AGENDA

Polk County Joint 911 Service Board

Executive Committee

Meeting Date/Time:
Mon 14-OCT-2024
1330 Hours

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

Virtual Option: Zoom
In-Person Attendance Preferred
https://us06web.zoom.us/j/88965805572
Meeting ID: 889 6580 5572

Distributed on: 08-Oct-2024

Polk County Joint 911 Service Board Executive Committee Meeting – October 2024

I. Call to Order

II. Roll Call and Introductions

A. Members

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

B. Staff

- ☐ Dutch Geisinger
- ☐ Lynn Tazzioli

C. Guests/Public

III. Approval of Agenda

IV. Approval of Previous Meeting Minutes – 09-September-2024

V. Chairperson's Opening Comments

VI. Programs, Presentations, Invited Guests or Speakers – None Scheduled

VII. New Business and Action Items

A. Distribution of funds from 1202

1. Vote on options outlined in letter to the Executive Committee – Attachment 1

VIII. Old Business

A. RINO 2.0 Contract Cancellation

1. Past Due Billing

B. Verification of Joint 911 Lines paid with 1202 – Tazzioli

1. Huxley Communications Lines

2. Vote to confirm shift from 1202 (Admin) to 1206 (Joint Projects)

IX. Reports and Program/Project Updates

A. Budget and Finance

1. Reports

a. September Budget Report – Attachment 2

b. Q1 Distributions from Clearing Account (1208) – Attachment 3

B. **Service Board Committees**

1. **PSAP Advisory Committee**

2. **Metro Interoperability Committee**

C. **CAD Improvement Project** – Geisinger

1. **Request for Information (RFI)**

2. **The Authority Working Group**

a. Operations Subcommittee

b. Technical Subcommittee

c. Policy & Budget Subcommittee

X. **Open Discussion**

XI. **Upcoming Meetings**

911 Service Board Meetings	911 Service Board Executive Committee Meetings
November 20, 2024 at 1300 hours	December 9, 2024 at 1330 hours

XII. **Adjourn**

Attachment #1

1907 Carpenter Avenue
Des Moines, Iowa 50314
PH. (515) 286-2107
www.polkcountyiowa.gov

September 19, 2024

Re: Rectification of 346 Funds

Dear 911 Service Board Executive Committee Members,

I am writing in preparation of the next 911 Service Board Executive Committee meeting scheduled for Monday, October 14th, 2024, at 13:30. I am requesting a vote from the Executive Committee on your preference for distribution of funds currently held in the 1202 (Administration) account into the other business units.

Background:

Under the previous model, all incoming funding was deposited straight into the 1202 account. Funds were held here for the administration of the 28E agreement between the 911 Service Board and Emergency Management Commission, incoming grants, joint projects, and for the catastrophic reserve.

With the new fiscal policy, 3 new accounts were created: 1208 (Clearing Account), 1206 (Joint Projects), and 1207 (Catastrophic Reserve). 1208 is where all revenues are deposited before being distributed to the appropriate account as necessary as approved by the 911 Service Board. 1206 and 1207 were created to unmingle the three distinct types of funding previously held in the 1202 account.

Issue:

With the creation of these new accounts and the implementation of the new fiscal policy, we now need to reallocate the $1,919,174.09 currently held in 1202. A portion of this is already earmarked, including:

- $45,518 (one quarter worth of operating expenses) needs to be withheld for operating costs of 1202.
- $435,000 needs to be reallocated to 1207 to cover the portion of the funds set aside for the catastrophic reserve in FYs 22, 23, and 24.

This leaves $1,438,656.09 to be distributed between the three PSAPs and 1207.

Proposals:

During the next 911 Service Board Executive Committee meeting, I will be asking you to vote on your preference for the reallocation of the funds in 1202. I have provided options to vote on for your convenience below, but you are welcome to bring more to the meeting for consideration.

Option 1: Fill the Catastrophic Reserve

The Catastrophic Reserve account (1207) has a reserve goal set to 25% of the expected annual surcharge. Under this year's approved budget, the reserve cap is $725,000. With $435,000 already allocated here from FYs 22, 23, and 24, this leaves only $290,000 left to fill 1207. The benefit to reaching the 1207 reserve cap is that no further surcharge funds would be allocated to 1207 prior to applying the distribution formula. $36,250 per quarter would go straight to the PSAPs. This would only change if/when the expected annual surcharge increases, and only by 25% of the increase. The rest of the funds would be distributed to the PSAPs through the regular formula.

Applying the funds as described in Option 1 would redistribute the funds as follows:

- $468,437 to 1203 (Des Moines PD)
- $347,172 to 1204 (Polk County Sheriff's Office)
- $333,047 to 1205 (WestCom)
- $290,000 to 1207 (Catastrophic Reserve)

Option 2: Distribute Only to PSAPs

After the earmarked funds are withheld in 1202 and reallocated to 1207, no other distributions are necessary than to share the balance between the three PSAPs. Distributing these funds through the regular formula would redistribute the funds as follows:

- $586,703 to 1203 (Des Moines PD)
- $434,822 to 1204 (Polk County Sheriff's Office)
- $417,131 to 1205 (WestCom)

Option 3: Choose Your Own Adventure

If you are not satisfied with either of the above options, please be prepared to come to the next meeting with another option for consideration.

Conclusion:

Thank you for taking the time to review this letter prior to our next meeting. Your decision regarding these funds will only apply to excess funds currently held in 1202 and will have no effect on revenue deposited into 1208 since the implementation of the new fiscal policy on July 1, 2024. If you have any questions or would like any clarifications on the above information prior to the meeting, please reach out to me via email at lynn.tazzioli@polkcountyiowa.gov or phone at 515-499-6774.

Respectfully,

L. Tazzioli

Lynn Tazzioli
911 Coordinator
Polk County Emergency Management

POLK COUNTY EMERGENCY MANAGEMENT

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

Attachment #3

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**