicator alerting capabilities.
 - b. Working on creating a sub-user contract for new agencies/organizations that come online with Alert Iowa. We will be asking current organizations to sign as well.
 - c. Des Moines Public Libraries is built. Next step is training once we get the contract finalized and signed.
 - d. City of Elkhart has shown interest and is wanting to use it for parking bans/boil advisories, etc.
 - e. Motorola demoed Rave Link on December 4th with Des Moines PSAP and Urbandale FD also in attendance. Among other benefits, this Alert Iowa add-on would automate the notification process during critical incidents. Rave Link is included with the State of Iowa Alert Iowa a-la-carte add-on pricing contract. Quote received from Motorola was for 14 workstations at \$3,400, totaling \$47,600 per year. Although we're only being charged for 14 workstations, Rave Link would be installed on all.
- B. **Finance – Tazzioli**
1. **Distribution of funds from 1202 (Administration) Business Unit**
 - a. The redistribution of funds formerly held in 1202 have been distributed and posted on November 22nd.
 2. **Budgets**
 - a. FY 23/24 Expenditures due December 16, 2024
 - (a) All forms have been received and will be submitted to the State.
 - b. FY 24/25 Amendments
 - (a) FY 24/25 budget amendments must be submitted by January 3rd to ensure inclusion on the agenda for the next 911 Executive Committee meeting. No specific form is required; an email or letter detailing the requested amount and justification will suffice.

- c. FY 25/26 Budget Development Update
 - (a) Budget workbooks were due on December 6th. Polk County is the only outstanding. An extension to December 11th was granted in order to keep us all on track – the timeline states the full budget proposal is to be distributed back to the PSAPs on this date. The next step is to discuss all of it together at the PSAP Advisory Committee meeting on December 19th.
- d. Population
 - (a) In November, our contact from the MPO who provided us population numbers for the current fiscal year advised us to use the same figures because new numbers were not available. He told us on Friday that new numbers will be released on December 12th and compiled by the end of the month. Discussion was had on whether we should recalculate the population counts for the current budget proposal and, if so, whether we want to continually adjust our figures every year if the data comes out this late. The group agreed to proceed with the current budget proposal using the previous year's population data. While this practice keeps us two years behind, it avoids the need for last-minute changes. **Follow-up:** The current Fiscal Policy does not define a standardized source of our population counts nor which year should be utilized.

3. Reports

- a. November Google Dashboard Report – [Attachment 1](#)
- b. October JD Edwards Revenue Report – [Attachment 2](#)
 - (a) 911 Coordinator noted an extra \$5 will be remitted from Mediacom in the next quarter. Mediacom was rounding their monthly number of lines of service when compiling them for the quarterly remittance. They are correcting the previous quarter and will no longer round moving forward.
- c. October JD Edwards Expense Report – [Attachment 3](#)
- d. October JD Edwards Cash Balance Report – [Attachment 4](#)

C. Service Board Committees – Tazzioli

- 1. No updates; committees have not met since October. All updates from those meetings were relayed during the full 911 Service Board meeting in November.

D. CAD Improvement Project – Geisinger

1. Request for Information (RFI)

- a. RFI debrief is scheduled for Friday, December 13th. This will close out the Federal Engineering part of the contract. RFI results have been received and will be reviewed on Friday morning. Four companies responded.

2. The Authority Working Group

- a. Operations Subcommittee
 - (a) Testing is paused due to issues with our vendor and a glitch in the test site itself. Their fix caused more problems for Westcom, so the fix had to be reversed. This may have recently been resolved. Once confirmed, we will be able to resume testing.
- b. Technical Subcommittee
 - (a) No updates.
- c. Policy & Budget Subcommittee
 - (a) No updates.

VIII. Open Discussion**A. Joint Chiefs Meeting – Friday, December 13th, 10:00, Polk County Emergency Management EOC**

- 1. Director Mumm extended an invitation to all to the Joint Chiefs Meeting. Please RSVP if planning to attend; lunch will be provided. Any topics you'd like to discuss are welcome. The theme of many topics submitted thus far is communications.

IX. Upcoming Meetings**2025 911 Service Board Meetings**

February 19, 2025 at 1300 hours

May 21, 2025 at 1300 hours

August 20, 2025 at 1300 hours

November 19, 2025 at 1300 hours

2025 911 Service Board Executive Committee Meetings

January 13, 2025 at 1330 hours

~~February 10, 2025 at 1330 hours~~~~March 10, 2025 at 1330 hours~~

April 14, 2025 at 1330 hours

~~May 12, 2025 at 1330 hours~~~~June 9, 2025 at 1330 hours~~

July 14, 2025 at 1330 hours

~~August 11, 2025 at 1330 hours~~~~September 8, 2025 at 1330 hours~~

October 13, 2025 at 1330 hours

~~November 10, 2025 at 1330 hours~~~~December 8, 2025 at 1330 hours~~**X. Adjourn**