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

Minutes
911 PSAP Advisory Committee
Thursday, July 25, 2024
1000-1045 hours

ZOOM LINK for virtual Attendance:
https://us06web.zoom.us/j/89199892399?pwd=sbQxbPSacEZmV3pjyNGQxLZVXaxdIN.1

I. **Welcome**

II. **Programs, Presentations, or Invited Guests:**
   a. Welcome new staff member, Lynn Tazzioli!

III. **Communications Center Updates/Information Sharing**
   a. Des Moines
      i. 11 in training. Just finished 2nd academy class with 5, all on the floor, first group through call taking phase and into next discipline.
      ii. Finishing contracts with Zetron shared services; they were able to get some "needs"; won't go live until spring; current VIPER is coming to end of life; est. $650k saving over 5 years. $700k+ quote from Intrado for new VIPER on-site.
      iii. Text to 911 through Prepared 911; signed 1-year contract; looked at RapidSOS new platform – may end up here; same as Prepared 911 but has additional features; will start implementation with Prepared in a couple weeks; RapidSOS may be a good shared services idea next year if other agencies are interested.
      iv. Building a new command post out of an old truck; old vehicle required a CDL to drive; new command post will be 2 positions with bench seating and isolated area in the back for commanders; should be done in about one month; will be available to share, will have ISICS and Polk County radios.
   b. Polk County
      i. Has meeting with Prepared 911 next week.
      ii. 2 in training, started 2-3 weeks ago, one with previous experience at Westcom. Other was a teacher.
      iii. On board with Zetron for shared services with the phone. Looking at June 2025 after VIPER contract ends.
      iv. Getting ready for the fair.
   c. Westcom
      i. CAD and mobiles are stable now. Alleviated the mobile platform on their own, CentralSquare is still working on CAD; believe issues could be related to installs being done without removing anti-virus software first. Will test in training environment first to see if it takes away low priority challenges. RMS update last Friday went well; no problems.
      ii. 5 telecommunicators started academy in June. Graduate next week.
      iii. Finished 4th round of Supervisor hiring, 4 left and will be interviewed

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August 5th. One is tenured out of Colorado, one internal candidate, one from State Radio.

iv. The Logistics Specialist, a brand new position, application process closed last week; 14 applicants, 10 will continue. Interviews planned for August, Civil Service in September.

v. Plan to hire a QA Specialist and another telecommunicator.

vi. Jodi Hartz with Central Square has been hired back as an account manager. She is based out of Decorah. Will confirm whether she will be part of our CAD to CAD meetings/project. Current CentralSquare CAD to CAD rep is Suzanne, she has been saying it will transition to someone else.

vii. Next upgrade is in December; rehosting RMS out of old system into the new.

viii. New portable radios – all either have bought or are buying; several are not touching/updating their mobiles; much more advantageous for agencies to do this through Westcom cost-wise. Windsor Heights got mobile radios in from Motorola, working on programming. Staying with Harris portables.

IV. Budget and Finance

a. Fiscal Policy Update (Attachment 1)
   i. Completed and official; Central accounting has worked on the updates; Section 5 added for end of month and year reports.
   ii. Call Lynn with questions.
   iii. Intended to be a living document; send suggestions for review as needed for future updates.

b. Monthly Budget Numbers (Attachment 2)
   i. End of June/end of year submitted to central accounting; let us know if anything looks incorrect.
   ii. There is a pushback in legislation about trying to take back undesignated funds; look for a poll coming out about designated funds; it's okay to keep a reserve but it needs to keep a designation; End of Year reports need to show total cost of running the PSAPs to help this; Button looking for recommendation on how to document this – generalized separate line item with basic description of how the funds will be used in the future should suffice; i.e., aging CAD system expected to need replaced in X year, saving for this project.

V. RINO 2.0 – Cancellation of Aureon contract has been finalized.

a. Equipment Returns (Attachment 3)
   i. PCSO has theirs with them, Dehnert will return the equipment for them today. Westcom has not returned theirs yet because they may have another connection on the same firewall; will work with IT on this. Dutch will forward the list to Dehnert and Button.

b. Other?
   i. Aureon sent another bill for charges they said we were delinquent on from last year. They were able to waive these after Dutch spoke with them. All

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that is outstanding is equipment returns.

ii. RINO is still on the consoles but not working. Responsibility of transition to RINO 3.0 was going to be done through Des Moines Radio Shop but they may be backing out. Will talk about this in Metro Interop 7/25 meeting to get this back on track, especially now that it's down. There is currently an issue with patching between the County and Interop channels that RINO could alleviate.

VI. DSM EMD training grant Submitted – Brad Button

a. Submitted information to host a class to Lynn to submit grant to 911 Council. Council agreed to host one per vendor last year (i.e., APCO, Priority Dispatch, PowerPhone). This has been submitted, Blake has everything he needs.

VII. Any Alert Iowa Issues?

a. Not a lot has gone out over the past month; one endangered person.
b. Dehnert received Alert Iowa messages from other counties using the same short code as other Polk County alerts. Will forward the messages to Lynn to check with Alert Iowa to see how this works.

VIII. Open Discussion

a. Aureon requested to meet and present options or services we may not know about. Dutch declined for now.
b. State claims they have been running at a deficit and will not have excess funds to distribute at the end of the year as normal; they are requesting the surcharge change from $1 to $1.20. Talked about $1.34, could negotiate down to $1.25. This would still be sufficient to help distribute between the PSAPs and still have a surplus at the end of the year. We may need to renegotiate the formula of how it's distributed, especially if the state takes over the landline surcharge. The bump may be in lieu of the state taking over the landline.
c. Button checked with group to see if there is any shared interest in Rave for reverse 911/geofencing as a joint venture. The City of West Des Moines/FD may have some interest. Westcom currently using Alert Iowa. Rave can do this through the hub. Westcom adding it to their agenda to see if their Chiefs have any interest. PCSO may be interested. This could be a platform to bridge gaps in alerting to the public – schools, hospitals, etc.

IX. Adjourn: Next Meeting: August 22, 2024, 10:00

Attachment #1

POLK COUNTY JOINT 911 SERVICE BOARD FINANCIAL POLICY AND PROCEDURE

ADOPTED BY THE 911 SERVICE BOARD

May 2024

TABLE OF CONTENTS

Introduction

GENERAL PURPOSE

1. This policy establishes guidelines for the financial goals and objectives of the Polk County Joint 911 Service Board (911 Service Board) in Polk County Iowa, provide direction for budget development, identify guidance for expenditure approval, and outline the dispersion of revenues to eligible recipients.
2. The goal of the Board shall be to achieve a strong financial condition with the ability to:
    a. Withstand state and local economic impacts affecting 911 Communications
    b. To be able to support projects beneficial to all three Public Safety Answering Points

Section I

FINANCIAL EXECUTIVE SUMMARY

1. **Contracts and Expenditures –** Under Iowa Code 34A, the 911 Service Board is a legal entity. Its members may enter into contracts and make expenditures for services, administration, or planning to carry out purposes of the Polk County Joint 911 Service Board Bylaws (hereinafter referred to as "the Bylaws"). The 911 Service Board may cooperate with, contract with, and accept and expend funds from federal, state, or local associations, public or semi-public corporations, or private individuals and businesses for 911 projects and activities consistent with federal, state, and local law and the Bylaws.
2. **911 Service Fund** –The Polk County 911 Service Board has established a 911 Service Fund with the Polk County Treasurer. Collected surcharge money and any interest thereon shall be deposited into the 911 Service Fund as authorized by Iowa Code 34A. 911 Surcharge money must be kept separate from all other county sources of revenue.
    a) Account 346 has been established in Polk County Central Accounting and is comprised of the following business units:
        i. 1202 – 911 Service Board Expenses
        ii. 1203 – Des Moines Police Department PSAP
        iii. 1204 – Polk County Sheriff's Office PSAP
        iv. 1205 – Westcom PSAP
        v. 1206 – Joint Projects
        vi. 1207 – Catastrophic Reserve
        vii. 1208 – Surcharge Funding

b) Business Unit 1201 will exist within Central Accounting for the sole purpose of annual reporting related to the 346 Account. Reporting is required by the State to be completed on an accrual basis rather than a cash accounting basis. This account shall not hold funds but will be used only for the purpose of identifying revenue and expenditure accruals related to the annual report.

3. **Reserve Funds –** All funds in the 911 Service Fund remaining at the end of the fiscal year shall carry over into the next fiscal year either as reserve funds, encumbered funds, or for general expenditures. The remaining funds must remain within the 911 Service Board 346 Fund and not revert to the general county fund.
4. **The 911 Service Board Budget Publication -** The 911 Service Board budget must be prepared and adhere to the rules using the Department of Management (DOM) Local Government Budgets online application. The requirements may be found in the Code of Iowa, Chapter 24.
5. **Audit Provisions –** The 911 Service funds must be subject to examination by the Iowa Department of Homeland Security and Emergency Management at any time during usual business hours. 911 Service funds are also subject to the audit provisions of Iowa Administrative code 605.10.11(2).
6. **Compliance**-All business units must remain in compliance with the fiscal policy. Discrepancies will be reviewed and resolved by the 911 Executive Committee or the 911 Service Board. Processing of reimbursement request packets in question will be suspended until the issue is resolved.

Section II

CONFLICT OF INTEREST

1. The 911 Service Board and its fiscal agent, the Polk County Emergency Management Agency, shall comply with the guidelines set forth herein. Any recommended deviation from these policies shall be identified in written documentation (e.g., staff report, resolution, or budget presentation). These policies are intended to be applied in conjunction with requirements outlined in Iowa Code, and Generally Accepted Accounting Principles (GAAP). In the case of any conflict, the provisions of such laws or GAAP will control.
2. Annually on July 1 of each fiscal year, Service Board members and anyone with negotiation or purchasing power of 911 goods or services will receive and be required to sign the Service Board’s Conflict of Interest Policy. Please see Attachment A.

Section III

BUDGETING PROCESS/TIMELINE (budgets are prepared on a cash basis)

1. August:
    a. The 911 Coordinator reviews revenues for the previous fiscal year as well as previous budget expenditures.
    b. The 911 Coordinator sends out a request for joint projects with a due date of September 1st.
7. September:
    a. The 911 Coordinator obtains closed books numbers from auditors/central accounting, and prepares budget documents for the Public Safety Answering Points.
    b. Forecasts revenues for next fiscal year.
8. During the first quarter of the new fiscal year, the 911 Coordinator will meet with each PSAP to reconcile the fund balances from the previous fiscal year.
9. October- 911 Coordinator provides PSAPs with budgeting documents.
10. November-
    a. Budget workshop is held, and all changes to PSAP budgets must be provided to the 911 Coordinator no later than December 1st.
    b. In submitting a budget to the 911 Coordinator, the PSAP is certifying all reserve funding is assigned as defined by the "911 Service Board FY 2025 Instructions" provided by the Iowa Department of Management and recommended by the State of Iowa 911 Program Manager. *See Definitions.*
11. December-
    a. The 911 Coordinator will combine all budgets by the second week of December and distribute the combined budget to all PSAPs for review.
    b. To ensure accuracy and compliance with the Iowa Code, the combined 911 budget and the 911 Annual PSAP Expenditure Data Collection forms will be reviewed and discussed as a group.
12. January-
    a. Comments and changes to the distributed budget are due no later than two weeks before the January 911 Service Board Executive Committee meeting.
    b. PSAPs *may* receive preapproval up to the certified budget amount for expenditures for an individual object code greater than $25,000. Advance approval requires details of the expenditure to be submitted with the budget submission. *See Estimated Expenses*
13. February-
    a. The budget is published adhering to the Department of Management (DOM) Local Government Budgets online application requirements found in the Code of Iowa, Chapter 24.

b. The 911 Coordinator must publish the Notice of Public Hearing and Proposed Budget according to Code of Iowa. (See Code of Iowa, Chapter 24).
c. The public hearing for the proposed budget will be held on the third Wednesday in February unless the 911 Service Board votes to hold the hearing at an earlier or later meeting date.
d. Following the public hearing, the 911 Service Board may adopt expenditures equal to or less than the amount published. Adopted expenditures cannot be greater than the amount published.
e. The approved budget must be certified by the Polk County Auditor and submitted to the Program Manager no later than March 15 of each year.

Section IV

1. REVENUE
    a. Types of Revenues
        i. Surcharge Funding-
            1. Wire-line 911 service surcharge, and
            2. Emergency communication service surcharge (Wireless 911 service surcharge)
                a. Iowa Homeland Security and Emergency Management year end surcharge surplus payment occurs only if money is left over in their budget after all their bills have been paid at the end of the fiscal year. The amount is determined by dividing the funds equally among the number of PSAPs in the State of Iowa.
        ii. Interest Income
        iii. Miscellaneous Revenue – other sources allowed by law
    b. Revenue Procedures –
        i. When the 911 Service Board is issued a check the following procedures are followed:
            1. The 911 Coordinator copies the checks
            2. The 911 Coordinator inputs the checks into JD Edwards for the funds to be deposited into the 1208 business unit
            3. Checks are submitted to cash management for deposit.
            4. The copies of the checks and accompanying paperwork are held physically at Polk County Emergency Management for five years.
            5. All sources of revenue will be deposited into fund 1208 pending allocation to the following business units utilizing the approved funding formula (see Attachment C):

a. 1202 – 911 Service Board Expenses
b. 1203 – Des Moines Police Department PSAP
c. 1204 – Polk County Sheriff's Office PSAP
d. 1205 – Westcom PSAP
e. 1206 – Joint Projects – funds identified for projects/programs beneficial to all PSAPs
f. 1207 – Catastrophic Reserve

6. Funding distributed by a grant to a specific PSAP for a specific project will be passed through without following the distribution process.
7. The State of Iowa end-of-the-year surplus, if applicable, will be divided equally amongst the PSAPs.
8. Unexpended revenues in any fiscal year should be designated for future projects and will remain in the individual business units as a balance carried forward into the next fiscal year and shall not revert back to the county's general fund.

ii. Other forms of revenue received may include electronic transfer of funds. Documentation must be maintained as required by Code of Iowa. The Fiscal Agent will prepare a cash receipt in JD Edwards when notified by cash management that an electronic payment has been received.

c. Quarterly revenue distribution of surcharge procedures to PSAPs, Service Board, Joint Projects, and if necessary, Catastrophic Reserve will be distributed as follows:
   i. Quarter 1: July 1-September 30 on or about October 12th.
   ii. Quarter 2: October 1-December 31 on or about January 12th.
   iii. Quarter 3: January 1-March 31 on or about April 12th.
   iv. Quarter 4: April 1-June 30 on or about July 12th.

2. EXPENDITURES
   a. All three PSAPs seeking reimbursement using surcharge funding, must pay for expenditures upfront utilizing non-surcharge funding, and submit a reimbursement request packet.
   b. Procurement processes for 911 funds and all expenditures shall follow Federal, State and local laws and procurement guidance. Only allowable and approved expenditures will be reimbursed. Iowa Code 34A, Federal and State guidance provided by the Program Manager or designee will be used to determine whether an expense is allowable.
   c. Expenditures exceeding $25,000 that have not been preapproved during the budget adoption process must be approved by the 911 Executive Committee before the reimbursement request may be processed. All requests must be received by the last day of the month prior to the next 911 Executive Committee meeting.

d. Exceptions to Approved Budget Spending– The Executive Committee of the 911 Service Board may authorize exceptions to the joint projects approved 911 budget and authorize the use of 911 funding for time-sensitive expenditures without authorization of the full 911 Service Board if:
    i. The cost of the project is $25,000 or less
    ii. The project is supported by all three Public Safety Answering Point Directors and is recorded in the Executive Committee minutes, and
    iii. The 911 Service Board is electronically notified within 24 hours after the approval is made and is provided a full briefing at the next 911 Service Board meeting.
e. Withdrawals – Withdrawals of money from the 911 Service fund shall be made on warrants drawn by the county auditor, per Iowa code section 331.506, supported by claims and vouchers. Withdrawals that exceed $25,000 shall be signed jointly by the Chairperson and the Vice-Chairperson in advance.
f. Separate 911 Service Fund – Per Iowa Administrative Code, Homeland Security [605], Chapter 10.11(1)b, all surcharge funding must not be commingled with other revenue sources utilized to pay for 911 expenses.
g. Unexpended revenues in any fiscal year should be designated for future projects and will remain in the individual business units as a balance carried forward into the next fiscal year and shall not revert back to the county's general fund. Catastrophic Reserve-
    i. The catastrophic reserve is designated for use by the Polk County 911 Service Board in calamitous conditions for uses allowable under law. The catastrophic reserve goal is set at 25% of expected annual surcharge as approved by the 911 Service Board's Executive Committee.
    ii. A PSAP may request the use of the catastrophic reserve under the following conditions:
        1. Catastrophic reserve funds may be requested by a PSAP if a calamitous event leaves a PSAP with the inability to receive and process 911 calls in a timely manner and provide citizens with lifesaving emergency assistance. Examples include but are not limited to malicious incidents, total equipment failure as a result of a natural disaster, and technology system failures.
        2. A PSAP must submit a written request to the 911 Coordinator to use funds. Request must include: description of the incident, the preventative steps taken to minimize such an event, the amount of funds

requested, and terms of the repayment plan the PSAP is requesting (see *Repayment Plans*). The 911 Coordinator will provide the request to the Chair and Vice-Chair of the 911 Service Board. The Chair and Vice Chair have up to 2 business days to request the 911 Coordinator schedule an emergency meeting of the 911 Service Board. The meeting may be virtual.

3. The 911 Service Board must approve the usage of the funds and the type of repayment plan by a 2/3 majority.
4. Repayment Plans- Repayment will begin one year from when the requested funds are received. The PSAP may request a repayment plan not to exceed three years. Repayments will be made on a quarterly basis (without interest). Repayment funds will be taken from the future surcharge the PSAP is expected to receive.

3. REIMBURSEMENT
   a. Business Units shall use only approved object codes for purchases and to request reimbursement. If additional object codes are needed during the fiscal year, the 911 Coordinator and Central Accounting will consider requests by the business units.
   b. A reimbursement request packet must contain the following items:
      i. Cover sheet with authorized signature (Attachment B)
      ii. Request for reimbursement template (Attachment D)
      iii. Supporting Documentation
         1. Invoice/Receipt
         2. Proof of Payment must be included with the invoice/receipt (Documentation may include: Official bill/invoice or copy of ledger showing payment. Other documentation may be periodically requested, such as copy of check, credit card statements, payroll records, etc.).
         3. Only the Fiscal Agent and Central Accounting are authorized to process speed vouchers and reimbursement requests for the 911 Service Board, joint projects, and PSAPs. PSAPs are not authorized to process their speed vouchers or complete Journal Entries (JE) in JD Edwards.
   c. Reimbursement Timeline
      i. Reimbursement Request Packet- The Fiscal Agent must receive the business units' reimbursement packet no later than 30 days after the last day of the reimbursing month barring exigent circumstances.

ii. The Fiscal Agent will process the reimbursement packet no later than 30 days after receipt of the packet barring exigent circumstances. The Fiscal Agent will submit the reimbursement packet to Central Accounting for final approval and payment reimbursement.
iii. The 911 Service Board will adhere to all Polk County budgeting timelines and will cease processing reimbursements on or before the date provided by Polk County Central Accounting at the end of the fiscal year.

3. BUDGET AMENDMENTS

a. When it is recognized that any of the business units' may exceed certified expenditures, a request for budget amendment shall be completed and presented to the 911 Service Board.
b. If funds are available and not otherwise encumbered in an individual business unit, the 911 Service Board may choose to approve the expenditure. The designated 911 Service Board meetings for budget amendment consideration are the November and May full-service board meetings.
c. There are no guaranteed approvals of amendments and every effort should be made to avoid continued spending once shortfalls are identified. If it appears expenditures will exceed the published estimates, a budget amendment must be effective before additional expenditures are approved in accordance with the Iowa Department of Management. Entities are ultimately responsible for their expenditures. All budget amendments must be completed no later than May 31 of the fiscal year (see Iowa Code, 24.9b(2)).

Section V

CASH RECONCILIATIONS

1. A monthly cash reconciliation document will be completed for each business unit by the 911 Coordinator. These documents will be completed using information sources from the Polk County Accounting Management system. These documents will be created on or about the 12th of the following month, as soon as practical following the last day of the previous month to allow for outstanding items to reconcile. The monthly cash reconciliations will be reviewed and verified for accuracy by Central Accounting during calendar year 2024, and quarterly thereafter, before distribution to 911 Board.
2. An annual cash reconciliation will be completed for each business unit and the 911 consolidated fund. This reconciliation will be prepared using the same sources as the monthly reconciliations and reviewed and verified for accuracy by Central Accounting before distribution to the 911 Board.
3. Discrepancies identified by the 911 Coordinator will be discussed and reconciled with Central Accounting as practical. Discrepancies that cannot be resolved through normal discussion and channels will be brought to the 911 Board Executive Committee for recommendation and resolution steps.

FINANCIAL REPORTING

1. MONTHLY REPORTS FOR 911 SERVICE BOARD - The 911 Coordinator will prepare a monthly report for presentation to the 911 Board Executive Board using cash basis financial report and to the 911 Service Board on a quarterly basis. This report will provide information on the most current closed book monthly balance. (As an example, for the June meeting, the most recent closed book reports available may be for April. Reconciled revenues and expenditures for April will be completed on or about May 12th and the May report may not be completed until after the June 911 Service board meeting making April the most current completed reports). The reports will be completed using information provided through the Polk County Accounting Management system and reviewed and verified for accuracy by Central Accounting during calendar year 2024, and quarterly thereafter, before distribution to the 911 Board.
2. ANNUAL REPORTING – Annual reports are required by Iowa Homeland Security and Emergency Management as defined in Iowa Code. These reports will be completed by each PSAP and the 911 Coordinator using an accrual basis accounting method. The information necessary to complete these reports will be retrieved from the Polk County Accounting Management system by the 911 Coordinator and Central Accounting. These reports will be consolidated by the 911 Coordinator and reviewed and verified for accuracy by Central Accounting before being distributed to Iowa Homeland Security, Emergency Management and the County's external auditors.

Definitions

Assigned Fund Balance-Intended use expressed, but neither restricted or committed. Examples include budget carryover for a specific item and appropriation of existing fund balance for a specific use.

Encumbered Funds-Funds that are committed for a particular liability (project, item, etc.) in the future.

Reserve Funds-an account used to satisfy any unexpected, unbudgeted future costs.

Unassigned Funds-Not constrained in any way.

Attachment A:

Polk County Joint 911 Service Board's Conflict of Interest Statement

The standard of behavior of the Polk County 911 Service Board (Board) Members is all board members and individuals negotiating contracts and/or using surcharge monies to purchase items and/or services must scrupulously avoid conflicts of interest between the interests of the Board on one hand, and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflicts of interest.

I understand that the purposes of this policy are to protect the integrity of the Board's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff, and board members. Upon appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliations), my family, and/or my significant other, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand that this policy is meant to supplement good judgment, and I will respect its spirit as well as its wording.

Signed: Date:

Attachment B.

Polk County Emergency Management
Attn: Tracey L. Bearden
1907 Carpenter Ave.
Des Moines, IA 50314

Date: November 30, 2023

Ref: October 2023 Reimbursement Request

Miss Bearden,

Please find the Request for Reimbursement packet request for ☐ the City of Des Moines, ☐ the Polk County Sheriff's Office, or ☐Westcom (check one). The expenses incurred are directly related to the receipt and disposition of 911 calls for service. The total reimbursement requested is _____________ for our jurisdiction's expenses and _________ for joint project expenses. If I have both joint and individual expenses, I have attached a separate packet for individual and joint expenditures.

If you have any questions, please contact _______________ at _____________.

________________________ ________________
Requesting Agency Authorizing Signature Date

________________________ ________________
PCEMA 911 Coordinator Signature Date

___________________________ ________________
Director/Deputy Director PCEMA Signature Date

Please check all that apply:

Joint and Individual	**Grants**
☐Approved Joint Projects	☐Grant Reimbursement (Attachment B Attached to Packet)
☐Approved Individual Projects	☐GIS Grant Reimbursement (Attach Email demonstrating benchmarks met).

I attached a copy of all invoices ☐
I attached proof of payment (Copy of Ledger and/or Receipts)? ☐
Proof of justification, if needed. ☐

Attachment C

Weighting	**Percentage**
Base	59%
Population	8%
No. of 911 Calls	33%
Total	100%

Attachment D

Polk County Joint 911 Service Board

Request for Wire-line and Emergency Communication Service Surcharge (Wireless) Reimbursement

PSAP Requesting Reimbursement (Drop Down Box)	911 Service Board
Submission Date	
Submitted By	Tracey Bearden
Phone Number	
Agency Claim #	

Item	Vendor and Vendor Address	Amount	Object Code Description	Fund and Business Unit	Object Code	Invoice/Service Dates	Object Code Total
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
	Total	$				Total	$

Submit Packet Electronically To:
Tracey L. Bearden
Polk County Joint 911 Service Board
Polk County Emergency Management
tracey.bearden@polkcountyiowa.gov
515-286-2107

Polk County Emergency Management Review and Authorization	
911 Coordinator Signature:	Date:
Director Signature:	Date:
Deputy Director Signature (if needed):	Date:
Central Accounting Signature	Date:

POLK COUNTY EMERGENCY MANAGEMENT

Attachment #2

POLK COUNTY
Appropriation Status Report: Subactivity/Object/Subledger
For Budget Fiscal Year 23/24
As of 6/29/2024

Fund 00346 - 00346
Agency .
Orgn . (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %

Fund 00346 - 00346
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1201 E911 (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		E911								
		OTH SVCS & CHGS								

R55A103AP POLK001
User ID: PNORDME

POLK COUNTY
Appropriation Status Report: Subactivity/Object/Subledger
For Budget Fiscal Year 23/24
As of 6/29/2024

7/15/2024 14:02:09

Fund 00346 - 00346
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1202 E911 SERVICE BOARD (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		SUPPLIES								
82400		OFFICE SUPPLIES	02	1,500.00	.00	.00	196.80	1,303.20	196.80	13.12
82570		MISCELLANEOUS OTHER SUPPLIES	02	300.00	.00	.00	.00	300.00	.00	.00
		SUPPLIES		1,800.00	.00	.00	196.80	1,603.20	196.80	10.93
86000		OFF PUBLICATIONS / LGL NOTICES	06	200.00	.00	.00	.00	200.00	.00	.00
86010		ADVERTISING	06	10,000.00	.00	.00	.00	10,000.00	.00	.00
86020		PRINTING	06	2,000.00	.00	.00	.00	2,000.00	.00	.00
86110		MILEAGE / MISC TRAVEL	06	1,240.00	.00	.00	.00	1,240.00	.00	.00
86120		POSTAGE	06	100.00	.00	.00	1.39	98.61	1.39	1.39
86130		TELEPHONE LINES	06	155,500.00	.00	1,489.25	17,438.32	138,061.68	17,438.32	11.21
86171		RADIO SVCS - VEHICLE/PORTABLE	06	8,500.00	.00	23.97	287.64	8,212.36	287.64	3.38
86190		CELLULAR TELEPHONES SERVICE	06	755.00	.00	.00	417.47	337.53	417.47	55.29
86205		INTERNAL TELEPHONE CHARGES	06	1,400.00	.00	.00	1,832.63	432.63-	1,832.63	130.90
86472		COORDINATOR PROF / TECH SVCS	06	119,580.00	.00	32,928.44	123,884.21	4,304.21-	123,884.21	103.60
86600		ELECTRIC	06	3,796.00	.00	.00	1,068.00	2,728.00	1,068.00	28.13
86610		GAS	06	300.00	.00	.00	.00	300.00	.00	.00
86730		MAINT AGREEMENTS - TELE EQUIP	06	1,488.00	.00	.00	1,511.34	23.34-	1,511.34	101.57
86732		MAINT AGREEMENTS - OTHER	06	147.00	.00	.00	.00	147.00	.00	.00
86860		LEASE / RENTALS	06	8,544.00	.00	1,602.00	5,340.00	3,204.00	5,340.00	62.50
86940		INSURANCE	06	4,588.00	.00	.00	3,320.10	1,267.90	3,320.10	72.36
87100		DUES AND MEMBERSHIP	06	413.00	.00	.00	376.00	37.00	376.00	91.04
87170		TRAVEL / TRAINING / EDUCATION	06	15,000.00	.00	.00	1,613.83	13,386.17	1,613.83	10.76
87190		MISCELLANEOUS OTHER SERVICES	06	150,000.00	.00	.00	.00	150,000.00	.00	.00
87330		MEETINGS	06	1,600.00	.00	.00	.00	1,600.00	.00	.00
87390		COMPUTER/DATA ACCESS & STORAGE	06	96,000.00	.00	.00	.00	96,000.00	.00	.00
87490		PROGRAM EXPENSE	06	.00	.00	5,268.50	70,461.09	70,461.09-	70,461.09	********
		OTH SVCS & CHGS		581,151.00	.00	41,312.16	227,552.02	353,598.98	227,552.02	39.16
89580		GRANT PASS THROUGH REMITTANCE	09	.00	.00	8,212.00	35,887.00	35,887.00-	35,887.00	********
		MISCELLANEOUS		.00	.00	8,212.00	35,887.00	35,887.00-	35,887.00	********
		E911 SERVICE BOARD		582,951.00	.00	49,524.16	263,635.82	319,315.18	263,635.82	45.22

Fund 00346 - 00346
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1203 DM E911 SURCHARGE (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		SUPPLIES								
82310		M.V. LUB / PARTS / SUPPLIES	02	.00	.00	.00	380.55	380.55-	380.55	********
82420		INFO TECH SUPPLIES / EQUIPMENT	02	.00	.00	.00	284.10	284.10-	284.10	********
82460		FURNITURE AND EQUIPMENT	02	5,000.00	.00	.00	.00	5,000.00	.00	.00
82570		MISCELLANEOUS OTHER SUPPLIES	02	.00	.00	.00	1,810.26	1,810.26-	1,810.26	********
		SUPPLIES		5,000.00	.00	.00	2,474.91	2,525.09	2,474.91	49.50
86150		TELEPHONE EQUIPMENT	06	3,790.00	.00	1,683.08	1,734.05	2,055.95	1,734.05	45.75
86190		CELLULAR TELEPHONES SERVICE	06	95,000.00	.00	31,846.49	62,176.01	32,823.99	62,176.01	65.45
86470		CITY PROF / TECH SERVICES	06	175,000.00	.00	12,080.81	51,105.19	123,894.81	51,105.19	29.20
86730		MAINT AGREEMENTS - TELE EQUIP	06	65,000.00	.00	.00	66,175.92	1,175.92-	66,175.92	101.81
86732		MAINT AGREEMENTS - OTHER	06	.00	.00	18,150.17	18,150.17	18,150.17-	18,150.17	********
86860		LEASE / RENTALS	06	8,700.00	.00	.00	.00	8,700.00	.00	.00
87100		DUES AND MEMBERSHIP	06	3,500.00	.00	.00	.00	3,500.00	.00	.00
87170		TRAVEL / TRAINING / EDUCATION	06	10,000.00	.00	.00	.00	10,000.00	.00	.00
87390		COMPUTER/DATA ACCESS & STORAGE	06	.00	.00	8,664.48	46,424.08	46,424.08-	46,424.08	********
		OTH SVCS & CHGS		360,990.00	.00	72,425.03	245,765.42	115,224.58	245,765.42	68.08
88315		MINOR INFO TECH EQUIPMENT	08	255,000.00	.00	85,674.95	136,681.27	118,318.73	136,681.27	53.60
88360		INFO TECH SOFTWARE	08	274,000.00	.00	.00	273,890.66	109.34	273,890.66	99.96
		CAPITAL OUTLAYS		529,000.00	.00	85,674.95	410,571.93	118,428.07	410,571.93	77.61
		DM E911 SURCHARGE		894,990.00	.00	158,099.98	658,812.26	236,177.74	658,812.26	73.61

Fund 00346 - 00346
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1204 PC E911 SURCHARGE (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		SUPPLIES								
82460		FURNITURE AND EQUIPMENT	02	20,000.00	.00	8,138.16	8,138.16	11,861.84	8,138.16	40.69
82520		RADIO / CAMERA / A.V. SUPPLIES	02	500.00	.00	.00	.00	500.00	.00	.00
82560		P.C. SOFTWARE	02	3,000.00	.00	.00	.00	3,000.00	.00	.00
		SUPPLIES		23,500.00	.00	8,138.16	8,138.16	15,361.84	8,138.16	34.63
86130		TELEPHONE LINES	06	1,800.00	.00	299.61	1,923.38	123.38-	1,923.38	106.85
86140		DATA LINES	06	10,800.00	.00	.00	9,565.67	1,234.33	9,565.67	88.57
86150		TELEPHONE EQUIPMENT	06	6,000.00	.00	.00	.00	6,000.00	.00	.00
86470		CITY PROF / TECH SERVICES	06	110,000.00	.00	.00	35,709.93	74,290.07	35,709.93	32.46
86473		COUNTY PROF / TECH SVCS	06	260,000.00	.00	62,047.11	276,202.42	16,202.42-	276,202.42	106.23
86730		MAINT AGREEMENTS - TELE EQUIP	06	65,000.00	.00	.00	50,342.73	14,657.27	50,342.73	77.45
86731		MAINT AGREEMENTS - RADIO EQUIP	06	42,000.00	.00	.00	42,913.69	913.69-	42,913.69	102.18
86732		MAINT AGREEMENTS - OTHER	06	160,000.00	.00	.00	186,577.30	26,577.30-	186,577.30	116.61
87100		DUES AND MEMBERSHIP	06	2,200.00	.00	.00	2,016.00	184.00	2,016.00	91.64
87170		TRAVEL / TRAINING / EDUCATION	06	15,000.00	.00	.00	13,503.80	1,496.20	13,503.80	90.03
87490		PROGRAM EXPENSE	06	21,000.00	.00	.00	7,559.00	13,441.00	7,559.00	36.00
		OTH SVCS & CHGS		693,800.00	.00	62,346.72	626,313.92	67,486.08	626,313.92	90.27
88315		MINOR INFO TECH EQUIPMENT	08	.00	.00	.00	37,831.82	37,831.82-	37,831.82	********
88340		MINOR EQUIPMENT	08	42,000.00	.00	.00	.00	42,000.00	.00	.00
		CAPITAL OUTLAYS		42,000.00	.00	.00	37,831.82	4,168.18	37,831.82	90.08
		PC E911 SURCHARGE		759,300.00	.00	70,484.88	672,283.90	87,016.10	672,283.90	88.54

Fund 00346 - 00346
Agency 099 NONDEPARTMENTAL/NON-BUDGET
Orgn 1205 WESTCOM E911 SURCHARGE (Budget Period: 12)

Object	SubObj	Account Description	Catg.	Total Approp	Amts Committed	MTD Activity	Expended YTD	Expended Remaining	Expnd/Committed YTD	Expended %
		SUPPLIES								
82560		P.C. SOFTWARE	02	.00	.00	16,607.34	16,607.34	16,607.34-	16,607.34	********
		SUPPLIES		.00	.00	16,607.34	16,607.34	16,607.34-	16,607.34	********
86140		DATA LINES	06	.00	.00	24,793.48	150,436.43	150,436.43-	150,436.43	********
86150		TELEPHONE EQUIPMENT	06	.00	.00	.00	3,045.00	3,045.00-	3,045.00	********
86470		CITY PROF / TECH SERVICES	06	125,000.00	.00	580.00	163,534.99	38,534.99-	163,534.99	130.83
86730		MAINT AGREEMENTS - TELE EQUIP	06	.00	.00	.00	54.82	54.82-	54.82	********
86732		MAINT AGREEMENTS - OTHER	06	425,000.00	.00	.00	222,343.99	202,656.01	222,343.99	52.32
		OTH SVCS & CHGS		550,000.00	.00	25,373.48	539,415.23	10,584.77	539,415.23	98.08
88300		MAJOR EQUIPMENT	08	50,000.00	.00	.00	30,407.33	19,592.67	30,407.33	60.81
88310		MAJOR INFO TECH EQUIPMENT	08	15,000.00	.00	.00	.00	15,000.00	.00	.00
88340		MINOR EQUIPMENT	08	.00	.00	.00	42,963.33	42,963.33-	42,963.33	********
88360		INFO TECH SOFTWARE	08	15,000.00	.00	.00	.00	15,000.00	.00	.00
		CAPITAL OUTLAYS		80,000.00	.00	.00	73,370.66	6,629.34	73,370.66	91.71
		WESTCOM E911 SURCHARGE		630,000.00	.00	41,980.82	629,393.23	606.77	629,393.23	99.90
		NONDEPARTMENTAL/NON-BUDGET		2,867,241.00	.00	320,089.84	2,224,125.21	643,115.79	2,224,125.21	77.57
		Grand Total(s)		2,867,241.00	.00	320,089.84	2,224,125.21	643,115.79	2,224,125.21	77.57

Attachment #3

Attachment 1

List of Aureon-Owned Equipment Still Needing Returned:

1. Fortinet Fortigate 60E managed firewall with serial number FGT60ETK19088201
2. Adtran NetVanta 1531 network switch with serial number LBADTN1840AJ908
3. Fortinet Fortigate 60E managed firewall with serial number FGT60ETK19087636
4. Adtran NetVanta 1531 network switch with serial number LBADTN1704AH890
5. Fortinet Fortigate 60E managed firewall with serial number FGT60ETK19018194
6. Adtran NetVanta 1531 network switch with serial number LBADTN1704AH899
7. Fortinet Fortigate 60E managed firewall with serial number FGT60ETK19018521
8. Adtran NetVanta 1531 network switch with serial number LBADTN1840AJ887

Once services are terminated, equipment should be taken or sent by 8/1/2024 to the following address:

Aueron – Cambridge Building
Attn: Tech Procurement / Ticket # 2214972
7600 Office Plaza Dr Ste 130
West Des Moines, IA 50266

Aureon can provide a shipping label if necessary.