



MINUTES

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

Distributed on: 22-Oct-2024

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

- I. **Call to Order**
- II. **Roll Call and Introductions**
 - A. **Members** – * denotes virtual attendee

☒ 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**
- III. **Approval of Agenda & Previous Meeting Minutes** – Motion to approve by Chief McCluskey, seconded by Deputy Chief Chiappano. All were in favor. Approved as-is.
- IV. **Chairperson's Opening Comments**
 - A. Chairperson Ness recommended we give thought to the frequency of our 911 Service Board Executive Committee meetings and whether dropping to bimonthly or quarterly to align with the full 911 Service Board meeting would be appropriate. Our next meeting is in two months due to the Thanksgiving holiday, which may provide a good gauge on if bimonthly is a comfortable frequency. Chief McCluskey questioned whether dropping the frequency would cause issues with the approval of expenditures. Since most of the expenditures are known ahead of time and have gained pre-approval, this should not be an issue. We also have the ability or option to have the Chair or Vice Chair do what needs to be done between meetings to gain approvals. Chairperson Ness requested we continue to think on possible unintended consequences for discussion on this topic at our next meeting.
- V. **New Business and Action Items**
 - A. **Distribution of funds from 1202**
 1. **Vote on options outlined in letter to the Executive Committee – [Attachment 1](#)**
 - a. The options available to the Executive Committee were #1: Fill the catastrophic reserve to its cap for the year so no more surcharge funds will need to be allocated to this business unit for the year or until/unless the estimated annual surcharge funds we receive increases. \$290,000 is needed to fill this; #2: Distribute straight to the PSAPs. If we do this, it would take about two years of regular quarterly distributions to reach the catastrophic reserve cap; #3: Choose your own adventure, suggested by Des Moines – a compromised position of distributing 5% of the amount available to distribute to the catastrophic relief business unit now to reduce the amount of time it will take to reach the cap.
 - b. After a discussion amongst the group on the nature, function, and use of the catastrophic reserve funds. Chief McCluskey moved to recommend option #2 to the 911 Service Board. Chief Mentola seconded the motion. All were in favor; option #2 will be brought to the full 911 Service Board meeting for approval in November.

VI. Old Business**A. RINO 2.0 Contract Cancellation****1. Past Due Billing**

- a. Aureon sent us an invoice in September after closing out our account stating they owed us approximately \$175. Another invoice received in October stated they no longer owed us any money due to a "customer refund." We have yet to receive a refund. Tazzioli did reach out to our contacts at Aureon to follow up. A representative forwarded the inquiry to their billing department and said we should receive a response in 24 hours, 120 hours ago. Tazzioli will check in with that representative again after this meeting.

B. Verification of Joint 911 Lines paid with 1202 – Tazzioli**1. Huxley Communications Lines**

- a. The diagram sent by Huxley Communications appeared to be from an outdated line. Huxley Communications claims these lines carry all of our 9-1-1 traffic, but in working with other 911 Coordinators from around the state there is reason to believe this isn't the case. Tazzioli will continue working with Huxley Communications with support from others with similar situations on confirming we're being accurately billed for services provided. The FCC has made a ruling stating phone companies can no longer charge to provide 911 service. The state is currently working through if or how to enforce this. In the meantime, these companies cannot disconnect the lines if we don't pay – and there are several counties in Iowa who have chosen not to – but this approach has not been recommended by the state due to the risk of litigation.

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

- a. We have been paying for the joint lines out of 1202 while we were working to confirm whether they were a charge that belonged to the group as a whole or a particular PSAP. This expense has not been budgeted for in 1202 but has in 1206. Now that this has been clarified, joint line expenses will be moved to 1206.

VII. 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. CAD Improvement Project – Mumm**1. Request for Information (RFI)**

- a. Geisinger and Nordmeyer have been putting together a list of CAD Improvement Project RFI and IGA development meetings to answer some questions that have arisen about the process. This list should be available in about 7-10 days.

2. The Authority Working Group

a. Operations Subcommittee

(a) Testing continuing to move forward with CentralSquare.

b. Policy & Budget Subcommittee

(a) Has not met recently; waiting on the EM Commission and action there.

VIII. Open Discussion

A. Landline 911 Surcharge

1. The 911 Program Manager confirmed in an update at the Iowa NENA Conference that he submitted a department bill that included an increase from the current remittance of \$1 per line to \$1.20 or \$1.25. He has yet to receive any feedback from the governor's office.

IX. Upcoming Meetings

911 Service Board Meetings

November 20, 2024 at 1300 hours

911 Service Board Executive Committee Meetings

December 9, 2024 at 1330 hours

X. 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 unmix 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.

PROUDLY SERVING THE COMMUNITIES OF:

ALLEMAN - ALTOONA - ANKENY - BONDURANT - CLIVE - DES MOINES - ELKHART - GRIMES - JOHNSTON - MITCHELLVILLE
PLEASANT HILL - POLK CITY - POLK COUNTY - RUNNELLS - URBANDALE - WEST DES MOINES - WINDSOR HEIGHTS



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,

A handwritten signature in blue ink, appearing to read "L. Tazzioli", with a stylized flourish at the end.

Lynn Tazzioli
911 Coordinator
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