

AGENDA FOR CARROLL CITY/COUNTY COMMUNICATIONS COMMISSION

DATE: December 16, 2020 @ 12:00 PM

LOCATION: CARROLL COUNTY SUPERVISOR'S BOARD ROOM

PERSONS NOTIFIED: Carroll County Supervisors Dean Schettler and Gene Meiners, Carroll City Mayor Dr. Eric Jensen, Carroll City Manager Mike Pogge-Weaver, Carroll County Sheriff Ken Pingrey, Carroll Police Chief Brad Burke, and Communications Supervisor/911 Coordinator Jason Hoffman.

- 1) Call the meeting to order
- 2) Approve minutes from the last meeting
- 3) Election of officers
- 4) FYE June 2020 budget discussion and approval
- 5) New/Old business
- 6) Adjournment

Carroll City/County Communications Commission

Monday, December 16, 2019 – 12:00 p.m.

Carroll County Supervisors' Meeting Room

Courthouse

Minutes

1. Call meeting to order Time: 12:03 pm

2. Roll call: members present: Gene Meiners, Dean Schettler, Ken Pingrey, Dr. Eric Jensen, Mike Pogge-Weaver. Absent: None

Others present: Brad Burke, Jason Hoffman

3. Approval of minutes of DATE meeting

Motion to approve: Ken Pingrey Second: Dean Schettler
Discussion: None

Vote: Aye: 5 Nay: 0 **Motion carried**

4. Election of officers
 - a. Chairman Gene Meiners

 - b. Vice Chairman Mike Pogge-WeaverMotion by: Ken Pingrey Second: Dean Schettler
Discussion: None

Vote: Aye: 5 Nay: 0 **Motion carried**

5. FY 2020-2021 Budget discussion and approval
Motion by: Dr. Eric Jensen Second: Ken Pingrey
Discussion:

Jason Hoffman Presented the budget to the members. Salary and related line items employee health insurance line items adjusted based on budgetary figures as directed by the Carroll County Board of Supervisors for all departments. Other line items adjusted to keep pace with inflation or kept the same. Radio equipment reduced to zero because these expenses are used by 911 and telephone/telegraph service reduced reference email hosting being paid in group plan by county. Total increase in the budget was 3.31% to a total of \$522,516. The budget form had that amount divided in half at \$261,257.50 for

the portion that would be paid by the City of Carroll and the County. Gene Meiners asked about the database management fee normally paid for by the Carroll County Joint 911 Services Board. Jason Hoffman noted that the fee is still charged to the 911 board but was omitted from the budget worksheet by mistake. The actual expected budget expected to be divided between the County and City of Carroll is less the \$35,000 database management fee at \$487,516. Half of that amount is 243,758.

Vote: Aye: 5

Nay: 0

Motion carried

6. New business:

Staffing Levels

Sheriff Ken Pingrey and Jason Hoffman discussed plans to start adding additional full-time dispatcher positions starting in FY 2021-2022 with the goal that most of the hours of the day we would have two dispatchers staffing the comm center.

Jason Hoffman presented the annual calls for service (CFS) numbers for the Comm. Center for the last 5 years in a graph with the call number totals as follows. 2014 - 13,060 CFS; 2015 - 13,719 CFS; 2016 - 14,159 CFS; 2017 - 16,715 CFS; 2018 - 16,050 CFS; 2019 - 16,182 CFS as of 12-15-19 (estimated to be 16,861 by years end).

In addition to call volume other concerns were discussed such as what happens when there is only one dispatcher on and a medical call is received that requires emergency medical dispatch pre-arrival instructions. Having another dispatcher on allows the other dispatcher to handle the dispatching of units for that call or receive another call that may be incoming at the same time. Things such as a dispatcher using the restroom when working alone can delay the emergency call and dispatch process slightly even though there is a phone in the restroom. Also discussed was the demands of the dispatcher's attention and time have increased with technology advancements in dispatch. Internet Camera's and NG911 are emerging technologies that are likely to demand more of the dispatcher's attention to use them effectively.

Jason Hoffman presented the members with the estimated budget impact per additional full-time dispatcher of \$81,355 including salary, family insurance, FICA and IPERS. (not included: an estimate of holiday and overtime impacts or an estimate of training and education increases but both would be needed).

The commission members voiced support for the idea and discussed responding to the needs based on the time of day for staffing levels pointing out late night/early morning hours could possibly still be staffed with one dispatcher. Also discussed was staying ahead of the curve on this before it becomes a larger issue. More information on the topic will be presented to the commission at the next annual meeting.

7. Old business:

Backup Computer System

Backup System in place and being stored off site. There is minimal radio support provided at the backup location. Should we need to resort to the backup site, 911 calls would have to be routed to another center, currently Greene County or Des Moines State radio. Dispatch functions would be limited until additional arrangements could be made. The backup laptops and other equipment can also be used to support on scene incident tactical dispatch.

The Incident Tactical Dispatch (INTD) is an Incident Command System position. The INTD is trained to perform dispatch functions in unconventional settings such as at the scene of a large-scale incident or in a temporary emergency communications center. 1 dispatcher is already a trained INTD. At the end of January, we are hosting an INTD course where Jason and 3 dispatchers will be trained. We will then be available to support local incidents with INTDs as needed.

Jason Hoffman also discussed having taken the ICS training for Communications Leader (ComL). ComL's are the head of the Communications Unit in ICS and oversee positions such as the INTD and others. The ComL manages the communications needs of an incident and assigns channels and talkgroups as needed for the radio communications on an incident. Jason plans to complete the task book to become a trained ComL. Jason will apply the principals learned to the operational use planning and training for the ISICS Platform.

ISICS Platform/ Radio System

Supervisors approved a lease for local enhancements of the ISICS statewide radio platform. Work with Motorola and the radio consultant is ongoing. The timeline is for the dispatch consoles to be installed some time this winter along with equipment delivery, regulatory and site civil work planning and preparation so that when the weather breaks in the spring outside civil work can hit the ground running. System operational by this summer with system coverage testing to be completed late summer/ early fall with final acceptance in October of 2020. This is an aggressive timeline that could be delayed, only time will tell.

8. Adjourn

Motion by: Dr. Eric Jensen

Second: Mike Pogge-Weaver

To adjourn the meeting.

Vote: Aye: 5

Nay: 0

Motion carried

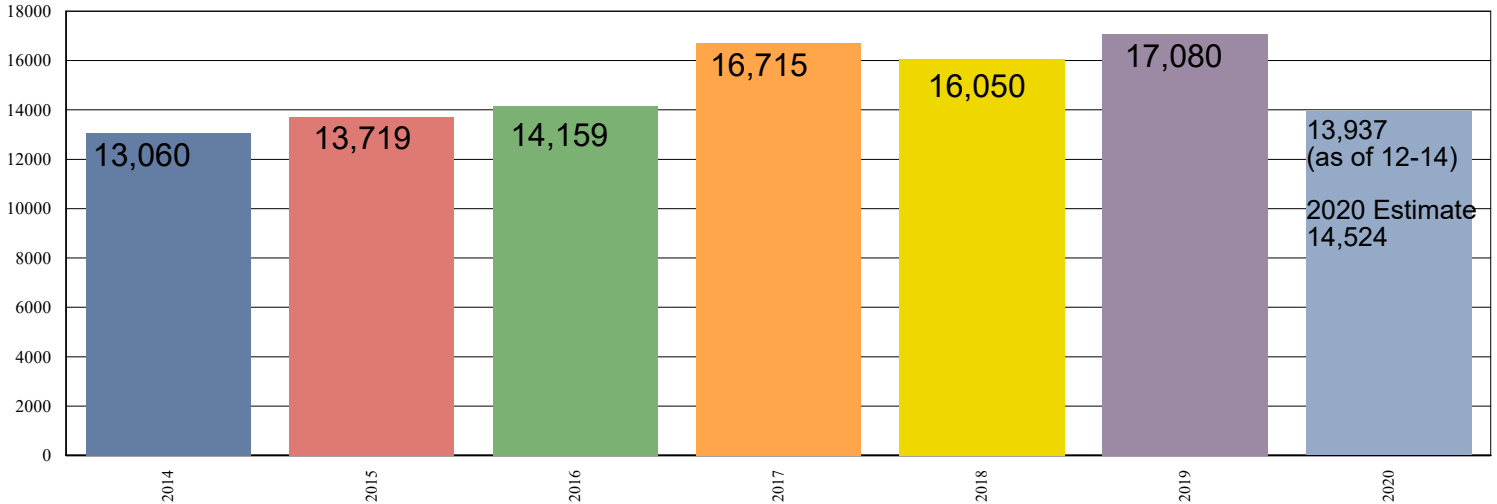
Meeting adjourned at 12:37 pm

CARROLL COMMUNICATIONS CENTER

Yearly Comparison of Call Types

1/1/2014 thru 12/14/2020

Count of Calls per Year



Feb. 28th YTD Calls

2014: 2037
2015: 2022
2016: 2282
2017: 2560
2018: 2320
2019: 2400
2020: 3085

If the pre-COVID call trend had continued it is estimated that call totals for 2020 calls would have been at least 19,000 and could have been as high as 21,000+

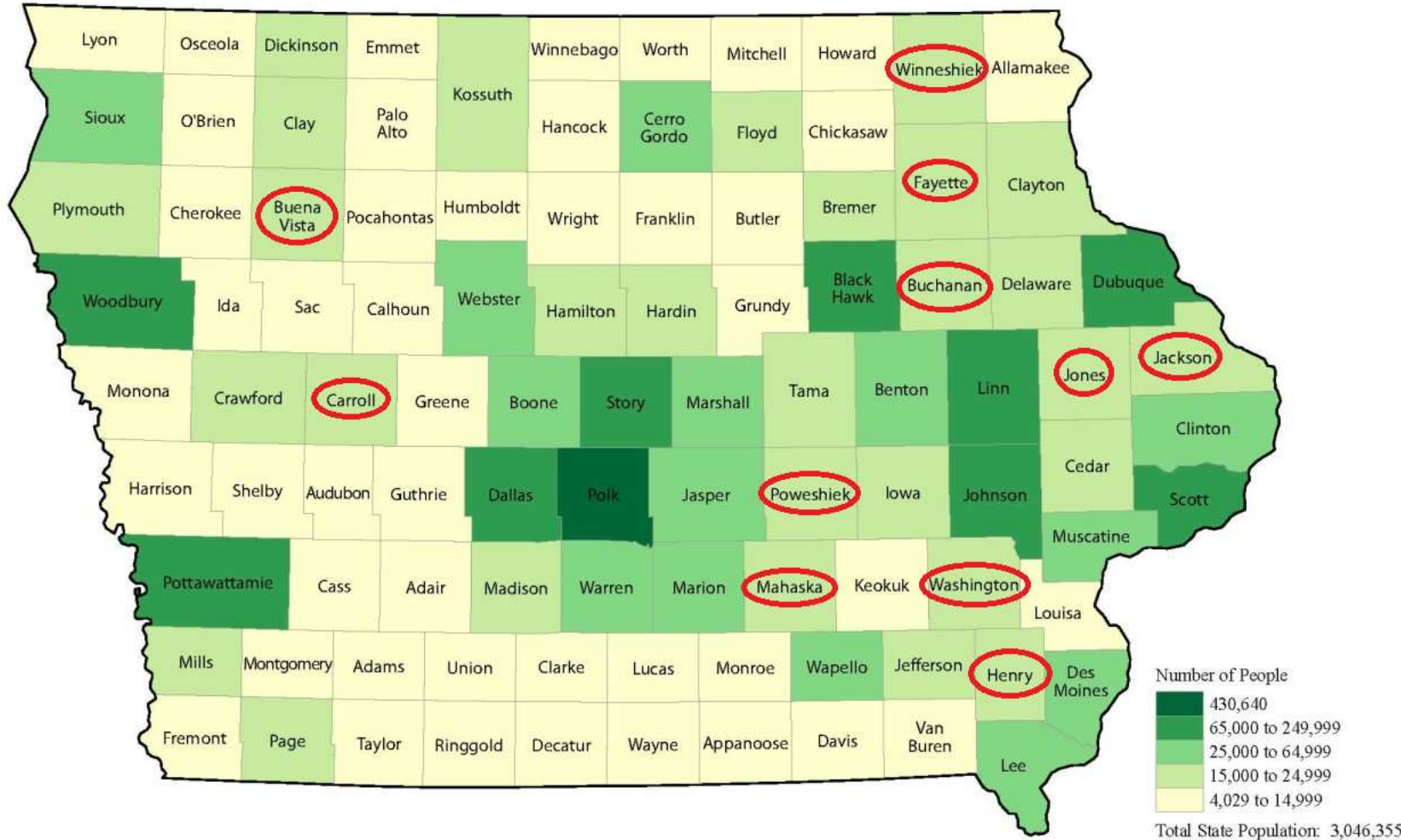
Comperable Counties 5 Larger in Population & 5 Smaller in Population based on 2019 PSAP Expenditure Reports

County	Population	Enhanced 911 Call Volume	Wireless 911 Call Volume	Total 911 Call Volume	Call Taking Stations	FTE	***EMD
Poweshiek	18601	1292	5148	6440	3	12	NO
Jackson	19587	843	3952	4795	2	7	NO
Henry	20222	958	4192	5150	2	7	NO
*Fayette +	20502	667	3520	4187	4	12	YES- CoSO only
Buena Vista +	20567	921	3766	4687	3	8	YES
Carroll +	20598	890	3492	4382	2	6	YES
Jones	20611	1495	3316	4811	3	6	NO
Buchanan	20976	1569	3638	5207	2	5	NO
Winneshiek	20994	589	2406	2995	2	7	NO
Washington +	22015	2135	4615	6750	2	9	YES
Mahaska	22417	950	4740	5690	5	12	NO

*Note: Fayette County has two PSAPs. Total population and total combined wireless call counts are included here only one reported EMD

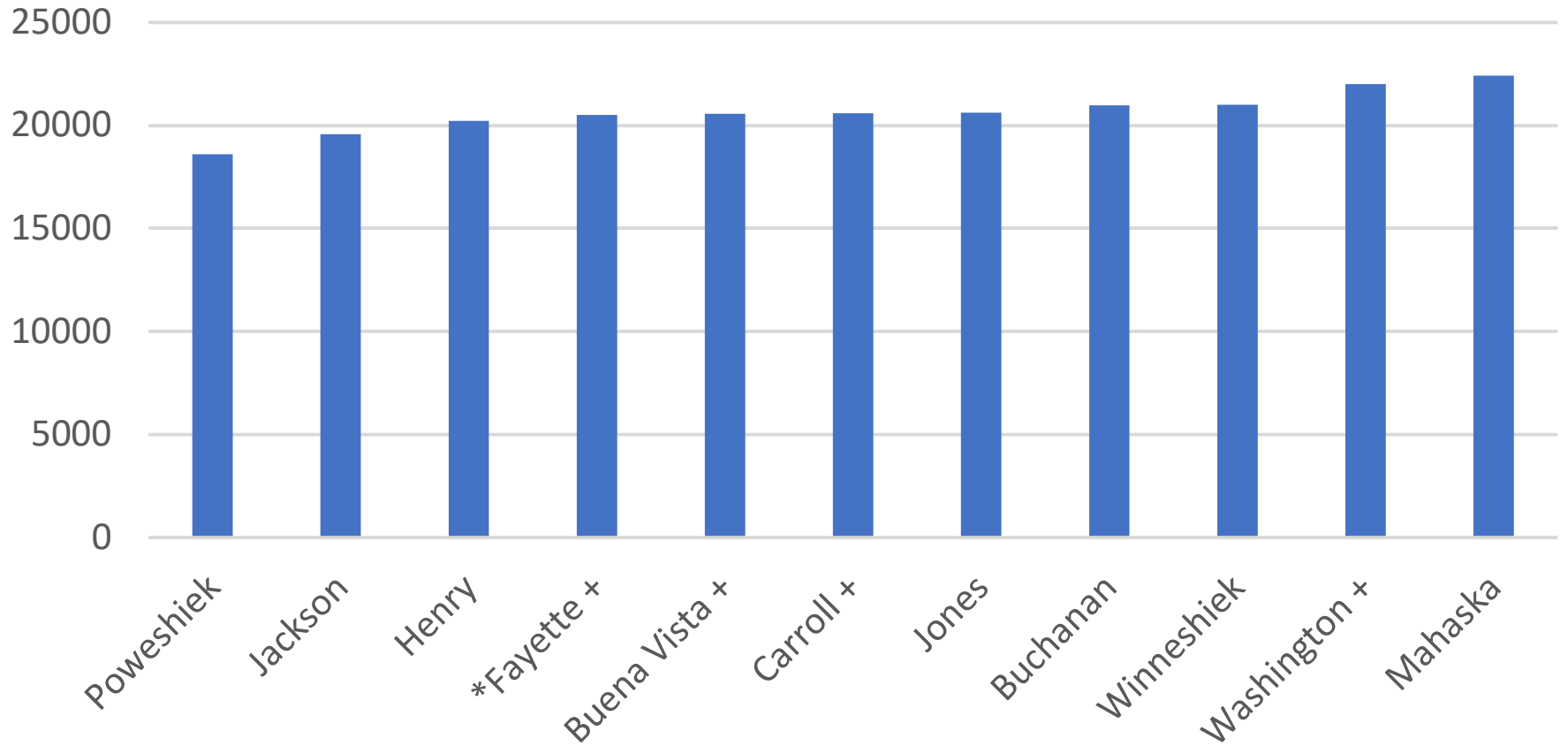
+ Note: This denotes if an amount for EMD was given under charges on the expenditure form.

IOWA - 2010 Census Results Total Population by County

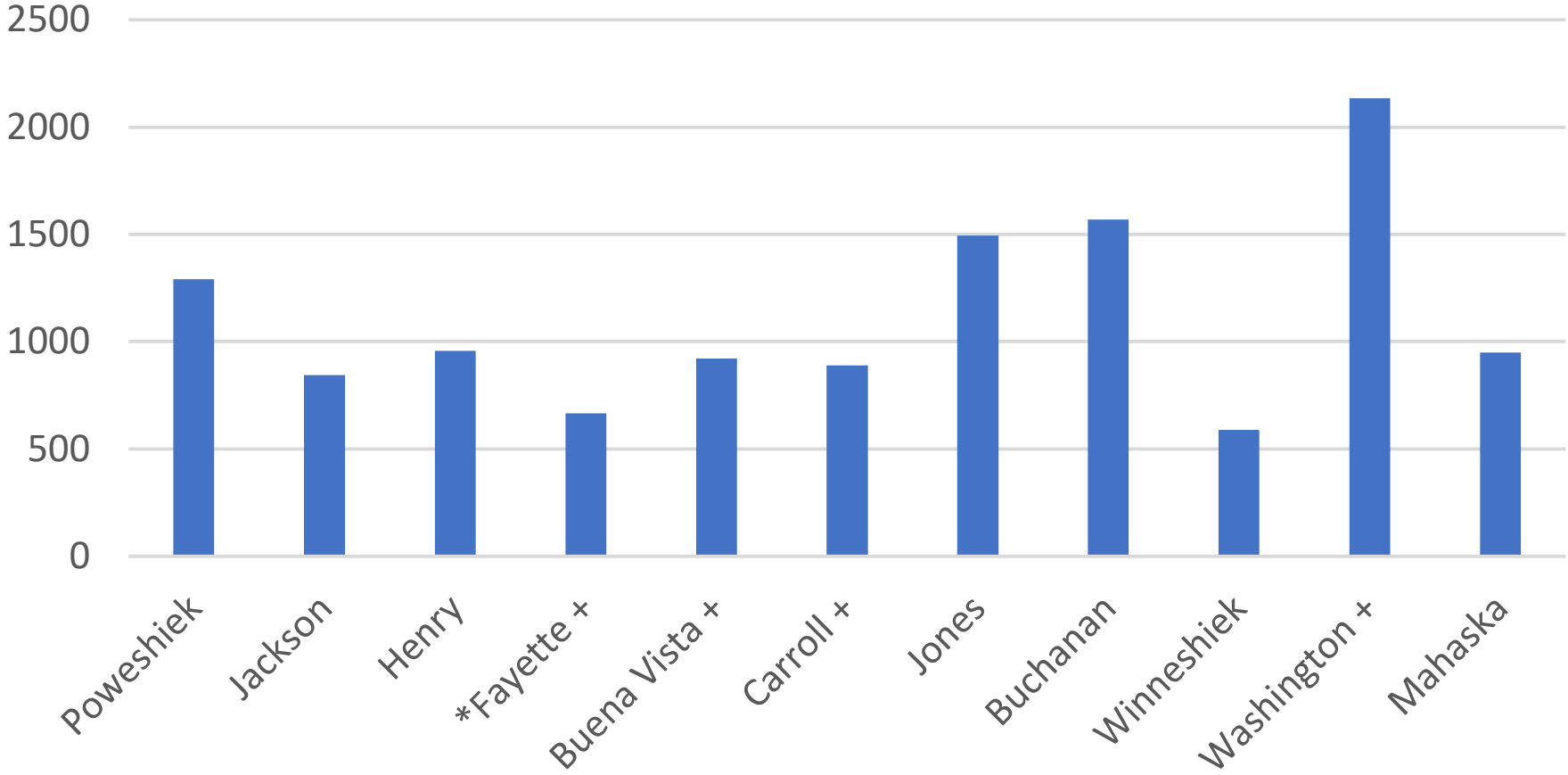


Source: U.S. Census Bureau, 2010 Census Redistricting Data Summary File
For more information visit www.census.gov.

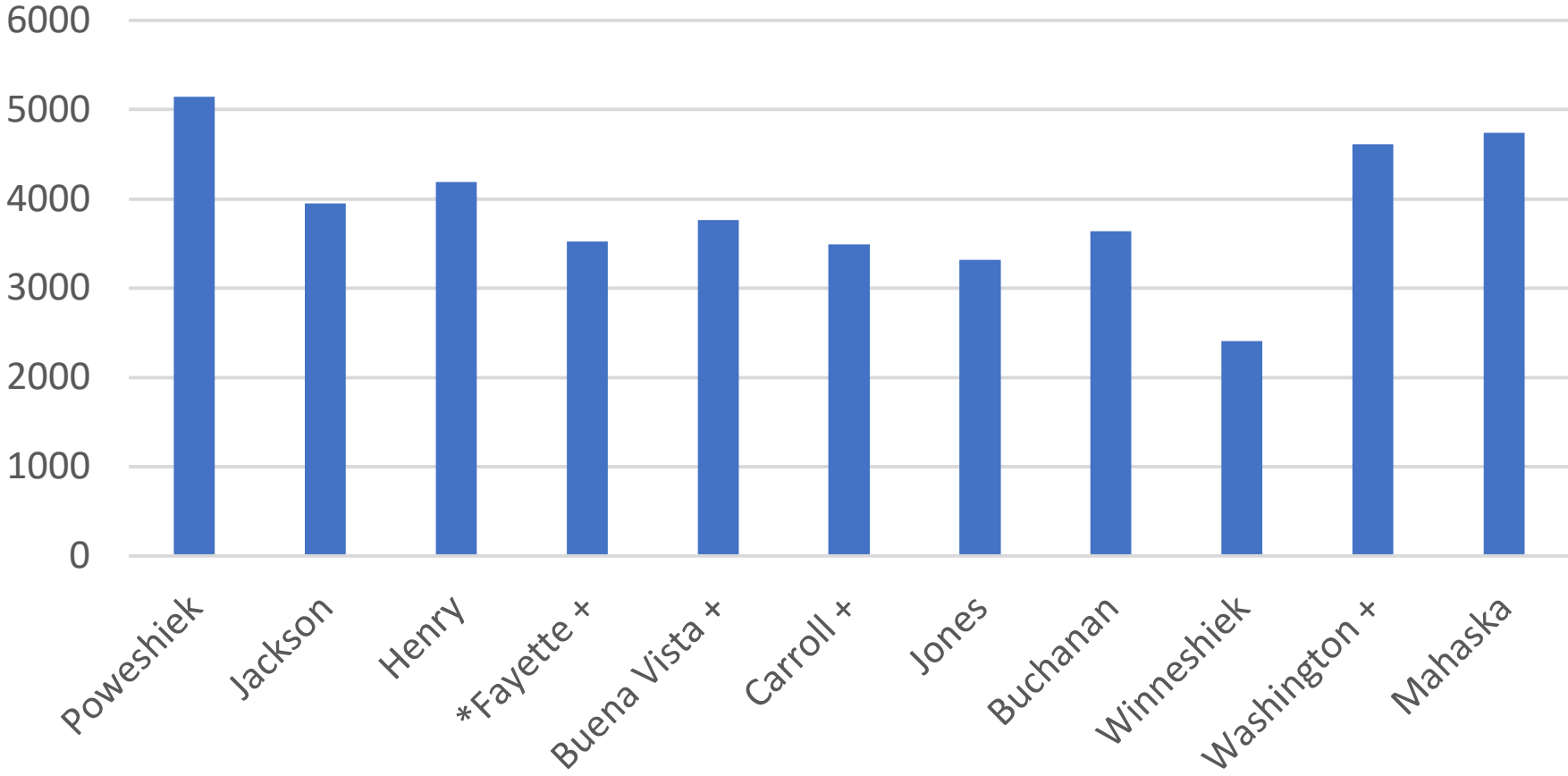
Population



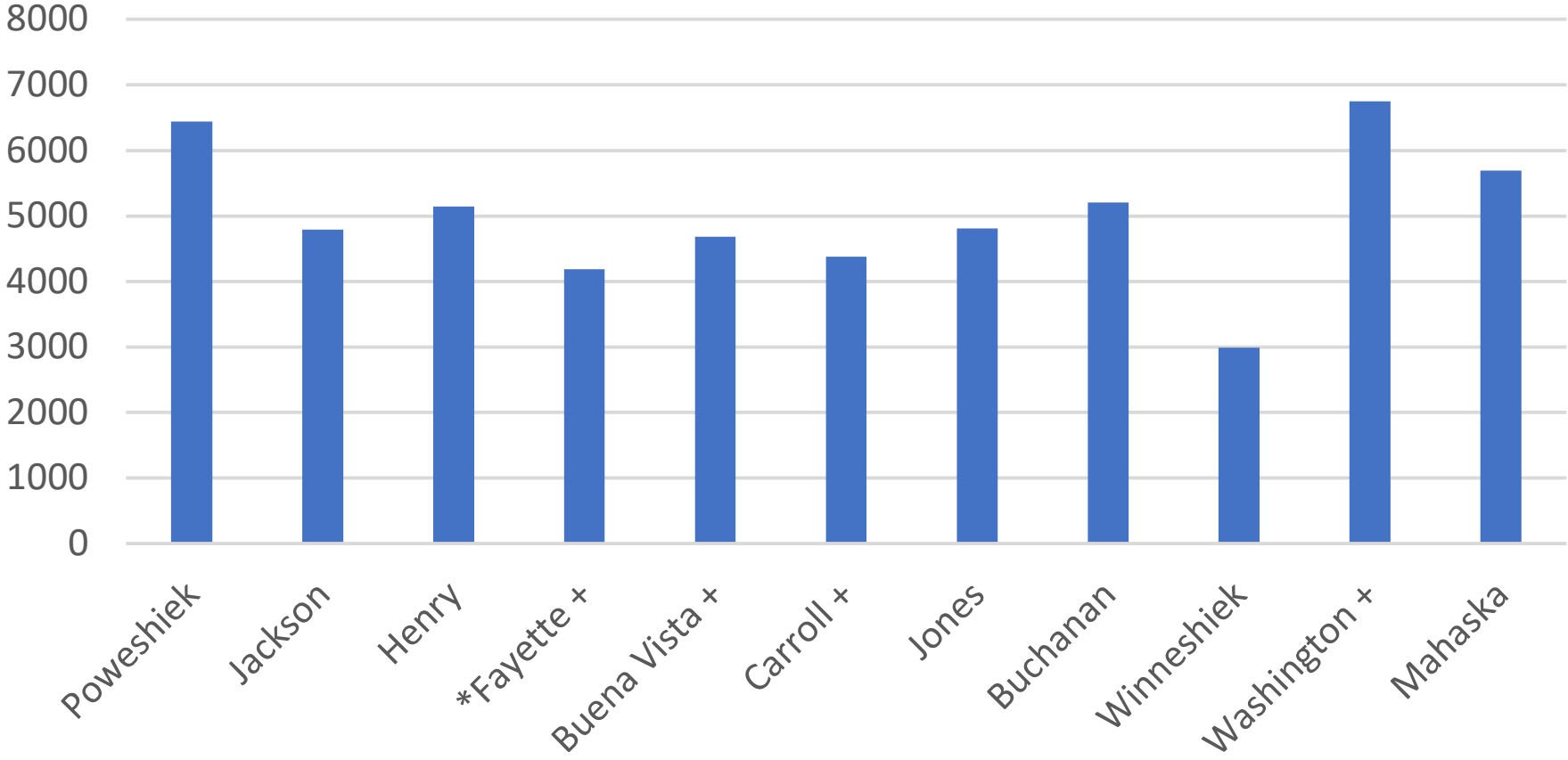
Wireline 911 Call Volume



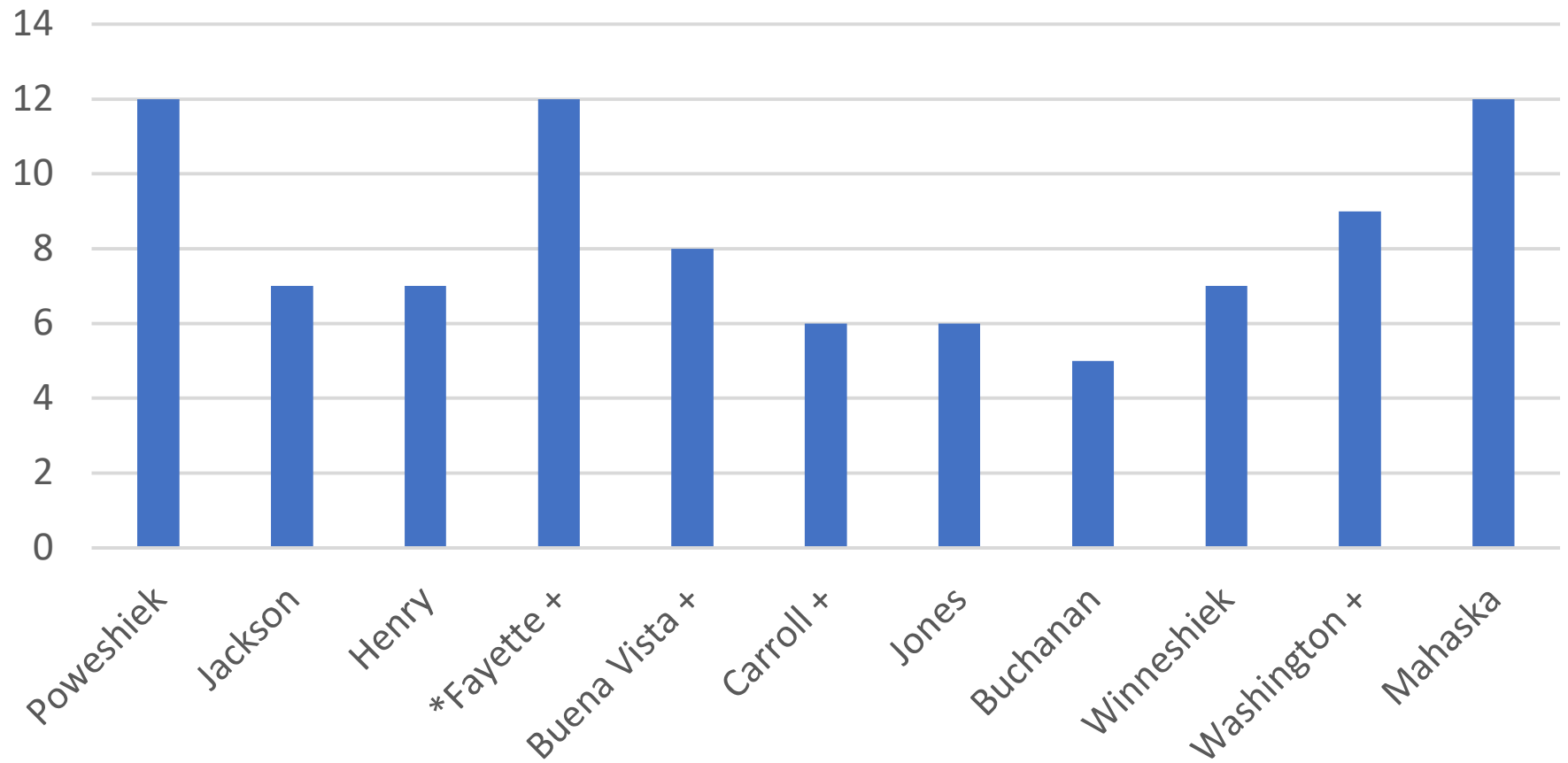
Wireless 911 Call Volume



Total 911 Call Volume



Full Time Employees





Carroll County, IA

Budget Worksheet

Account Summary

For Fiscal: 2020-2021 Period Ending: 12/31/2020

		2018-2019	2018-2019	2019-2020	2019-2020	2020-2021	2020-2021	Defined Budgets
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2021-2022 PrelimFY22
Fund: 0001 - GENERAL BASIC								
Revenue								
0001-2-37-1040-250500	COMM.CENTER-CITY REIMB.	224487	217453.43	234963	228041.47	243758	125310.46	273,653
0001-2-37-1040-250600	COMM CENTER-E911 REIB	35000	35000	35000	35000	35000	0	35,000
0001-4-37-1040-847000	MISCELLANEOUS REIMBURSEMI	800	600	800	0	0	0	
	Revenue Total:	260287	253053.43	270763	263041.47	278758	125,310.46	308,653
Expense								
0001-37-1040-000-10000	SALARIES REGULAR EMPLOYEES	295786	293423.57	304659	305383.67	313143	128025.34	363,383
0001-37-1040-000-10100	SALARIES PART-TIME	11221	9259.51	17679	19662.23	19550	10755.5	9,887
0001-37-1040-000-10400	OVERTIME & HOLIDAY PAY	14631	14400.45	15835	15460.02	16230	9316.98	20,922
0001-37-1040-000-11000	FICA - COUNTY CONTRIBUTION	24180	22620.9	25869	24095.59	26692	10511.54	30,156
0001-37-1040-000-11100	IPERS - COUNTY CONTRIBUTION	29839	29467.27	31924	32143.54	32938	13980.55	37,212
0001-37-1040-000-11300	EMPLOYEE GROUP INS.- CO. SH	80886	80885.89	80291	79777.8	82045	32678.96	92,625
0001-37-1040-000-26000	GENERAL OFFICE SUPPLIES	1813	1727.89	1867	1133.53	1867	378.84	1,867
0001-37-1040-000-41400	TELEPHONE & TELEGRAPH SERV	300	662.18	840	603.71	300	66.76	840
0001-37-1040-000-42200	EDUCATIONAL AND TRAINING S	4157	4171.59	4341	2204.72	4428	0	4,517
0001-37-1040-000-42700	CONSULTING & PROFESSIONAL	250	0	250	0	250	0	250
0001-37-1040-000-44100	BUILDING MAINT & REPAIR	150	0	150	0	150	0	150
0001-37-1040-000-44400	OFFICE/DATA PROCESSING MAIL	1500	502.3	1500	1731.17	1500	1189.7	2,062
0001-37-1040-000-44600	RADIO, TELEPHONE & RELATED E	8760	8760	9220	6744	8556	2037	7,435
0001-37-1040-000-45500	RADIO EQUIPMENT	300	0	300	0	0	0	0
0001-37-1040-000-46000	TORT LIABILITY INSURANCE	6500	4698.89	6500	4828.05	6500	0	6,500
0001-37-1040-000-48000	DUES AND MEMBERSHIPS	500	473	500	481	500	487	500
0001-37-1040-000-63600	OFFICE EQUIPMENT & FURNITU	4000	3565.44	4000	1168.59	4000	786.02	4,000
	Expense Total:	484773	474618.88	505725	495417.62	518649	210,214.19	582,306
Fund: 0001 - GENERAL BASIC Surplus (Deficit):		-224486	-221565.45	-234962	-232376.15	-239891	-84,903.73	-273,653
Report Surplus (Deficit):		-224486	-221565.45	-234962	-232376.15	-239891	-84,903.73	-273,653