

PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE

Meeting Minutes September 15, 2009

Convened at 2:15 PM

Present: Portage County Commissioner Charles W. Keiper II; City of Kent; Mayor Lynn McGill, City of Aurora; Dave Ruller, City of Kent; Robert Keller, Brimfield Fire Department; Jon Barber, Director, Office of Homeland Security and Emergency Management; Deborah Mazanec, Clerk, Portage County Board of Commissioners.

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CALL TO ORDER AND INTRODUCTIONS

Chairman Commissioner Charles W. Keiper II
Aurora Mayor Lynn McGill
Kent City Manager David Ruller

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PURPOSE OF THE MEETING

At the April 28, 2009 meeting, the 9-1-1 Planning Committee adopted Resolution 09-002 appointing the members of the Technical Advisory Committee, in accordance with ORC 4931.42. The Planning Committee agreed to hear the recommendation from the Technical Advisory Committee on moving forward with enhanced 911.

Director Barber thanked the TAC members for their work on these recommendations.

The Director discussed the recommendations, as follows:

Technical Advisory Committee Recommendations to the Final Plan For Portage County, Ohio

The Portage County 911 Planning Committee commissioned a Technical Advisory Committee to give recommendation on the future of E911.

The Technical Advisory convened the following members:

- Chief Robert Keller, Representing Fire Chiefs
- Chief Seth Riewaldt, Representing Police Chiefs
- Sheriff Dave Doak
- Lt. Mike Marucci, State Highway Patrol
- Local Phone service providers (notified but no one present)
- Larry Solak, Representing Townships

The plan should first be updated to reflect the current situation in Portage County.

- There are currently six PSAPs in Portage County: City of Kent, City of Streetsboro, City of Aurora, City of Ravenna, Portage County (operated by the Sheriff's Department), and Kent State University.
- Of the six PSAPs, only five receive funding under the wireless provision: Kent, Aurora, Streetsboro, Ravenna, and Portage County. Kent State maintains its own costs.
- There are currently no secondary PSAPs in Portage County. There are several dispatch centers that 911 calls are transferred to: State Highway Patrol, Village of Mantua, Village of Garrettsville, Village of Windham, FireCom, CenCom, and Stow Dispatch. These dispatch centers may or may not have 911 capabilities.
- The phone company list should be updated to reflect current carriers, hard wire, wireless, and VOIP carriers operating in Portage County.

After several meetings the Technical Advisory Committee recommends the following to the Planning Committee:

1. It is recognized that in the future Portage County should purchase through the wireless 911 funds a single IP based solution that will support all current PSAPs as well as the other dispatch centers that would opt to have this capability. Each PSAP currently operating will be linked to the system. If a new jurisdiction within Portage County wishes to become a PSAP and is approved by the Planning Committee, they will be responsible for the cost to link with the system. Whatever system is implemented must include a backup system in case the IP based system fails.

Director Barber noted that the IP based solution is still constantly changing and the committee recommends additional study as to which system should be considered. Chief Keller noted that an IP based solution will give the county nothing that is not in place today. What it will do once implemented is put into place the technology so that when the standards are developed for texting and voice over IP, the system will accept the texts etc. Those standards are not yet set. The Mayor noted that the new system will save the county money. The Mayor asked when the recommendation will be made to move forward. Chief Keller responded that rather than buying into a system that may not be adequate a few years down the road and also understanding that the cost may come down, the TAC is recommending waiting.

2. When an agreement to purchase is made, the funds will be distributed to a single PSAP fund to cover the cost of the solution. Should the build out exceed the total collection then the participating PSAPs will pay the remaining costs based on a formula established by the most current census.

The director noted that the TAC did not want the recommendation to be PSAP driven. Since the county is not recommending moving forward today, funds will be needed by the TAC but the funding must be protected to allow the move to Voice over IP, once the county moves forward. The Homeland Security and Emergency Management Office Director agreed to get the financial reports to the 911 Committee members.

3. Any surcharges or tariffs levied against Portage County will be paid for out of the wireless 911 funds before disbursement. If the funding ceases each PSAP will share in the cost of the charges based on the formula listed above.
4. The 911 Coordinator will be responsible for overseeing the project and administering the funds necessary to operate the system. Should additional funds be necessary, the 911 Coordinator will convene the PSAPs and the Planning Committee to explain the need for additional funds.
5. All Current PSAPs and any Dispatch Centers that wish to add PSAP capability should follow the guidelines established by the Planning Committee.
6. When the discussion is made to purchase a system the Planning Committee should commission a consultant to work with the Technical Advisory Committee to choose a system and build a failsafe backup should the system fail. The consultant will be paid out of the 911 wireless monies before disbursement to the PSAPs.
7. The Planning Committee will direct the members of the Technical Advisory Committee to continue to meet to develop guidelines to be adopted by the Planning Committee to improve 911 services throughout the county.

The Director noted that the current equipment is two years old and should last until there are across the board standards in place. The Mayor added that someone has to be first and it should not be Portage County.

Chief Keller noted that the greater concern of the TAC was the technical ability of the Dispatch Centers, other than PSAP sites, to receive coordinates from 911 calls. Some calls, since they cannot receive the coordinates in 911 calls, are transferred to several fire departments before the correct one is determined for the response in finding the proper building where the patient was. The original call information cannot be transferred to some of the departments. Jon Barber added that the dispatchers must know the county, understand the jurisdictional boundaries and know where the call is to be transferred to.

The TAC recommends that all Current PSAPs and any Dispatch Centers that wish to add PSAP capability should follow the guidelines established by the Planning Committee through the

TAC. The four departments that are not PSAPs cannot now receive the 911 coordinates. Chief Keller added that the larger decision may be that those four departments need to either update their equipment at a cost of \$130,000 or perhaps "get out of the business". The Director added that the consolidation of dispatch should be discussed down the road, especially with the FireCom issue now. Chief Keller stated that going to a common dispatch center, once you remove the jurisdictional lines, will not allow more than one dispatch center.

The Mayor noted that the critical path is standards and the expense of the XY coordinates equipment for the four departments that are not so equipped. Commissioner Keiper stated that the non-PSAPs could be expected to put up some of the funding. The TAC believes that, since the PSAPs put money out at first, the departments (Mantua, Garrettsville, Windham, and FireCom under Ravenna Township), that want to get on the system now should come up with the funding to do so.

Commissioner Keiper stated that Summit County requested an AG legal opinion about the funding of five PSAPs. Jon Barber noted that Summit County rotates 911 funding to five of 15 PSAPs monthly. This money is scheduled to come off the books in 2012. The Sheriff's Department PSAP receives the most funding based on population.

Mr. Ruller asked if the Department of Homeland Security & Emergency Management Director is considered the 911 Coordinator. Mr. Barber responded that, in accordance with the 1991 rules, he is the Coordinator as the Department of Homeland Security & Emergency Management Director but he thinks perhaps one of the PSAPs should be the 911 Coordinator, since those departments have a better understanding of the system. 20% of Department of Homeland Security & Emergency Management staff time is spent on 911 issues.

Motion by Mayor McGill, seconded by Mr. Ruller to accept the TAC recommendations/009-03

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On March 19, 2009, the 9-1-1 Planning Committee adopted Resolution 09-001 amending the Final Plan renaming PSAP A from PCSO (Portage County Sheriff's Office) to Portage County (under the direction of the Portage County, Ohio 911 Coordinator).

The Portage County Prosecutor has advised that the 9-1-1 Planning Committee does not have the authority to make this change in disbursement and recommended that the name be changed to only "Portage County", reflecting the subdivision and not an individual office. Resolution required to amend Resolution 09-001/09-04.

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RESOLUTION NO. 09-03

RE: ACCEPT RECOMMENDATIONS TO THE FINAL PLAN FOR PORTAGE COUNTY OHIO, AS PREPARED BY THE TECHNICAL ADVISORY COMMITTEE.

It was moved by Lynn McGill, seconded by David Ruller that the following resolution be adopted:

WHEREAS, the Portage County 911 Planning Committee commissioned a Technical Advisory Committee to give a recommendation on the future of E911; and

WHEREAS, the Technical Advisory Committee convened the following members:

- Chief Robert Keller, Representing Fire Chiefs
- Chief Seth Riewaldt, Representing Police Chiefs
- Sheriff Dave Doak
- Lt. Mike Marucci, State Highway Patrol
- Local Phone service providers (notified but no one present)
- Larry Solak, Representing Townships; and

WHEREAS, the plan should first be updated to reflect the current situation in Portage County; and

WHEREAS, there are currently six PSAPs in Portage County: City of Kent, City of Streetsboro, City of Aurora, City of Ravenna, Portage County (operated by the Sheriff's Department), and Kent State University; and

WHEREAS, of the six PSAPs, only five receive funding under the wireless provision: Kent, Aurora, Streetsboro, Ravenna, and Portage County. Kent State maintains its own costs; and

WHEREAS, there are currently no secondary PSAPs in Portage County. There are several dispatch centers that 911 calls are transferred to: State Highway Patrol, Village of Mantua, Village of Garrettsville, Village of Windham, FireCom, CenCom, and Stow Dispatch. These dispatch centers may or may not have 911 capabilities; and

WHEREAS, the phone company list should be updated to reflect current carriers, hard wire, wireless, and VOIP carriers operating in Portage County; now therefore be it

RESOLVED, that, after several meetings, the Technical Advisory Committee recommends the following to the Planning Committee:

1. It is recognized that in the future, Portage County should purchase through the wireless 911 funds a single IP based solution that will support all current PSAPs,

as well as the other dispatch centers that would opt to have this capability. Each PSAP currently operating will be linked to the system. If a new jurisdiction within Portage County wishes to become a PSAP and is approved by the Planning Committee, they will be responsible for the cost to link with the system. Whatever system is implemented must include a backup system in case the IP based system fails.

2. When an agreement to purchase is made, the funds will be distributed to a single PSAP fund to cover the cost of the solution. Should the build out exceed the total collection, then the participating PSAPS will pay the remaining costs based on a formula based on the most current census.
3. Any surcharges or tariffs levied against Portage County will be paid for out of the wireless 911 funds before disbursement. If the funding ceases, each PSAP will share in the cost of the charges based on the formula listed above.
4. The 911 Coordinator will be responsible for overseeing the project and administering the funds necessary to operate the system. Should additional funds be necessary, the 911 Coordinator will convene the PSAPs and the 911 Planning Committee to explain the need for additional funds.
5. All Current PSAPs and any Dispatch Centers wishing to add PSAP capability should follow the guidelines established by the Planning Committee.
6. When the discussion is made to purchase a system, the 911 Planning Committee should commission a consultant to work with the Technical Advisory Committee to choose a system and build a failsafe backup, should the system fail. The consultant will be paid out of the 911 wireless monies before disbursement to the PSAPs.
7. The Planning Committee will direct the members of the Technical Advisory Committee to continue to meet to develop guidelines to be adopted by the Planning Committee to improve 911 services throughout the county; and be it further

RESOLVED, that the Portage County 9-1-1 Planning Committee finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice Vote as Follows:

Charles W. Keiper II, Yea;

David Ruller, Yea;

Lynn McGill, Yea;

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RESOLUTION NO. 09-04

RE: AMEND RESOLUTION 09-001 TO CLARIFY NAME OF PSAP A.

It was moved by Lynn McGill, seconded by David Ruller that the following resolution be adopted:

WHEREAS, the Portage County 9-1-1 Planning Committee adopted the 9-1-1 Final Plan in January 1990; and

WHEREAS, the Portage County 9-1-1 Planning Committee met on February 5, 2007 and adopted Resolution 07-0001 approving Addendum A to the Portage County 9-1-1 Plan for the provision of Wireless Enhanced 9-1-1 in Portage County; and

WHEREAS, the Portage County 9-1-1 Planning Committee met on August 7, 2008 and adopted Resolution 08-0001 accepting the commendation of the Portage County PSAP representatives to amend the disbursement rules located on page 13 Addendum A to the Portage County 9-1-1 Plan for the Provision of Wireless Enhanced 9-1-1; and

WHEREAS, the Portage County Board of Commissioners convened the Portage County 9-1-1 Planning Committee on February 10, 2009 and the meeting was continued on March 19, 2009; and

WHEREAS, the Planning Committee agreed to rename PSAP A from PCSO (Portage County Sheriff's Office) to Portage County (under the direction of the Portage County, Ohio 911 Coordinator); and

WHEREAS, the Portage County Prosecutor advised the Board of Commissioners that the Planning Committee did not have the authority to designate the disbursement of funds and recommended that PSAP A be named "Portage County"; now therefore be it

RESOLVED, that the Planning Committee agrees to accept the recommendation of Portage County Prosecuting Attorney Victor Vigluicci and rename PSAP A from PCSO (under the direction of the Portage County, Ohio 911 Coordinator) to Portage County, as detailed on page one of Exhibit A; and be it further

RESOLVED,

that the Portage County 9-1-1 Planning Committee finds and determines that all formal actions of this Board concerning and relating to the adoption of this resolution were taken in an open meeting of this Board and that all deliberations of this Board that resulted in those formal actions were in meeting open to the public in compliance with the law including Section 121.22 of the Ohio Revised Code.

Voice vote as follows:

Charles W. Keiper II, Yea;

David Ruller, Yea;

Lynn McGill, Yea;

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Exhibit "A"

Resolution 09-004

September 15, 2009

Plan Amendment No. 3

Revised Addendum A to the
Portage County, Ohio 9-1-1 Plan

PORTAGE COUNTY, OHIO PSAPS TAKING WIRELESS ENHANCED 9-1-1 CALLS

THERE WILL BE SIX PUBLIC SAFETY ANSWERING POINTS (PSAPS) TAKING WIRELESS ENHANCED 9-1-1 CALLS. AS OF THE EFFECTIVE DATE OF THIS FINAL PLAN, THEY ARE:

PSAP A

OPERATED BY PORTAGE COUNTY

8240 INFIRMARY ROAD

RAVENNA, OHIO 44266

PSAP B

OPERATED BY THE CITY OF AURORA, OHIO POLICE DEPARTMENT

100 SOUTH AURORA ROAD

AURORA, OHIO 44202

PSAP C

OPERATED BY THE CITY OF KENT, OHIO POLICE DEPARTMENT

319 SOUTH WATER STREET

KENT, OHIO 44240

PSAP D

OPERATED BY THE KENT STATE UNIVERSITY POLICE DEPARTMENT
STOCKDALE SAFETY BUILDING
KENT STATE UNIVERSITY
KENT, OHIO 44242

PSAP E

OPERATED BY THE CITY OF RAVENNA, OHIO POLICE DEPARTMENT
220 SOUTH PARK WAY
RAVENNA, OHIO 44266

PSAP F

OPERATED BY THE CITY OF STREETSBORO, OHIO POLICE DEPARTMENT
2080 STATE ROUTE 303
STREETSBORO, OHIO 44241

WIRELESS ENHANCED 9-1-1 NETWORKING

EACH PRIMARY PSAP MAY OBTAIN SEPARATE TRUNKING FOR THE ROUTING OF WIRELESS CALLS FROM THE HOST LOCAL EXCHANGE COMPANY. ALL OTHER CONNECTIONS TO THE TELEPHONE NETWORK WILL BE IN ACCORDANCE WITH THE PORTAGE COUNTY, OHIO FINAL 9-1-1 PLAN

EMERGENCY 9-1-1 CALLS ORIGINATING FROM CELLULAR TELEPHONES WILL BE ROUTED TO A PRIMARY PSAP ACCORDING TO THE CELLULAR SERVICE PROVIDER TOWER LOCATION.

AS PROVIDED FOR IN THE PORTAGE COUNTY, OHIO FINAL 9-1-1 PLAN, THE PRIMARY PSAP WILL RESPOND TO WIRELESS CALLS BY:

- DIRECTLY DISPATCHING AN EMERGENCY RESPONDER,
- RELAYING A MESSAGE TO THE APPROPRIATE JURISDICTIONAL EMERGENCY DISPATCH, OR
- TRANSFERRING THE CALL TO THE APPROPRIATE JURISDICTIONAL EMERGENCY DISPATCH

ALL MISDIRECTED WIRELESS CALLS WILL BE ADMINISTERED IN THE MANNER IDENTIFIED IN THE PORTAGE COUNTY, OHIO FINAL 9-1-1 PLAN FOR WIRELINE CALLS

DISBURSEMENT OF THE WIRELESS 9-1-1 GOVERNMENT ASSISTANCE FUNDS

PORTAGE COUNTY, OHIO SHALL PROVIDE COUNTYWIDE WIRELESS ENHANCED 9-1-1 IN ACCORDANCE WITH SECTIONS 4931.40 THROUGH 4931.70 OF THE OHIO REVISED CODE BEGINNING AS SOON AS REASONABLY POSSIBLE AFTER RECEIPT OF THE FIRST DISBURSEMENT FROM THE WIRELESS 9-1-1 GOVERNMENT ASSISTANCE FUND.

FUNDS RECEIVED FROM THE STATE OF OHIO FROM THE WIRELESS 9-1-1 GOVERNMENT ASSISTANCE FUND SHALL BE PLACED IN A SEPARATE FUND AT THE PORTAGE COUNTY, OHIO AUDITOR'S OFFICE.

FUNDS SHALL BE DISBURSED TO FIVE OF THE SIX PSAPS AS FOLLOWS:

- PORTAGE COUNTY
- CITY OF AURORA
- CITY OF KENT
- KENT STATE UNIVERSITY (NO FUNDS DISBURSED)
- CITY OF RAVENNA
- CITY OF STREETSBORO

THE COUNTY AUDITOR WILL DISBURSE FEES COLLECTED ON A MONTHLY BASIS ACCORDING TO THE FOLLOWING ALLOCATION FORMULA AFTER THE MONTHLY TARIFF CHARGES FOR WIRELESS 9-1-1 FEES ARE DEPOSITED IN THE PORTAGE COUNTY "PSAP A" FUND.

FUNDS COLLECTED WILL BE DISPERSED BASED ON THE POPULATION OF THE PSAP'S PRIMARY GEOGRAPHICAL AREA OF RESPONSIBILITY.

SUCH FUNDS SHALL BE USED ONLY FOR THE FOLLOWING PURPOSES:

- A. ANY COSTS OF DESIGNING, UPGRADING, PURCHASING, LEASING, PROGRAMMING, INSTALLING, TESTING, OR MAINTAINING THE NECESSARY DATA, HARDWARE, SOFTWARE, AND TRUNKING REQUIRED FOR THE PSAP TO PROVIDE WIRELESS ENHANCED 9-1-1. THESE COSTS MAY BE INCURRED BEFORE, ON, OR AFTER THE EFFECTIVE DATE OF AM. SUB. H.B. 361 AS PASSED BY THE 125TH GENERAL ASSEMBLY IN 2004 AND CONSIST OF SUCH ADDITIONAL COSTS OF THE 9-1-1 SYSTEM OVER AND ABOVE ANY COSTS INCURRED TO PROVIDE WIRELINE 9-1-1. ON OR AFTER THE PROVISION OF TECHNICAL AND OPERATIONAL STANDARDS PURSUANT TO DIVISION (D)(1) OF SECTION 4931.68 OF THE REVISED CODE, A SUBDIVISION SHALL CONSIDER THE STANDARDS BEFORE INCURRING ANY COSTS DESCRIBED IN THIS DIVISION. (SEE OHIO REVISED CODE SECTION 4931.65(A)(1)).
- B. ANY COSTS OF TRAINING THE STAFF OF THE PSAP TO PROVIDE WIRELESS ENHANCED 9-1-1, WHICH COSTS ARE INCURRED BEFORE OR ON OR AFTER THE EFFECTIVE DATE OF AM. SUB. H.B. 361 AS PASSED BY THE 125TH GENERAL ASSEMBLY IN 2004 AND CONSIST OF SUCH ADDITIONAL COSTS OF THE 9-1-1 SYSTEM OVER AND ABOVE ANY COSTS INCURRED TO PROVIDE WIRELINE 9-1-1. (SEE OHIO REVISED CODE SECTION 4931.65(A)(2)).

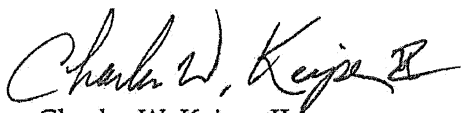
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FUNDING DISTRIBUTION BASED ON POPULATION

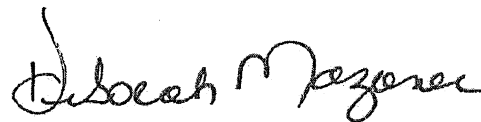
PSAP	PSAP Name	Total Population	Percentage
A	Portage County	78,344	49.56%
B	Aurora	13,556	8.58%
C	City of Kent	42,079	26.62%
D	Kent State University	0	0
E	Ravenna City	11,771	7.45%
F	Streetsboro	12,311	7.79%
		158,061	100%

There being no further business, the meeting was adjourned at 2:42 PM.

Respectfully Submitted,



Charles W. Keiper II
Chairman/President
Portage County Board of Commissioners



Deborah Mazanec
Clerk, Portage County Commissioners