



MINUTES

Polk County Joint
911 Service
Board

Full 911 Service Board

Meeting Date/Time:
WED 21-FEB-2024
1300 Hours

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

Distributed on: 23-FEB-2024

A virtual option was requested for the Board meeting. In person attendance is preferred. If you are unable to attend in person, then please pre-register to attend via Zoom. Register in advance for this meeting:

<https://us06web.zoom.us/meeting/register/tZMlce2qrD8iH9YchM4yuJ2qwHIPW8TOHUb7>

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 – Geisinger, Bearden

C. Guests/Public – Marasco, Mohr, Morris, TeKippe

III. Approval of Agenda – Motion to approve agenda by Clive; Seconded by Johnston. The motion passed unanimously.

IV. Approval of Previous Meeting Minutes– Occurred 15-NOV-2023 Motion to approve previous meeting minutes by Waukee; Seconded by Ankeny. The motion passed unanimously.

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

VI. Public Hearing: FY 2024 Proposed Budget Amendment- The proposed budget amendment and notice of public hearing was published in the Des Moines Register on Friday, February 9, 2024. The public is welcome to ask questions or make comments for or against the proposed budget amendment. Attachment #1 Public hearing opened and closed without public comment.

VII. Public Hearing: FY 2025 Proposed Budget- The proposed budget and notice of public hearing was published in the Des Moines Register on Friday, February 9, 2024. The public is welcome to ask questions or make comments for or against the proposed budget amendment. Attachment #2 Public hearing opened and closed without public comment.

VIII. New Business and Action Items

A. FY 2024 Proposed Budget Amendment– The proposed budget amendment was discussed at a previous Executive Committee meeting. The Executive Committee recommends the 911 Service Board approve the budget amendment. Requesting a vote to approve the proposed budget amendment. Attachment #3 Motion to approve FY 2024 Budget Amendment by Police Chief of a PSAP (Des Moines); Seconded by Waukee. The motion passed unanimously.

B. FY 2025 Proposed Budget- The proposed budget was discussed at a previous Executive Committee meeting. The Executive Committee recommends the 911 Service Board approve the FY24-25 budget. Requesting a vote to approve the proposed budget. Attachment #4

Motion to approve FY2025 Proposed Budget by Police Chief of a PSAP (Des Moines); seconded by Ankeny. 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.
1. Chairperson
 - a. Current Chair: Robert Brownell-Not running for reelection. Current Vice Chair Ness is willing to serve as Chairperson.
 - b. Nominations from the Floor-No additional nominations.
 - c. Vote to approve Chairperson Motion to approve Dave Ness as the next 911 Service Board Chairperson by Polk County Sheriff; Seconded by Clive. The motion passed unanimously.
 2. Vice Chairperson
 - a. Current Vice Chair: Dave Ness
 - b. Nominations from the Floor-Steve Hoffman
 - c. Vote to approve Vice Chairperson. Motion to approve Steve Hoffman as the next Vice Chairperson by Polk County Sheriff; Seconded by Ankeny. The motion passed unanimously.
- D. Fiscal Policy Approval Attachment #5- The fiscal policy was developed by staff to standardize practices, increase efficiency, transparency, and accountability as well as align with the Iowa Code /Iowa Administrative Code and the FORVIS recommendations. The Executive Committee reviewed the policy and recommended the attached policy be approved by the full 911 Service Board. Requesting a motion to approve the fiscal policy. Waukee made the motion to approve fiscal policy with the clarification if Central Accounting cannot implement the policy, then the policy will be brought back to the board and it will be readdressed at that time; Seconded by Johnston. The motion passed unanimously.
- Clarification on the following issues:
- The 346 fund would be audited during the county audit. -Confirmed.
 - Interest Income-. All surcharge funds will be in 1208 and interest be distributed to the PSAPs via the agreed upon distribution formula.
 - State Surplus vs Additional 346 Surcharge-Under 34A, State Surplus cannot go through the distribution formula. Amount provided to each PSAP goes directly to the PSAP. 346 Surplus will be distributed via the agreed upon formula to the PSAPs.
- E. Bylaws Approval-Distributed to all members on file on January 22, 2024. The bylaws were updated to align with the fiscal policy as well as update the quorum to align with the United Supreme Court ruling and Iowa law. Requesting a motion to approve the proposed amendments to the bylaws. Motion to approve by Police Chief of a PSAP (Des Moines); Seconded by Clive. Motion passed unanimously.
- IX. **Old Business** –
- A. **CAD Improvement Project**-Hentzel Geisinger -Biweekly updates being sent out again. Unify up and running in February, but all the policies will not be complete. Only the technical component of unify will be complete.
- X. **Reports and Discussion**
- A. **Administration and Finance**
1. Chairperson and Vice Chairperson Reports: None

2. Public Safety Answering Points (PSAP) Reports

- a. **Des Moines 2023 Report**-PSAP answered 492,827 calls, 203,000 law enforcement trips were processed; 33,727 Fire/EMS trips were processed, and CARE Program took 5824 Calls for service. Nine people will be hired.
- b. **Polk County** Two left in training. Retirement coming up for a dispatcher who has served 35 years.
- c. **Westcom**-Internal recruitment for Supervisor and beginning recruitment for dispatchers. Finished tactical dispatcher course, and received approval for "How to Save a Life" course at Westcom.

B. Fiscal Report:

1. **Monthly Budget Report** –Bearden Attachment #6 (January 2024).

C. Outdoor Warning Sirens-

1. **Monthly System Testing** – Unchanged - "Go/NoGo" coordination before the monthly test. Contact Cameron Stufflebeam with any questions or concerns regarding outdoor warning sirens

D. Service Board Committees

1. **PSAP Advisory Committee**-Begin meeting again in March.
2. **Metro Interoperability Committee**-Working through the Unified Concept of Interoperability

E. Planning-None**F. Training/Conferences –Upcoming Offerings:** (see Polk Co EMA website for more information)**G. Lunch and Learn-** Next Session - 27 February from 11:30-12:30 – topic: Crisis Canines of the Midlands**H. Exercises with a Communications Component-** DSM Airport FSE – August 22, 2024 (tentative date)**I. Legislative**

1. [HSB 692](#) -School safety bill would appropriate \$3,000,000 of 911 surcharge for "the purposes of school emergency radio access grant program"-Discussion how this bill and HF 2621 is taking away surcharge funds from PSAPs who need it.
2. [SSB 3172](#) the Boards and Commissions bill to eliminate the 911 Council is assigned to the State Government Committee.

J. GIS Update-The City of Des Moines GIS is continuing to meet the benchmarks monthly.**K. Public Education and Information** –McIntyre and Bearden visited Fairmeadows Elementary School in West Des Moines on February 14, 2024. They discussed Emergency Management and 911 Communications with 75 third-grade students.**L. State of Iowa 911 Program Manager**-The 911 Coordinator will share any pertinent information from the Program Manager's monthly report.**M. State 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. [Click here to join the meeting](#)
Meeting ID: 277 970 927 208
Passcode: EUWtTc
3. **Iowa 911 Communications Council**-Bearden
4. **Iowa NENA and APCO**-Spring Conferences-April 8th -9th, 2024 Holiday Inn Des Moines Airport

XI. Open Discussion Amongst Board Members-Question regarding the RFP and presentations for the outdoor warning sirens and the status. At this time the Emergency Management Commission decided not to pursue the project further.

XII. Public Comment-None

XIII. Upcoming Meetings:

911 Service Board Meeting

February 21 at 1300 hours

May 15 at 1300 hours

August 21 at 1300 hours

November 20 at 1300 hours

Executive Committee Meetings

~~January 12 at 1330 hours~~

~~February 5 at 0930 hours~~

~~February 12 at 1330 hours~~

March 11 at 1330 hours

April 8 at 1330 hours

May 6 at 1330 hours

June 10 at 1330 hours

July 8 at 1330 hours

August 12 at 1330

September 9 at 1330 hours

October 14 at 1330 hours

November 11 at 1330 hours

December 9 at 1330 hours

XIV. Adjourn – Meeting adjourned at 1349.