



MINUTES

Polk County Joint
911 Service Board

PSAP Advisory Committee

Meeting Date/Time:
Thursday 24-Oct-2024
1000 Hours

Location: PCEMA EOC
1907 Carpenter Ave.
Des Moines, IA 50314

Distributed on: 31-OCT-2024

Polk County PSAP Advisory Committee Meeting – October 2024

I. Welcome

II. Roll Call and Introductions

A. Members

- | | | |
|---|--|---|
| ☒ Nick Brockman | ☐ Steve Hoffman | ☐ Mark Mohr |
| ☒ Brad Button | | |
| ☒ Udell Mentola | ☐ Rob Dehnert | ☐ Aubyn Giampolo |

B. Staff

- | | |
|---|---|
| ☒ Dutch Geisinger | ☒ Lynn Tazzioli |
|---|---|

C. Guests/Public

III. Approval of Agenda

IV. Approval of Previous Meeting Minutes – [September 26, 2024](#)

V. Communications Center Updates/Information Sharing

A. Des Moines – Button

1. Nine out of the original 11 trainees are still in the process, also in the process of adding 5 more. In the middle of implementing Prepared 911 for text translation and NextGen video, etc. 6 telecommunicators are participating in the Prairie Meadows Active Threat Exercise on 10/25. The new Police Chief starts on October 28th. Go-live for the new shared services phone is expected to be in April 2025.

B. Polk County – Brockman

1. Two trainees still going through the process, one entering the shadow phase this week and the other should be done within a month. PCSO will be fully staffed once these two complete training, allowing them to boost minimum staffing levels. Minimum staffing will be: 0630-1030: 5, 1030-2230: 6, 2230-0300: 5, 0300-0630: 4. Attended APCO/NENA last week, looking into sending employees to the national APCO and/or NENA conferences. Sending 3 telecommunicators to the Prairie Meadows Active Threat Exercise. Shared services phone going to board of Supervisors on November 18th, if approved expected to go live in June 2025. RACOM had a radio issue a couple of weeks ago after a core upgrade that took several agencies in the region completely offline, including PCSO. PCSO was down for about 45 minutes but were able to resume communications within 5 minutes by switching to ISICS.

C. Westcom – Mentola

1. Of the five hired in June, three have left. The last two from the civil service list started on Monday, leaving Westcom unable to hire until next year due to the civil service process limitations. West Des Moines is still requiring Westcom to follow civil service despite the law changing to allow the relaxation of these rules. The City is requesting a 3% reduction in the budget. Westcom inquired about the cost of the shared services phone to help reduce costs; having all three using the shared services phone may also allow for these costs to be paid out of the joint projects fund. The CAD environment is stable on the most current CentralSquare version, will go into production next month. An upgrade last night caused some issues but with the connection to the Hub, but it has been fixed. The police RMS rehost scheduled for December is going well; everything will be virtualized and plan to stay within 1 version of the current version.

VI. Budget and Finance**A. Distribution Plan Update**

1. Executive Committee chose Option 2: Pass the available funds only to the PSAPs. Option 2 will be brought to the full 911 Service Board meeting on November 20th for approval.

B. Quarterly Distributions – [Attachment #1](#)

1. Completed 10/3
 - a. 1202 Admin: \$45,518.25
 - b. 1203 Des Moines: \$239,043.80
 - c. 1204 Polk County: \$177,161.82
 - d. 1205 Westcom: \$169,954.02
 - e. 1206 Joint Projects: \$46,070.00
 - f. 1207 Catastrophic Reserve: \$36,250.00

C. Monthly Budget Report – [Attachment #2](#)

1. New format in attachment debuted in the Executive Committee meeting. These numbers are verified against the JD Edwards reports. JD Edwards reports will continue to be available upon request.

D. Joint Projects Budget Request

1. MICS: \$6,500
2. Joint Lines: \$12,000 for telecoms billing to deliver 911 service to the 3 PSAPs.
3. Training/Travel: \$10,000 can be used to host a training and/or send people to national conferences.
4. Program Expenses: \$57,800 requested by Des Moines for RAVE LINK; group declined.
5. APCO/NENA Group Membership: Tazzioli will look into the cost of including all three PSAPs and the 911 Coordinator on one group membership to each association.

E. Budget Workshop

1. No scheduling conflicts were reported for a workshop date and time of Tuesday, November 19th from 1300-1600.

VII. Aureon Contract**A. Final Update**

1. ~\$175 refund received; will be credited to 1206.

VIII. Joint Lines Research**A. FCC Ruling**

1. State is still working through how the FCC ruling will affect us. Our next step locally is to work with Huxley Communications to prove their lines carry 911 service.

IX. Alert Iowa

- A. User lists have been updated for each of the PSAPs unless anyone has left since those were last submitted. Tazzioli will be looking into creating permissions for dispatch admin to manage users themselves and has a meeting coming up on 10/28 with the State Alert Iowa Program Administrator to try to gain a better understanding of what else we can do with Alert Iowa. Button suggested asking them what other programs are available through Rave that can integrate with Alert Iowa.

- X. Upcoming Training
 - A. Active Threat Full Scale Exercise – October 25
 - B. NENA Center Manager Certification Program – November 11-15
- XI. Open Discussion
- XII. Next Meeting
 - A. Thursday, December 19, 2024 at 1000
 - B. Thursday, January 23, 2025 at 1000
 - C. Thursday, February 27, 2025 at 1000
- XIII. Adjourn



Attachment #1

FY24/25 Q1 (Distributed 09/30/2024)				
Surcharge Resources (1208)				
FY25 Q1 Landline Surcharge Deposits	\$274,860.91	38.4960%		
FY25 Q1 Wireless Surcharge Deposits	\$439,136.98	61.5040%		
Total	\$713,997.89	100.00%		
Pre-Distribution Commitments	Landline	Wireless	Total	Check
Administration (1202)	\$17,522.72	\$27,995.53	\$45,518.25	\$45,518.25
Joint Projects (1206)	\$17,735.13	\$28,334.87	\$46,070.00	\$46,070.00
Catastrophic Reserve (1207)	\$13,954.81	\$22,295.19	\$36,250.00	\$36,250.00
Total Pre-Distribution Commitments	\$49,212.66	\$78,625.59	\$127,838.25	\$127,838.25
Remaining for Distribution	\$586,159.64	82.10%		
FY24/25 Q1 Post-Commitment Totals				
Landline Surcharge Money	\$225,648.25	38.50%		
Wireless Surcharge Money	\$360,511.39	61.50%		
	\$586,159.64	100.00%		
Distribution Formula	Landline	Wireless	Percentages	
Base	\$133,132.47	\$212,701.72	59.00%	
Population	\$18,051.86	\$28,840.91	8.00%	
911 Calls	\$74,463.92	\$118,968.76	33.00%	
Total	\$225,648.25	\$360,511.39	100.00%	
FY24/25 Q1 Landline	Base (LL)	Population (LL)	911 Calls (LL)	Total Distribution (LL)
Des Moines (1203)	\$44,377	\$6,681	\$40,964	\$92,022.40
Polk County Sheriff's Office (1204)	\$44,377	\$5,846	\$17,977	\$68,200.28
Westcom (1205)	\$44,377	\$5,525	\$15,523	\$65,425.57
	\$133,132	\$18,052	\$74,464	\$225,648.25
FY24/25 Q1 Wireless	Base (WL)	Population (WL)	911 Calls (WL)	Total Distribution (WL)
Des Moines (1203)	\$70,901	\$10,675	\$65,446	\$147,021.40
Polk County Sheriff's Office (1204)	\$70,901	\$9,340	\$28,721	\$108,961.53
Westcom (1205)	\$70,901	\$8,827	\$24,801	\$104,528.45
	\$212,702	\$28,841	\$118,969	\$360,511.39
FY24/25 Q1 Total	Base (Total)	Population (Total)	911 Calls (Total)	Surcharge Total
Des Moines (1203)	\$115,278	\$17,356	\$106,410	\$239,043.80
Polk County Sheriff's Office (1204)	\$115,278	\$15,185	\$46,698	\$177,161.82
Westcom (1205)	\$115,278	\$14,351	\$40,324	\$169,954.02
	\$345,834	\$46,893	\$193,433	\$586,159.64
Annual Distributions	Base (Total)	Population (Total)	911 Calls (Total)	Surcharge Total
Des Moines (1203)	\$115,278	\$17,356	\$106,410	\$239,043.80
Polk County Sheriff's Office (1204)	\$115,278	\$15,185	\$46,698	\$177,161.82
Westcom (1205)	\$115,278	\$14,351	\$40,324	\$169,954.02
	\$345,834	\$46,893	\$193,433	\$586,159.64



Attachment #2

	1208 - Clearing Acct	1202 - Admin	1203 - DSM	1204 - PCSO	1205 - Westcom	1206 - Joint Proj	1207 - Cat Res	Total
Total Beginning Balance	\$0	\$1,484,174	\$1,943,524	\$2,019,482	\$442,379	\$0	\$435,000	
Revenues	1208 - Clearing Acct	1202 - Admin	1203 - DSM	1204 - PCSO	1205 - Westcom	1206 - Joint Proj	1207 - Cat Res	
July	\$196,417	\$5,360	\$5,502	\$5,748	\$1,258	\$0	\$0	
August	\$523,860	\$0	\$0	\$0	\$0	\$0	\$0	
September	\$4,058	\$55,002	\$248,274	\$187,194	\$172,021	\$46,070	\$36,250	
Q1 Total	\$724,336	\$60,362	\$253,776	\$192,942	\$173,279	\$46,070	\$36,250	
Q1 Estimated	\$736,500	\$45,936	\$252,947	\$180,904	\$173,561	\$46,487	\$36,667	
	98.35%	131.41%	100.33%	106.65%	99.84%	99.10%	98.86%	
October	\$844	\$0	\$0	\$0	\$0	\$0	\$0	
November	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
December	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q2 Total	\$844	\$0	\$0	\$0	\$0	\$0	\$0	
Q2 Estimated	\$736,500	\$45,936	\$252,947	\$180,904	\$173,561	\$46,487	\$36,667	
	0.11%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
January	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
February	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
March	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q3 Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q3 Estimated	\$736,500	\$45,936	\$252,947	\$180,904	\$173,561	\$46,487	\$36,667	
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
April	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
May	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
June	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q4 Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q4 Estimated	\$736,500	\$45,936	\$252,947	\$180,904	\$173,561	\$46,487	\$36,667	
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	
Total Annual Revenue	\$725,180	\$60,362	\$253,776	\$192,942	\$173,279	\$46,070	\$36,250	
Projected Annual Revenue	\$2,946,000	\$183,743	\$1,011,788	\$723,614	\$694,242	\$185,946	\$146,666	
	24.62%	32.85%	25.08%	26.66%	24.96%	24.78%	24.72%	
Expenses	1208 - Clearing Acct	1202 - Admin	1203 - DSM	1204 - PCSO	1205 - Westcom	1206 - Joint Proj	1207 - Cat Res	
July	\$0	\$11,782	\$13,235	\$0	\$0	\$0	\$0	
August	\$9,000	\$4,643	\$242,639	\$0	\$96,203	\$534	\$0	
September	\$713,998	\$3,045	\$61,691	\$349,496	\$82,701	\$1,068	\$0	
Q1 Total	\$722,998	\$19,470	\$317,565	\$349,496	\$178,903	\$1,602	\$0	
Q1 Estimated	\$734,000	\$45,518	\$214,500	\$680,424	\$173,212	\$46,070	\$0	
	98.50%	42.77%	148.05%	51.36%	103.29%	3.48%	#DIV/0!	
October	\$0	\$337	\$22,416	\$0	\$0	\$0	\$0	
November	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
December	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q2 Total	\$0	\$337	\$22,416	\$0	\$0	\$0	\$0	
Q2 Estimated	\$734,000	\$45,518	\$214,500	\$680,424	\$173,212	\$46,070	\$0	
	0.00%	0.74%	10.45%	0.00%	0.00%	0.00%	#DIV/0!	
January	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
February	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
March	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q3 Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q3 Estimated	\$734,000	\$45,518	\$214,500	\$680,424	\$173,212	\$46,070	\$0	
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	
April	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
May	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
June	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q4 Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Q4 Estimated	\$744,000	\$45,518	\$214,500	\$680,424	\$173,212	\$46,070	\$0	
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	#DIV/0!	
Total Annual Expenses	\$722,998	\$19,806	\$339,980	\$349,496	\$178,903	\$1,602	\$0	
Projected Annual Expenses	\$2,946,000	\$182,073	\$858,000	\$2,721,696	\$692,848	\$184,280	\$0	
	24.54%	10.88%	39.62%	12.84%	25.82%	0.87%	#DIV/0!	
FY Balance	1208 - Clearing Acct	1202 - Admin	1203 - DSM	1204 - PCSO	1205 - Westcom	1206 - Joint Proj	1207 - Cat Res	
FY Rev - Exp - Est	\$0	\$1,670	\$153,788	-\$1,998,082	\$1,394	\$1,666	\$146,666	
FY Rev - Exp - Current/Act	\$2,182	\$40,556	-\$86,204	-\$156,553	-\$5,624	\$44,468	\$36,250	
FY Rev - Exp %	#DIV/0!	2428.50%	-56.05%	7.84%	-403.43%	2669.15%	24.72%	
Total Balance	1208 - Clearing Acct	1202 - Admin	1203 - DSM	1204 - PCSO	1205 - Westcom	1206 - Joint Proj	1207 - Cat Res	Total
Ending Balance - Est	\$0	\$1,485,844	\$2,097,312	\$21,401	\$443,773	\$1,666	\$581,666	\$4,631,662.51
Ending Balance - Current/Act	\$2,182	\$1,524,730	\$1,857,320	\$1,862,929	\$436,755	\$44,468	\$471,250	\$6,199,634.23