

Hardin County 911 Service Board Meeting.
MINUTES: 12-18-18 at 1800hrs.

Hardin County Courthouse, Eldora Iowa

County –

Ackley - Pat Daggs

Alden -

Buckeye -

Eldora – Aaron Budwig

Dave Dunn

Hubbard –

Iowa Falls – Vice Chair Wade Harken

Gene Newgaard

Radcliffe - Benjamin Krause

Steamboat Rock -

New Providence – Terry Beare

Union – Cynthia Knight

Steve Cox

Whitten –

County Emergency Management -

Board Secretary- Bryce Knudsen

Guests: Brian Shiman Ackley PD

Thomas Craighton Franklin County EMA

Nick Whitmore Hardin County Hardin County Communications

Ryan Sutcliffe Eldora EMS

John Benson Iowa HSMD

Katie Wilcox Hardin County Communications

Item 1:

Meeting to order - Harken

Item 2:

Moved to approve agenda – Harken

Motion – Aaron Budwig

Second – Gene Newgaard

Voice vote, all ayes, carries.

Item 3:

Moved to approve November Meeting Minutes – Harken

Motion: Aaron Budwig

Second: Ben Krause

Voice vote, all ayes, carries.

Item 4:

Discussion on Installation of the ISICS Radio System into the counsels at HCSO and IFPD.

Bryce Knudsen presented and explained a quote from Electronic Engineering to install the new ISICS Radio System into the radio counsels at the Iowa Falls Police Department. Bryce passed out a quote

from Electronic Engineering to the board members. The quote was for \$1999.99 and included the installation of a Motorola APX 7/800 Console into the radio room at the Iowa Falls Police Department and interconnect it with the two position MCC Console. The quote included installation, parts and materials, equipment, test gear, mileage and labor.

Nick Whitmore presented and explained a quote from Radio Communications to install the new ISICS Radio System into the radio consoles at the Hardin County Sheriff's Department. Nick Whitmore passed out a quote from Radio Communications to the board members. The quote was for \$3099.50 and included the installation of a Harris 7/800 Console into the radio room at the Hardin County Sheriff's Department and interconnect it with the two position Console. The quote included installation, parts and materials, equipment, test gear, mileage and labor.

Nick Whitmore advised that the Hardin County System and the Iowa Falls System are two different style radios. The Hardin County System uses console cards at the cost of \$4347.00 each. Nick Whitmore advised that in his original quote it included a console card so he could keep a spare. Nick Whitmore advised that the Hardin County and Iowa Falls quotes were so far apart that he did not think it was fair to ask the board to pay for the original bid. Nick Whitmore advised he went back to Radio Communications and they took the console card out and got the quote down to \$3099.50. Nick Whitmore advised he asked Radio Communications to get the quote down to the bare minimum for the installation. Nick Whitmore advised that the original quote which included a different antenna and the console card amounted to approximately \$8800.00.

Nick Whitmore did advise that sometime in the spring he would be coming back to the board at a later date to ask for a new console card to replace the spare that was used in this installation so they could have a spare on hand.

Nick advised that right now they are asking for \$3099.50 for the installation project.

There was a discussion on the operation of the new ISICS radio system and the benefits of installing the new ISICS radios for the Hardin County Sheriff's Department and the Iowa Falls Police Department into their radio consoles.

Motion: Aaron Budwig - not to exceed \$10876.00

Second: Pat Daggs

Roll Call Vote:

Ackley – Yes

Alden –

Buckeye –

Eldora – Yes

Hubbard –

Iowa Falls – Yes

New Providence –

Radcliffe – Yes

Steamboat Rock –

Union – Yes

Whitten –

Hardin County –
Vote Carried.

Item 5:

Update on the new Priority Dispatch install and training.

Bryce Knudsen updated the board on the Priority Dispatch installation and training. The Priority Dispatch software is currently being installed at the Hardin County Sheriff's Department and the Iowa Falls Police Department. Software installation is approximately 90% complete at both sites. Once the software installation is complete, Tac 10 can install the interface which will allow Priority Dispatch to interface with our Tac 10 Cad Dispatch System.

Training for dispatchers will be done in two sessions and is scheduled for January 7,8,9 and January 10,11,12. Priority Dispatch will go live In Hardin County on January 29 and 30th. and in Iowa Falls on January 31 and February 1st.

Item 6:

Discussion on the upcoming 2019-2020 Budget and end of year PSAP report.

Knudsen advised the board that the end of year PSAP report is a report listing the surcharges and expenditures for the 911 board along with the expenditures that are the responsibility for the agency as well. Knudsen advised that since we have two PSAP's in Hardin County that there are two PSAP reports that have to be completed. Knudsen advised that Chief Harken had filed the Iowa Falls Annual PSAP Report and Katie Wilcox advised that she had filed the Hardin County Annual PSAP report. Knudsen also advised that he would file the updated 911 Board Member List with the state as well.

Knudsen advised that he had been working on the 2019 to 2020 budget with the assistance of Thomas Craighton. Knudsen advised that the 2019 to 2020 budget has been penciled out showing estimated surcharges for 2019 to 2020 will be approximately \$218,000.00 and our estimated expenditures will be approximately \$202,000.00 with an estimated \$16,000.00 cushion. Knudsen also advised that the 2019 to 2020 budget also includes funds for the new 911 mapping system for the Iowa Falls Police Department Communications Center that the board had approved in past meetings.

Knudsen advised that while preparing this years budget it was discovered that the 911 fund has a surplus of \$393,501.68 in our account over and above our budget. It was discovered that these monies had never been transferred onto the budgets and reported to the State due to a clerical error.

Chief Harken advised that this may throw a red flag somewhere since the surplus had not been shown or reported on past budgets.

Aaron Budwig asked where the money was at and Knudsen advised that it was in the bank in our account. Aaron Budwig then asked if the board had ever received a statement and Knudsen advised he had never received a statement on the actual monies in the 911 account. Aaron Budwig then asked where the 911 board gets it's monthly financial statement. Knudsen advised he did not know as he does not get a monthly report from the auditor's office.

Chief Harken advised that this information was just discovered a few hours ago while working on the budget. Aaron Budwig then asked where Knudsen had gotten these numbers if we do not get a statement. Knudsen advised that Thomas Craighton located the numbers while he was assisting with the budget. Knudsen advised that the only thing he gets is a monthly expenditure report from the County Auditor that list our bills that are paid monthly.

Aaron Budwig then advised that the board needed to find out how much money is in our actual account. Chief Harken then asked Thomas Craighton if he had those answers. Thomas Craighton then passed out the budget statement forms that he had located.

Chief Harken then advised that Knudsen got inherited this in July when he took over as Board Secretary. Chief Harken advised that the best way he could explain it was "incomplete". Chief harken advised that he is used to looking at line items showing what he started with, what he paid out, what he has used and what is left. Chief harken advised that not of those figures existed in the 911 budget.

Aaron Budwig then advised that the point he is trying to make is there has to be a bank account where the Treasurer or the Auditor has to have a line item to show that the 911 Commission Board has "X" amount of dollars in our account. Aaron Budwig advised that we need to have a physical document from a bank that states what we have.

Chief Harken advised that was what we were trying to do today. Knudsen then advised that when he gets a surcharge check he codes it. Knudsen advised that when he receives a surcharge check he writes E911 Revenue, puts the line item code on the check along with the month the surcharge was received and places the checks in the Sheriff's tray and the Sheriff brings them to the courthouse and the surcharge checks are deposited into the 911 account. Knudsen then advised when he gets a bill he stamps it, puts in the business name, address, amount being paid and codes it with the line item code. Knudsen then advised that he sends the bill to the courthouse. Knudsen advised that the bills are presented before the Board of Supervisors for approval and then checks are issued to pay the bills. Knudsen then advised that he has nothing to do with the depositing of the surcharge checks or issuing checks to pay bills.

Nick Whitmore then suggested that since the find was discovered we should stop the discussion until we confer with the County Attorney to find out from the Auditor what our position is and what the answers are and not speculate. Knudsen then advised that Thomas Craighton has done a lot of work on this issue and has the information needed.

Thomas Craighton then advised that as soon as this information was discovered he got together with the Auditor. Thomas Craighton then advised that the 911 Board and the EMA Commission has never seen a budget line item report (showed line item report on smart screen) like this. Thomas Craighton advised that what was happening was that the Department of Management Budget that the Board votes on and approves through a public hearing and is signed off on. Those numbers never got put to a budget sheet that the Auditor could track what was the budget for that line items and what was the expense for that line item. Thomas Craighton advised that this is not the only group as these are separate budgets not under the Board of Supervisors. Thomas Craighton advised that it was not required by the director of the department to sit down and put the budget line items together. Thomas Craighton advised that what he found out after going through the budget with the Auditor this afternoon was this is the fund balance (showed fund balance on smart board). Thomas Craighton also advised he contact the State and advised them of the situation as soon as it was discovered as well.

Thomas Craighton advised that in the 2016-2017 Budget showed accurate numbers and showed a \$250,000.00 surplus. Thomas Craighton advised that in January of 2017 the 2017 to 2018 Budget was completed showing that the surplus was spent down for a project which left the budget showing no fund balance. Thomas Craighton then advised by omission error when the 2017 to 2018 and 2018 to 2019 budgets were completed. Thomas Craighton advised that our revenues have been approx. 50,000.00 to \$75,000.00 higher then our budgets. Thomas Craighton advised that the mistake was that on one line item the surplus carryover was not looked for and was not carried over to the Department of Management Budget sheets on the budget web site as a carryover number. Thomas Craighton advised that the carryover was only missed on one budget and it was found by going clear back to the 2015 to 2016 budget showing all of the figures were accurate until the 2018 to 2019 budget year where the surplus carryover number was missing and was not caught during the filing of the budget.

Thomas Craighton advised that this error was caught because his goal for the 911 Board and the EMA Commission was to get to the point where you look at this budget (shows budget on smart board) decide what you want to spend on each line items and then when you move forward and get to the Department of Management Website that has the published budget. Thomas Craighton then showed some areas of the budget on the smart board and then advised that the Board was being shown the budget but no one was verifying it. Thomas Craighton advised that the Auditor has never had a "budget". The Auditor has had (pulled up this year's budget on smart board) and advised that coming into this fiscal year the board had \$262,000.00. Thomas Craighton advised that what got missed was the surplus never got carried over to the 2018-2019 budget sheet and was left blank.

Thomas Craighton advised that right now all the Auditor is able to get is a expense report because none of the line item numbers got translated to the budget Colum. Thomas Craighton advised what he has asked the Auditor for is a budget balance worksheet so that we know exactly where we are at each month to help determine where we are at in our budget.

Chief Harken then asked if the Auditor could not send out that information because it did not exist. Thomas Craighton advised that was correct and that information did not exist for the Auditor to send out to the Board.

Knudsen then advised that was why he only got a monthly expenditure report because the Auditor was able to print that off from the checks that had been written.

Cynthia Knight then asked why the Auditor is in charge of that (the budget information) and no one on the Board is in charge of it. Thomas Craighton advised that was due to State Law.

Cynthia Knight then asked that because we did not ask for this type of accounting the Auditor was not required to do it. Cynthia Knight then asked that since were are asking for this type of accounting know we will received the information we are requesting.

Aaron Budwig then again asked who was in charge of the 911 monies and he was advised that Auditor's Office is in charge of the 911 monies.

Cynthia Knight then asked why the Auditor did not let the Board know about the fund balance and is there a check in place to prevent this from happing again. Thomas Craighton advised that the Auditor's Office is audited all the time.

Cynthia Knight then asked why this error did not get caught earlier. Thomas Craighton then advised that because it did not happen until this current budget.

Some discussion was done about the former Board Secretary and Chief Harken then advised that we need to be careful not to blame one person.

Knudsen then advised that when he took the 911 Board Secretary position over all he was getting was a monthly expenditure report. Knudsen advised that he had to go through all the records, expenditures and revenues, for 2017 to 2018 and 2018 to 2019 and created books listing each line item expense to assist in figuring out the new budget. Knudsen advised he had to create the information that he should have been getting from the Auditor if a correct budget format had been used. Knudsen advised that anyone on the board was welcome to look at the figures he had compiled.

Chief Harken then asked if the carryover or surplus number will show up in the new budget for 2019 to 2020. Thomas Craighton advised that yes it would and there would be a line item that would show that surplus number.

Knudsen advised that this was a clerical error and not an individual mistake and was not intentional.

Aaron Budwig then asked how much we currently have in our account and Knudsen advised \$393,501.68. Aaron Budwig then asked how much we thought we had prior to this discovery. Thomas Craighton advised \$72,000.00 as a surplus.

Knudsen then advised that the one thing we have to remember is that we can have this surplus money sitting in our account, however the money has to be earmarked for some type of a future project. We can't just leave this money sitting in an account because it is tax payers' dollars and needs to be used for 911 communications. Knudsen advised that a radio project is a possibility if that is something that Dave (then sheriff) and Nick are interested in looking into.

There was further discussion by the Board on what the surplus 911 funds could be used for. It was decided by the Board to wait until after the 2019 to 2020 budget was prepared, passed and filed until we had any further discussion on the surplus 911 funds.

Item 7:

Other business to come before the board – Harken

Nick Whitmore introduced Katie Wilcox as the new Dispatch Supervisor for the Hardin County Communications Center. Nick Whitmore advised that he would still be working on the physical side with the towers for now but would eventually turn that over to Katie Wilcox as well.

Nick Whitmore handed out a packet to all board members and advised that Radio Communications had recently completed their fall cleaning at the tower sites for the Hardin County Communications Center. Nick Whitmore advised that this was for their information only as it is a routine maintenance expense, however he felt the board should see some of the maintenance issues involved. Inside the packet were photos of some of the maintenance issues and damages caused by the elements at the tower sites. Nick Whitmore explained the repairs that were needed at the tower sites. Nick Whitmore advised at the

Union Site a bunch of beans got into the radio and equipment cabinet and rotted and it took the radio techs a day to clean them out. Nick Whitmore advised there was some equipment damaged that had to be replaced or repaired.

Nick Whitmore advised that the Ackley tower site had a power unit go out and showed a photograph of the damage to the power unit. Nick Whitmore advised that they also had a power supply go out at the Radcliffe tower site which is a problem site and caused significant damage.

Nick Whitmore advised that the repairs discovered during the fall cleaning will cost approximately \$14,000.00. Nick Whitmore further advised that during the 2019 spring cleaning he will be discussing the possibility of regrounding the tower sites as they feel that some of the power supply issues may be related to the grounding. Nick Whitmore advised that they are having a lot of maintenance issues to equipment at the tower and tower sites and they believe that the cause for this may be a grounding issue.

Knudsen asked Nick Whitmore if they had a maintenance agreement with Radio Communications and Nick Whitmore advised that they did not and it is a pay as you go with the maintenance.

Knudsen asked Nick Whitmore if a maintenance agreement was a possibility and Nick Whitmore advised that with the complexity of the issues he did not believe that Radio Communications could enter into a maintenance agreement with any degree of certainty.

Nick Whitmore further advised that with the issues at the tower sites he needs to have any radio or paging complaints forwarded to the Communications Center because that is the only way that they know any things wrong.

Item 8:

Set next meeting date. – Harken

Next meeting date January 15, 2019 at 6 p.m.

Motion – Benjamin Krause

Second – Cynthia Knight

Voice vote, all ayes, carries.

Item 9:

Adjourn. – Harken

Motion to adjourn – Aaron Budwig

Second – Pat Daggs

Voice vote, all ayes, carries.