

**PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE MEETING
PORTAGE COUNTY COMMISSIONERS' BOARD ROOM
PORTAGE COUNTY ADMINISTRATION BUILDING
449 South Meridian Street, Ravenna, Ohio
Tuesday, November 24, 2015
Convened: 10:00 AM**

Present: Portage County Commissioner Maureen Frederick, Streetsboro Mayor Glen Broska and Kent City Manager Dave Ruller

Others in attendance: Portage County Commissioner Kathleen Chandler, Aurora City Fire Chief David Barnes, Ravenna City Mayor Joseph Bica, Portage County Budget and Financial Management Director Todd Bragg, Garrettsville Police Department Lieutenant Timothy Christopher, Portage County Sheriff's Office Communications Supervisor Joleen Clelland, Kent City Police Captain Jayme Cole, Office of Homeland Security and Emergency Management Patricia Corley, Portage County Sheriff David Doak, Ravenna City Service Director Kelly Engelhart, Portage County Major Dennis Missimi, Record-Courier Reporter Mike Server, Director of Homeland Security and Emergency Management Ryan Shackelford, Portage County Chief Assistant Prosecutor Denise Smith, and Kent State University Chief of Police Dean Tondiglia

Chair Commissioner Maureen T. Frederick called the meeting to order at 10:07 A.M.

Motion by Mr. Ruller to approve the September 9, 2015 meeting minutes, as presented. Seconded by Mayor Broska. All in favor. None opposed. Motion carries.

Commissioner Maureen T. Frederick stated the purpose of the meeting was to consider and discuss consolidating and funding the Portage County 9-1-1 wireless Public Safety Answering Points (PSAPS).

Director Ryan Shackelford explained the ESINet Steering Committee is still in discussions about a revision to ORC 128.01 that would allow for virtual Public Safety Answering Points (PSAPS) within the definition. He is not sure when that decision will come. Denise Smith stated she has received confirmation from the Attorney General that her request has been received but she hasn't received a response with regard to her inquiry for an opinion on the matter.

Portage County has been directed by the Ohio Department of Administrative Services (DAS) to consolidate wireless enhanced 9-1-1 calls to no more than four Public Safety Answering Points (PSAPS) by January 1, 2016 or lose 50 percent of the surcharge

funding until such consolidation occurs. A consolidation of wireless enhanced 9-1-1 calls must be made.

Commissioner Maureen T. Frederick expressed her gratitude to the members for their diligent work and cooperation during the consolidation process.

Denise Smith explained that she's been in discussions with Paul Russell, Chief Legal Counsel for the Ohio Department of Administrative Services, and he did confirm that if the consolidation does not take place by January 1st the county will lose the 50 percent of funding. If we do receive a favorable opinion from the Attorney General any funds taken will be restored.

Denise Smith listened to the last ESINet Steering Committee meeting and stated that the ESINet Steering Committee is planning more changes to ORC 128.571 that will make it even harder to use the Government Assistance Funds (GAF). The ESINet Steering Committee is still deciding language that would allow a non-funded Public Safety Answering Point (PSAP) that receives 9-1-1 wireless calls not to count against the county total number of Public Safety Answering Points (PSAPs).

Ryan Shackelford stated we can consider the following:

- Which two Public Safety Answering Points (PSAPS) will give up 9-1-1 wireless calls and Government Assistance Funds (GAF)?
- Directing Government Assistance Funds (GAF) to the county to pay for the AT&T contract. The two Public Safety Answering Points (PSAPS) not receiving Government Assistance Funds (GAF) would have to pay for their seats to be on the hosted system.

Denise stated the purpose of the Memorandum of Understanding was to prevent any insufficiencies with the consolidation process. With the scenario that Rob Jackson is proposing the county will not be allowed to share equipment. Government Assistance Funds (GAF) are not allowed to be used for equipment. The Public Safety Answering Points (PSAPS) giving up their wireless 9-1-1 calls would need to purchase equipment. The Government Assistance Funds (GAF) can only be used for the Public Safety Answering Points (PSAPS) that are initially taking the 9-1-1 wireless call.

Commissioner Kathleen Chandler asked if the law is changing or if this is in the current law. Denise Smith stated they are

working to change the law by the end of the year. The county was advised that the 50 percent reduction in funding will occur if we are not in compliance by January 1, 2016. We can designate the Government Assistance Funds (GAF) to one location, but the Ohio Department of Administrative Services counts any Public Safety Answering Points (PSAPS) receiving the initial wireless 9-1-1 call as one PSAP.

Denise Smith explained we could sign the contract and move forward with the hosted solution. AT&T along with Ryan Shackelford could make changes in positions or routing as needed. The group discussed the costs involved with consolidating. Ryan Shackelford stated that he doesn't know what the charges would be for rerouting towers in the future.

The group requested that the costs be defined in the Intergovernmental Memorandum of Understanding. Mayor Bica, Mayor Broska and Ms. Engelhart stated staffing and equipment costs should be included in the agreement and we should approach consolidation as a county.

Commissioner Maureen T. Frederick asked if the wireless 9-1-1 Public Safety Answering Points (PSAPS) have discussed consolidation and if any were willing to make a decision. Mayor Broska stated that none have come to a resolution to date. Denise Smith explained the 9-1-1 Planning Committee has the authority to impose consolidation. Commissioner Maureen T. Frederick stated she is hoping for some consensus regarding the decision. Commissioner Kathleen Chandler explained a decision must be made today. The alternative to consolidation is that we will lose 50 percent of the funding and the county cannot afford the loss. If we can decide on the four 9-1-1 wireless Public Safety Answering Points (PSAPS) we will be able to reverse the action if we receive a favorable opinion. Commissioner Maureen T. Frederick affirmed a consolidation decision must be made today but she is hoping those involved will come to a consensus.

Mayor Broska asked what costs are involved for the entities that give up their 9-1-1 wireless calls. Ryan Shackelford reported the following costs to participate on the AT&T hosted network: (Costs based on positions already requested by each jurisdiction listed.)

- Aurora would pay \$31,140 to be on the network with two positions.
- Kent City would pay \$51,684 to be on the network with four positions.
- Streetsboro City would pay \$27,684 to be on the network

with two positions.

- Currently Kent State University is not receiving disbursements. Kent State has requested three positions and would pay \$40,500 to be on the network.
- Ravenna City would pay \$39,684 to be on the network with two positions.
- Portage County would pay \$51,684 to be on the network with four positions.

Denise Smith explained AT&T is not requiring money up front but will let us sign the contract and they will begin setting the system in place. It could take six to ten months for AT&T to complete the set up. We could do nothing and hope to be reimbursed pending a favorable change. We can choose not to take the 50 percent cut and use the formula in the MOU to share the costs. Mr. Ruller asked if the Government Assistance Fund (GAF) will change or stay the same after consolidation. Denise Smith replied it is expected to stay at \$306,000. Mr. Tondiglia stated the law requires the amount to stay remain the same.

Mr. Ruller asked if we can expect the funds to pay the aggregate costs for all of the positions and equipment. Mayor Bica stated Ravenna City would be willing to give up their wireless 9-1-1 PSAP status if the staffing and equipment costs are amortized in the MOU. Todd Bragg explained that the Government Assistance Funds (GAF) cannot be used for staffing and any staffing costs would be the responsibility of each jurisdiction. Mayor Bica asked if anyone has calculated the additional staffing costs with the increased call volume. Mr. Tondiglia explained we do have 9-1-1 call data. The group discussed transferring wireless 9-1-1 calls at length and concluded the increase in volume would be minimal but peak hours would have to be considered. Ryan Shackelford explained there will be minimum staffing and training requirements to meet. Ryan Shackelford mentioned Garrettsville and/or Mantua may request a position on the new system.

Ryan Shackelford explained AT&T will need a letter from each jurisdiction in order to reroute wireless 9-1-1 calls. Ryan will email the language for the letter to each of the participants. The process can take anywhere from two weeks to two months depending upon cooperation.

Todd Bragg suggested the townships make Ravenna City their primary Public Safety Answering Point (PSAP) instead of the Sheriff's Office. Mayor Bica stated the staffing need would increase immensely and Denise Smith asked how the county would be

able to sign the contract in that scenario. Mr. Tondiglia suggested Ravenna's wireless 9-1-1 calls be directed to the county since the Sheriff's Office already receives the majority of calls.

Mayor Broska asked how much it would cost Aurora City and Streetsboro City to pay for their own positions on the solution if they have compatible equipment and asked if they could program their systems to receive the wireless 9-1-1 calls simultaneously. Ryan explained that it would be possible to see the calls simultaneously with the AT&T solution and there would not be much of a delay in the transfer. The Public Safety Answering Point (PSAP) that initially answers the wireless 9-1-1 call is counted as one PSAP. Mayor Broska asked if Aurora and Streetsboro combined if he would be able to automatically populate Aurora's field. Ryan stated that's how AT&T explained it to him. Mr. Tondiglia explained the Computer Automated Dispatch (CAD) and the screen that populates the call information on the hosted solution are two different things. Sometimes the address that populates will not be the location of the 9-1-1 call so that notification may not be useful.

Chief Barnes asked why spend the money and consolidate now when the recommendation to the ESINet Steering Committee is to allow for a non-funded PSAPS to continue operating without penalty. Ryan Shackelford and Mayor Broska explained that is not the current law and the PSAPS will lose 50 percent of the funding by January 1, 2016. Chief Barnes stated we will lose funding no matter what happens because we do not have enough time to reroute calls and rewrite the plan. Ryan explained it would be possible depending on cooperation. Ms. Engelhart asked if the plan needs to be implemented to avoid the penalty. Ryan responded that the plan must be implemented by January 1, 2016.

Sheriff Doak asked what is in the horizon concerning future consolidation and if we will be going through this again in two or three years. Ryan explained, unless there is a change in the law, we must be down to three wireless 9-1-1 PSAPS by January 1, 2018.

Mr. Tondiglia explained there is a virtual PSAP concept in discussions at the state level. He is hoping they will adopt the idea. All of the calls would go to a box and the box would be considered the call center. In the meantime, we must get in compliance and consolidate. Joleen Clelland stated the virtual consolidation probably will not happen because all of the equipment including the Computer Aided Dispatch (CAD) would have to be virtual.

The group discussed the negative consequences of transferring the initial wireless 9-1-1 calls to be the toughest part of the consolidation decision. Mayor Broska stated that Streetsboro and Aurora both have the Sundance Computer Aided Dispatch (CAD) System and they might be able to prevent some delay if they can see each other's calls.

Denise Smith explained the MOU basically states that the costs will be shared. The current MOU is factored by positions requested to participate on the hosted solution. The shared costs could be factored by positions or by total cost of the contract. The costs can be shared equally but the variables need to be defined. Denise asked how the group would like to divide the costs. Mayor Broska stated the costs would have to be divided by the six PSAPS. Denise can revise the MOU to include the contract and additional costs each jurisdiction incurs. Dennis Missimi asked how the costs would be split if each jurisdiction paid for their own systems. It would cost each jurisdiction \$280,000 to purchase a new system.

The group discussed trying to consolidate to three wireless 9-1-1 PSAPS today. Commissioner Kathleen Chandler said she didn't think there was enough time to make that decision and expressed the need to get to the four today. Mr. Ruller proposed that we try to consolidate to three PSAPS in this meeting explaining if the decision doesn't go our way we will be in compliance by 2018. Commissioner Kathleen Chandler asked why make it more painful and that we should wait for the state's decision. We might not be required to consolidate to the three in the future. Ms. Engelhart stated that it will have to be done anyhow and it's taken two years to get to this point. Ryan agreed to get to three PSAPS and get it done. Mr. Tondiglia stated getting to four now would be monumental and discussions can follow with regard to consolidating to three. Mr. Tondiglia further explained that the City of Kent and Kent State University could begin immediate discussions with regard to consolidating their wireless 9-1-1 calls. Mayor Broska and Mr. Tondiglia agreed with Commissioner Kathleen Chandler and proposed just coming to a consensus on the four wireless 9-1-1 PSAPS today. We have until January 1, 2018 to direct wireless 9-1-1 calls to three PSAPS.

Ms. Engelhart stated the participants will need to know the true costs in order to agree to the MOU and participate on the hosted solution. Ms. Engelhart stated the participants need a common equation for a true split of the costs and she feels going to three PSAPS today would be a more even way of splitting those

costs. Mayor Broska stated we are going to share the costs whether we consolidate to three or four PSAPS.

Mayor Broska asked how many 9-1-1 calls Aurora receives. Ryan reported 2,235 landline and wireless 9-1-1 calls from July 1, 2014 through June 30, 2015. 80 percent would be approximately 1,790 calls per year and five calls per day. Kent City may receive ten to thirteen more wireless 9-1-1 calls per day. Peak call times would need to be considered but the number is manageable.

Commissioner Kathleen Chandler stated the decision needs to be made today otherwise the funding will be cut. Chief Barnes stated that Aurora is going to lose 100 percent of their funding and they have saved their money for equipment. Chief Barnes said he cannot speak for the city council and doesn't know what they are willing to do.

Mayor Broska suggested that the City of Aurora's wireless 9-1-1 calls be directed to the City of Streetsboro.

Mayor Bica, Mayor Broska and Ms. Engelhart stated staffing and equipment costs should be included in agreement and we should approach consolidation as a county.

Denise asked if anything should be excluded from the MOU. Commissioner Chandler stated it should only include the 9-1-1 wireless consolidation costs. There were no other comments or suggestions. Denise stated she would include equipment, personnel, software and contract costs in the MOU.

Recessed/Reconvened

11:10 AM Recessed

11:20 AM Reconvened

After reconvening the group announced they had come to a consolidation consensus and passed the following resolutions:

RESOLUTION NO. 911-2015-02

RE: APPROVE PLAN AMENDMENT NO.3 TO THE PORTAGE COUNTY FINAL
9-1-1 PLAN- DIRECTING WIRELESS ENHANCED 9-1-1 WIRELESS
CALLS TO FOUR PORTAGE COUNTY PUBLIC SAFETY ANSWERING POINTS
(PSAPS)

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It was moved by Glenn Broska, seconded by David Ruller that the following resolution be adopted:

WHEREAS, Ohio Revised Code 128.571 governs the distribution and use of 9-1-1 wireless funds collected by the Ohio Department of Taxation as a cell phone surcharge; and

WHEREAS, Portage County has been directed by the Ohio Department of Administrative Services (DAS) to consolidate wireless enhanced 9-1-1 calls to no more than four Public Safety Answering Points (PSAPs) by January 1, 2016 or lose 50 percent of the surcharge funding until such consolidation occurs; and

WHEREAS, the Portage County Board of Commissioners convened the Portage County 9-1-1 Planning Committee on September 9, 2015 and the meeting was continued on November 24, 2015; and

WHEREAS, the 9-1-1 Planning Committee discussed directing wireless enhanced 9-1-1 calls to only four Public Safety Answering Points (PSAPs) for the time period of January 1, 2016 through December 31, 2017; now, therefore, be it

RESOLVED, the 9-1-1 Planning Committee agrees that the Portage County Public Safety Answering Point (PSAP) will have Ravenna City's wireless enhanced 9-1-1 calls (only) directed to the Portage County Sheriff; and be it further

RESOLVED, the 9-1-1 Planning Committee agrees that the Streetsboro City Public Safety Answering Point (PSAP) will have Aurora City's wireless enhanced 9-1-1 calls (only) directed to the City of Streetsboro, Ohio Police Department; and be it further

RESOLVED, the 9-1-1 Planning Committee agrees on the following four Public Safety Answering Points (PSAPs) taking wireless enhanced 9-1-1 calls for Portage County:

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PSAP A

OPERATED BY PORTAGE COUNTY
8240 INFIRMARY ROAD
RAVENNA, OHIO 44266

PSAP B

OPERATED BY THE CITY OF KENT, OHIO POLICE
DEPARTMENT
319 SOUTH WATER STREET
KENT, OHIO 44240

PSAP C

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

PSAP D

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

; 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.

Vote as follows:

Maureen T. Frederick, Yea; Dave Ruller, Yea; Glenn Broska, Yea.

RESOLUTION NO. 911-2015-03

RE: RECOMMEND PLAN AMENDMENT TO THE PORTAGE COUNTY FINAL 9-1-1 PLAN-RECOMMEND THAT ALL SIX OR FORMER WIRELESS 9-1-1 PUBLIC SAFETY ANSWERING POINTS (PSAPS) SHARE IN THE OVERALL COST IN IMPLEMENTING THE PORTAGE COUNTY 9-1-1 PLAN AND AGREE TO THE TERMS OF THE PORTAGE COUNTY 9-1-1 WIRELESS INTERGOVERNMENTAL MEMORANDUM OF UNDERSTANDING

It was moved by Glenn Broska, seconded by David Ruller that the following resolution be adopted:

WHEREAS, in accordance the Ohio Revised Code § 128.06, the Portage County Board of Commissioners called a meeting of the 9-1-1 Planning Committee (consisting of the President of the Board of Commissioners, the chief executive officer of the largest municipality and, based on the larger population, either the chief executive officer of the second largest municipality or a member of the Board of Trustees of the largest township) to consider and discuss replacing the end of life systems; and

WHEREAS, the Portage County 9-1-1 Planning Committee, including Portage County Commissioner Maureen T. Frederick, Kent City Manager David Ruller and City of Aurora Mayor Glenn Broska, met on November 24, 2015; and

WHEREAS, on November 24, 2015 the Portage County 9-1-1 Planning Committee recommends that all six or former wireless 9-1-1 Public Safety Answering Points (PSAPS) share in the costs of maintaining the countywide 9-1-1 wireless service; and

WHEREAS, the Portage County Assistant Prosecutor will present an intergovernmental memorandum of understanding to include the AT&T contract and any additional costs a jurisdiction may incur implementing the plan; now, therefore, be it

RESOLVED, The Portage County 9-1-1 Planning Committee recommends that all six or former wireless 9-1-1 Public Safety Answering Points (PSAPS) share in the

overall cost of implementing the Portage County 9-1-1 Plan and agree to the terms of the Portage County 9-1-1 Wireless Intergovernmental Memorandum of Understanding; 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.

Vote as follows:

Maureen T. Frederick, Yea; Dave Ruller, Yea; Glenn Broska, Yea.

RESOLUTION NO. 911-2015-04

RE: THE PORTAGE COUNTY 9-1-1 PLANNING COMMITTEE RECOMMENDS THE CITY OF KENT AND KENT STATE UNIVERSITY MAKE PLANS TO DIRECT WIRELESS ENHANCED 9-1-1 CALLS TO ONLY ONE PUBLIC SAFETY ANSWERING POINT (PSAP) BY DECEMBER 31, 2016

It was moved by Glenn Broska, seconded by David Ruller that the following resolution be adopted:

WHEREAS, the current legislative requirement (HB 360), progressively limits the number of Public Safety Answering Points (PSAPS) in each county for which disbursements from the wireless 9-1-1 charges may be used, ultimately limiting counties to three Public Safety Answering Points (PSAPS) by January 1, 2018; and

WHEREAS, the Portage County 9-1-1 Planning Committee, including Portage County Commissioner Maureen T. Frederick, Kent City Manager David Ruller and City of Aurora Mayor Glenn Broska, met on November 24, 2015; and

WHEREAS, the Portage County 9-1-1 Planning Committee identified the Public Safety Answering Point (PSAP) operated by the City of Kent, Ohio Police Department and the Public Safety Answering Point (PSAP) operated by the Kent State University Police Department as the next logical consolidation point; now, therefore, be it

RESOLVED, the Portage County 9-1-1 Planning Committee recommends the Public Safety Answering Point (PSAP) representatives of the City of Kent, Ohio Police Department and the Kent State University Police Department begin planning to direct wireless enhanced 9-1-1 calls to only one of their Public Safety Answering Points (PSAPS) by December 31, 2016; 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.

Vote as follows:

Maureen T. Frederick, Yea; Dave Ruller, Yea; Glenn Broska, Yea.

RESOLUTION NO. 911-2015-05

RE: RECOMMEND PLAN AMENDMENT TO THE PORTAGE COUNTY FINAL 9-1-1 PLAN- DISBURSE ALL OF THE WIRELESS 9-1-1 GOVERNMENT ASSISTANCE FUNDS (GAF) TO PORTAGE COUNTY FOR THE PURPOSES OF THE AT&T CONTRACT

It was moved by David Ruller, seconded by Glenn Broska that the following resolution be adopted:

WHEREAS, in accordance the Ohio Revised Code § 128.06, the Portage County Board of Commissioners called a meeting of the 9-1-1 Planning Committee (consisting of the President of the Board of Commissioners, the chief executive officer of the

largest municipality and, based on the larger population, either the chief executive officer of the second largest municipality or a member of the Board of Trustees of the largest township) to consider and discuss replacing the end of life systems; and

WHEREAS, the Portage County 9-1-1 Planning Committee, including Portage County Commissioner Maureen T. Frederick, Kent City Manager David Ruller and City of Aurora Mayor Glenn Broska, met on September 9, 2015 and the meeting was continued on November 24, 2015; and

WHEREAS, the Parties are in immediate need of updating and enhancing their next generation wireless 9-1-1 (NGW 9-1-1) equipment, software and services which include designing, upgrading, purchasing, leasing, programming, installing, testing, or maintenance of the necessary data, hardware, software and trunking required for the respective Plan Participant to provide wireless enhanced 9-1-1 services; and

WHEREAS, on September 9, 2015 the Portage County 9-1-1 Planning Committee accepted the commendation of the Portage County Public Safety Answering Point (PSAP) representatives and agreed that AT&T's Hosted server is the best option to update and maintain the countywide 9-1-1 service; and

WHEREAS, Portage County agrees to be the single signatory to the next generation wireless 9-1-1 (NGW 9-1-1) contract for equipment, services and software providing the plan participants agree to allow Portage County to retain the total disbursement of the Government Assistance Funds (GAF) that would otherwise be distributed to them; and

WHEREAS, the Portage County Assistant Prosecutor will present an intergovernmental memorandum of understanding to the interested law directors within the county; now, therefore, be it

RESOLVED, the Portage County 9-1-1 Planning Committee *recommends* the plan participants agree to allow Portage County to retain the total disbursement

of the Government Assistance Funds (GAF) that would otherwise be distributed to them for the purposes of the AT&T contract; 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.

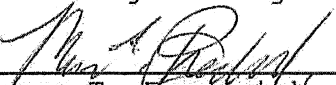
Vote as follows:

Maureen T. Frederick, Yea; Glenn Broska, Yea; David Ruller, Yea.

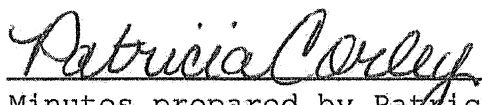
Ryan Shackelford will email the language for the letters that he will need. Ryan asked if the requested number of positions change to let him know as soon as possible.

There being no further business, motion by Mayor Broska to adjourn the meeting. Seconded by Mr. Ruller. All in favor. None opposed. Motion carries.

The meeting was adjourned at 11:26 A.M.



Maureen T. Frederick
Chair/President
Portage County Board of Commissioners



Minutes prepared by Patricia Corley,
Administrative Emergency Management Specialist