



AGENDA

Polk County Joint
911 Service
Board

Full 911 Service Board

Meeting Date/Time:
WED 17-MAY-2023
1300 Hours

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

Distributed on: 10-MAY-2023

Attendance in person is preferred; however, if you are otherwise unable to attend you may register to attend virtually via Zoom. To attend via Zoom, please register here:

https://polkcountyowa-gov.zoom.us/meeting/register/tZMuf-6prDlVE9IS5sOyEMqJuGFgE1MVx_0u

I. Call to Order –

II. Roll Call and Introductions

A. Members (Highlighted = attended)

- | | | | |
|-------------------------------------|--|--|---|
| ☐ Altoona | ☐ Elkhart | ☐ Northern Warren | ☐ Polk County |
| ☐ Ankeny | ☐ Granger | ☐ Fire Department | ☐ Sheriff's Office |
| ☐ Bondurant | ☐ Grimes | ☐ Pleasant Hill | ☐ Runnells |
| ☐ Carlisle | ☐ Johnston | ☐ Police Chief of | ☐ Slater |
| ☐ Clive | ☐ Maxwell | ☐ PSAP (Des Moines) | ☐ Urbandale |
| ☐ Delaware | ☐ Madrid | ☐ Polk City | ☐ Waukee |
| ☐ Township | ☐ Mitchellville | ☐ Polk County | ☐ West Des Moines |
| ☐ Des Moines | ☐ Norwalk | ☐ Polk County EM | ☐ Windsor Heights |

B. Staff –

C. Guests/Public –

III. Approval of Agenda –

IV. Approval of Previous Meeting Minutes– Occurred 15-FEB-2023-Minutes amended to include additional information provided by email. Changes are in blue on page 4. See Attachment #1

V. Programs, Presentations, Invited Guests or Speakers – None scheduled

VI. New Business and Action Items

- A. PCSO Requesting Amendment to Budget** -Polk County Sheriff's Office (PCSO) only budgeted \$557,664.00 of their allotted \$636,444.67 to expend for the 22/23 FY. This leaves the Sheriff's Office with \$78,780.67 in reserves to be carried over into the next fiscal year. The PCSO is requesting to expend the additional funds this fiscal year to keep them at or under \$636,444.67. The Executive Committee's recommendation is to approve the PCSO expending up to \$78,780.67 instead of carrying those funds over to the next fiscal year.

VII. Old Business –

- A. 911 Service Board Financial Procedural Review Update**-Geisinger
B. CAD Improvement Project-Hentzel

VIII. Reports-

A. Administration and Finance

1. Chairperson and Vice Chairperson Reports:
2. Public Safety Answering Points (PSAP) Reports
 - a) Des Moines
 - b) Polk County
 - c) Westcom

3. **Fiscal Agent Report:**
 - a) **Monthly Budget Report** –Bearden-Numbers will be displayed at the meeting and included as an attachment with the minutes (the report cannot be calculated until 5/12/23).
 - b) **Surcharge and Iowa Originating Service Providers and Boundaries**-The 911 Coordinator continues to work to ensure all surcharge owed to the Polk County 911 Service Board is received. The annual letter explaining requirements will be sent out in June to ensure compliance.
 4. **Outdoor Warning Sirens Monthly System Testing** – Unchanged - “Go/NoGo” coordination before the monthly test. Contact Cameron Stufflebeam with any questions or concerns regarding outdoor warning sirens
 5. **PSAP Advisory Committee**
 - a) **RapidSOS Emergency Health Profiles**-The 911 Coordinator is continuing to work with local partners to promote the RapidSOS Emergency Health Profiles.
 - b) **Alert Iowa Transition**- The 911 Coordinator is continuing to work with local partners to promote the program. Onboarding new partners to use the system for internal use only. Do not forget to request a Keyword for your next community event.
 - c) **Iowa Originating Service Providers and Boundaries**-See Fiscal Agent report
 - d) **Technology Advances**-The PSAP Advisory Committee listened to a presentation by RapidSOS and will also have Rave Mobile Safety present on tools/programs to assist the PSAPs. Tools/programs could potentially be paid for through joint projects.
 6. **Metro Interoperability Committee**-Due to the number of resources being committed to the CAD Improvement project, the committee is currently focusing on the ICS-205 for upcoming events.
- B. Planning**
1. **Planned Events** –
 - a) **Ironman**-June 11, 2023
 - b) **RAGBRAI**-July 22-29, 2023-Des Moines overnight stop Wednesday, July 26, 2023
 - c) **Iowa State Fair**-August 10-20, 2023
- C. Training/Conferences –Upcoming Offerings:** None
- D. Lunch and Learn**-None
- E. Exercises with a Communications Component**-None
- F. Legislative** –None
- G. GIS Update**-The fourth quarter benchmarks for the State of Iowa GIS Grant were met in April. Funds will be passed through to the City of Des Moines after the State disperses the grant funds at the end of the quarter (June 30, 2023).
- H. Public Education and Information** –The 911 Coordinator will attend the Ankeny Fire Department EMS Week-Special Needs Open House on May 23, 2023.
- I. State of Iowa 911 Program Manager**-The 911 Coordinator will share any pertinent information from the Program Manager’s monthly report.
- J. Committees**
1. **Iowa Statewide Interoperable Communications Systems Board**-Bischof-
 2. **Regional Interoperability Committee Region 1**-Dehnert-Meeting occurs the second Tuesday of each month beginning at 3:00 PM. Conference Bridge 877-304-9269, Conference ID 888835
 3. **Iowa 911 Communications Council**-Bearden
 4. **Iowa NENA and APCO**-

IX. Open Discussion —

X. Upcoming Meetings:

911 Service Board Meeting

~~February 15 at 1300 hours~~

May 17 at 1300 hours

August 16 at 1300 hours

November 15 at 1300 hours

Executive Committee Meetings

~~January 23 at 1330~~

~~March 13 at 1330 hours~~

~~April 10 at 1330 hours~~ Canceled

~~May 8 at 1330 hours~~

June 12 at 1330 hours

July 10 at 1330 hours

September 11 at 1330 hours

October 9 at 1330 hours

November 6 at 1330 hours

December 11 at 1330 hours

XI. Adjourn —



Attachment #1



MINUTES

Polk County Joint
911 Service
Board

Full 911 Service Board

Meeting Date/Time:
WED 15-FEB-2023
1300 Hours

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

Distributed on: 23-FEB-2023

- I. Call to Order –
- II. Roll Call and Introductions
 - A. Members (Highlighted = attended)

☐ Altoona	☐ Elkhart	☐ Northern Warren	☐ Polk County
☐ Ankeny	☐ Granger	Fire Department	Sheriff's Office
☐ Bondurant	☐ Grimes	☐ Pleasant Hill	☐ Runnells
☐ Carlisle	☐ Johnston	☐ Police Chief of	☐ Slater
☐ Clive	☐ Maxwell	PSAP (Des Moines)	☐ Urbandale
☐ Delaware	☐ Madrid	☐ Polk City	☐ Waukee
Township	☐ Mitchellville	☐ Polk County	☐ West Des Moines
☐ Des Moines	☐ Norwalk	☐ Polk County EM	☐ Windsor Heights
 - B. Staff – A.J. Mumm, Dutch Geisinger, Tracey Bearden, Patty Nordmeyer
 - C. Guests/Public – None
- III. Approval of Agenda –Motion to approve the agenda by Bondurant; Seconded by Police Chief of PSAP-Des Moines. The Motion passed unanimously.
- IV. Approval of Previous Meeting Minutes– Occurred 16-NOV-2022- Motion to approve the previous meeting minutes by Police Chief of PSAP-Des Moines; Seconded by Clive. The motion passed unanimously.
- V. Programs, Presentations, Invited Guests or Speakers – None scheduled
- VI. Open Public Hearing – Notice of public hearing published in the Des Moines Register on Tuesday, February 1, 2023, along with the proposed budget. The public is welcome to ask questions or make comments for or against the proposed budget. Attachment #1 No public comments.
- VII. Close Public Hearing
- VIII. New Business and Action Items
 - A. FY23-24 Proposed Budget– Proposed budget discussed at previous Executive Committee meeting. Requesting a vote to approve the proposed budget. Attachment #2 Motion to approve FY23-24 by Des Moines; Seconded by Urbandale. The motion passed unanimously.
 - B. 28E Agreement between EM Commission and 911 Service Board–Current agreement expires at the end of the current fiscal year. The Executive Committee for the 911 Service Board recommends renewing the agreement for another three years. Requesting motion to approve the agreement. Attachment #3 Motion to approve the updated 28E Agreement by Police Chief of PSAP-Des Moines; Seconded by Clive. The motion passed unanimously.
 - C. Chair and Vice Chair Elections – The bylaws governing the Polk County Joint 911 Service Board require annual elections of the Chairperson and Vice Chairperson. All appointed members of the 911 Service Board are eligible. The current Chairperson is still willing to continue to serve.
 1. Chairperson
 - a. Current Chair: Robert Brownell

- b. Nominations from the Floor-**Johnston** nominated Supervisor Robert Brownell to continue serving as the Chairperson; Seconded Sheriff of a PSAP-Polk County Sheriff's Office. The motion passed unanimously.
- c. Vote to approve Chairperson
- 2. Vice Chairperson
 - a. Current Vice Chair: Rick Roe-Unable to serve due to retirement.
 - b. Nominations from the Floor-**Clive** nominated Major Dave Ness; Seconded by Waukee. The motion passed unanimously.
 - c. Vote to approve Vice Chairperson.

IX. Old Business –

- A. **911 Service Board Audit Update**-Geisinger –FORVIS is on board and requested documents from the former fiscal agent and Polk County Central Accounting. Going through the documents. No completion date provided at this time.
- B. **CAD Improvement Project**-~~Hentzel~~ Geisinger-Finalizing the IGA today. Will before send it to legal for approval. Once approved by legal, the document will be distributed to all stakeholders. Testing CAD2CAD. GO LIVE in Aware will be completed soon.

X. Reports-

A. Administration and Finance

- 1. **Chairperson and Vice Chairperson Reports:** Iowa Code allows the 911 Service Board and the EM Commission to be combined into one. Supervisor Brownell is looking into whether it is feasible and makes sense. He will reach out to Chief TeKippe. There is already a lot of interaction between the 911 Service Board and the EM Commission. If it makes sense, a proposal will be brought back to the 911 Service Board Executive Committee for further discussion.
- 2. **Public Safety Answering Points (PSAP) Reports**
 - a) **Des Moines**-Filling 7 vacancies. The Mental Health initiative is going well. Many of those calls are welfare calls.
 - b) **Polk County**-Up to full staff, one on maternity leave. Asking for three additional staff and one supervisor from the Board of Supervisors and County Administrator. Working with Button to get CARE on the PCSO Dispatch side within the next two months.
 - c) **Westcom**-Phone upgrade complete. Hiring active list for two new dispatchers. Will start on March 27 after the four dispatchers currently in training complete the training program. New Westcom Chief hired, Udell Mentola. He will start on March 20. Originally from Missouri and has been working as an international consultant in Saudi Arabia.
- 3. **Fiscal Agent Report:**
 - a) **Monthly Budget Report** –Bearden Attachment #4 (December 2022). The monthly numbers for January 2023 will be displayed at the meeting and included with the meeting minutes. See Attachment #1
 - b) **Historical Numbers Presentation**-Bearden See Attachment #2
 - c) **Surcharge and Iowa Originating Service Providers and Boundaries**-The 911 Coordinator continues to work to ensure all surcharge owed to the Polk County 911 Service Board is received. Over \$60,000 in unpaid surcharge was recently processed. The 911 Coordinator will be working to see if the 911 Program Manager and the Iowa Utilities Board can work together to develop a statewide solution for the issue.

4. **Outdoor Warning Sirens**-Mumm-March statewide tornado drill. Important to test the sirens in March during the normal testing time to ensure all the sirens are working before the statewide test.

- a) **Monthly System Testing** – Unchanged - “Go/NoGo” coordination before the monthly test. Contact Cameron Stufflebeam with any questions or concerns regarding outdoor warning sirens
- b) **Mitigation Project Notice of Interest (NOI)**-Submitted NOI to HSEMD for countywide polygon-based warning system and needed siren hardware upgrades to enable the system. Based on the outcome of NOI, a full project application would be the next step.

5. PSAP Advisory Committee

- a) **RapidSOS Emergency Health Profiles**-The 911 Coordinator is continuing to work with local partners to promote the RapidSOS Emergency Health Profiles.
- b) **Alert Iowa Transition Update**- The 911 Coordinator is continuing to work with local partners to promote the new program. Do not forget to request a Keyword for your next community event.
- c) **Iowa Originating Service Providers and Boundaries**-See Fiscal Agent report

6. Metro Interoperability Committee

- a) **MICS-Ness**-All MICS Sites to be decommissioned are now complete with antennas and equipment removed from 3 leased tower sites. MICS continues to fulfill a vital requirement for all three PSAP, but now does so from a single site rather than a 4 site simulcast system.
- b) **Regional Interoperability Committee (RICP)**-Currently working on completing the RICP.
- c) **Unified Concept of Interoperability**-Dehnert-Committee is working on a “page two” and a policy to help users better understand the document. Greater socialization and information sharing of the document need to take place.-No update.

B. Planning

1. Planned Events –

- a) **NCAA Basketball 1st/2nd Rounds** -March 2023
- b) **Ironman**-June 11, 2023
- c) **RAGBRAI**-July 22-29, 2023-Des Moines overnight stop Wednesday, July 26, 2023
- d) **Iowa State Fair**-August 10-20, 2023
- e) ~~Ironman June 11, 2023~~

C. Training/Conferences –Upcoming Offerings: (see Polk Co EMA website for more information)

1. **G191-Emergency Operations Center/Incident Command Interface**-March 7, 2023
2. **G235 Emergency Planning Course**-April 3-4, 2023
3. **Industry & Business Emergency Preparedness & Recovery Conference**-April 20, 2023 (Johnston, IA)

D. Lunch and Learn-None

E. Exercises with a Communications Component-None

F. Legislative –HF127-“A bill for an act providing for membership in a protection occupation under the Iowa public employees’ retirement system and including effective date provisions.” See Attachment #5

- G. **GIS Update**-The third quarter benchmarks for the State of Iowa GIS Grant were met in January. The State will disperse grant funds at the end of the quarter.

H. Public Education and Information –None

- I. **State of Iowa 911 Program Manager**-The 911 Coordinator will share any pertinent information from the Program Manager’s monthly report.

J. Committees

1. **Iowa Statewide Interoperable Communications Systems Board**-Bischof-

2. **Regional Interoperability Committee Region 1-Dehnert-Meeting** occurs the second Tuesday of each month beginning at 3:00 PM. Conference Bridge 877-304-9269, Conference ID 888835
3. **Iowa 911 Communications Council-Bearden**
4. **Iowa NENA and APCO-** The 2023 Spring APCO Conference is on Monday, May 01 and the 2023 Spring NENA Conference is on Tuesday, May 02 at the Holiday Inn Des Moines Airport. Go to <https://www.iowaapconena.org/conferences> for more information.

XI. Open Discussion —None

XII. Upcoming Meetings:

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August 16 at 1300 hours
November 15 at 1300 hours

Executive Committee Meetings

~~January 23 at 1330~~
March 13 at 1330 hours
April 10 at 1330 hours
May 8 at 1330 hours
June 12 at 1330 hours
July 10 at 1330 hours
September 11 at 1330 hours
October 9 at 1330 hours
November 6 at 1330 hours
December 11 at 1330 hours

XIII. Adjourn – Meeting adjourned at 1334.