



March 23, 2021
PSAP GOVERNANCE BOARD MEETING
DRAFT MINUTES

Meeting Room – 1st Floor Police Dept.

725 N. Park Ave, Fremont

9:00 a.m.

A meeting of the Fremont/Dodge County PSAP Governing Board was held on March 23, 2021, on the first-floor meeting room of the Fremont Police Department at 725 N. Park Avenue, Fremont, Nebraska. The meeting was called to order by Chairman Joey Spellerberg. The meeting was preceded by a publicized notice in the Fremont Tribune and the agenda displayed in the Fremont Police/PSAP lobby and is open to the public. A copy of the open meeting law is available for public inspection.

Roll call showed Board Members Joey Spellerberg, Bob Missel, Greg Beam, Doug Backens, and Mark Jensen present in the room. Glen Ellis were present via Zoom. Michael Kuhns absent. 6 present, 1 absent. Shelly Holzerland, ex officio present. Guests Shane Wimer and Brian Newton in attendance; Tom Christensen via zoom.

The draft minutes of the January 20, 2021 meeting were distributed prior to the meeting and available in hard copy at the meeting. Mr. Missel moved to accept the minutes of the January 20, 2021 meeting and Mr. Jensen seconded the motion.

Vote: Aye: Spellerberg, Missel, Backens, Beam, Jensen, Ellis

No: None Motion passed

Review and Request Approval – PSAP Budgets for 2021/2022 and 2022/2023:

Copies of the proposed budgets were distributed prior to the meeting and posted on the city website. Shelly went through the various budget sections and talked about future projects and expenses.

- The personnel section of the budget was prepared by the city Finance Department. The salary/wage line represents a 3% increase for each year. Shelly reports that the union negotiations have not taken place yet so this amount is likely to change.
- Additional training opportunities for the dispatch staff are budgeted.
- The operations board has recommended that the city and county look at infrastructure insurance costs to see what the most cost-effective solution would be. In speaking with

the insurance administrators at both the city and the county, it was determined that neither can insure the others property. The county insurance administrator, Jean Andrews, was able to provide a budgetary number for insuring the radio tower sites so an estimate was made on the insurance premiums for the various radio system sites based on her information.

- Getting estimates for the maintenance of the tower sites was difficult however Mr. Backens, working with Scott Huppert with the county roads department, was able to provide some good estimates to use for budgeting.
- Service Agreements are payments on existing agreements to support all of the technology that the PSAP uses. Because of the specialized equipment used, these support contracts are not really flexible or negotiable. There is a question as to whether the support for the logging recorder is covered under the county's current radio purchase agreement, therefore this expense is an estimate.
- In the 20-99 *Other Contractual Services*, an error was found in the published draft budgets. The item called *PSAP CentralSquare CAD/EMD interface services* was entered with the project total insisted of just the interface services. This amount should be \$2350.00
- Other commodities include a small smart TV for dispatch for tracking fire assets, a cost share with the Police Dept to upgrade the audio/video in the training room and a replacement TV for the dispatch floor.
- Capital Outlay under 5k would allow IT to add cameras to the existing railroad monitoring system. This would build in redundancy should the monitor (s) stop working.
- The Capital Outlay projects for this budge year are to split a new generator with the police dept, replace a split-unit HVAC in the equipment room, upgrade the dispatch workstations to add a 2nd level of monitors and to purchase and train a new Emergency Medical Dispatch program from APCO (Assn of Public Safety Officials)

Shelly further explained the estimated income from the Public Service Commission for wireless surcharge remittance and the projected wireline surcharge income. Both the city and county put \$25,000 each year in to a set-aside fund for equipment replacement. That fund stands at \$350,000 for 2021/22 and \$400,000 for 2022/23.

Most line items in the 2022/2023 budget are the same, with a 3% added increase. Differences include the purchase of a 24/7 chair, cameras for the 4 new radio tower sites and replacing the HVAC split units in the dispatch area and the janitor's closet.

Mr. Missel moved to accept and approve both the 2021/2022 and the 2022/2023 budgets as presented. Mr. Jensen seconded the motion. The motion passed unanimously.

Vote: Aye: Spellerberg, Missel, Backens, Beam, Jensen, Ellis

No: None Motion passed

Emergency Generator Plan

The current generator in use now is old and while it is exercised and maintained by the Department of Utilities, there's a real possibility that it could fail. At the last meeting it was suggested that there should be a plan in place, should the generator fail to start up in an emergency. Shelly has been working with the Department of Utilities and they have devised a plan. It will require the purchase of a portable generator, supplies to make it easy and possible to hook up to the emergency panel quickly and the time/labor to do the work. This project was not budgeted and there is just enough in the PSAP commodities budget to purchase the generator. There are sufficient funds in the Contractual Services portion of the budget to cover the labor. However, paying for the supplies and shipping of the generator will put the PSAP overbudget in the commodities. The board discussed the emergency nature of getting this portable generator in place and gave permission to complete the project even though it will go over budget.

Mr. Backens moved to adjourn the meeting, motion seconded by Mr Beam. Meeting adjourned at 9:38 a.m. March 23, 2021.