

Round 3: Application Form

Local Government Innovation Fund

Step One: Fill out this Application Form in its entirety.

Step Two: Fill out the online submission form and submit your application materials. All supplemental application materials should be combined into one file for submission.

LGIF: Applicant Profile

Lead Applicant	
Project Name	
Type of Request	
Funding Request	
JobsOhio Region	
Number of Collaborative Partners	

Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

Email: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant		Round 3	
Project Name		Type of Request	

Lead Applicant				
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
City, Township or Village			Population (2010)	
County			Population (2010)	
Did the lead applicant provide a resolution of support?		Yes (Attached)	No (In Process)	

Project Contact				
Complete the section below with information for the individual to be contacted on matters involving this application.				
	Project Contact		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	

Fiscal Officer				
Complete the section below with information for the entity and individual serving as the fiscal agent for the project.				
	Fiscal Officer		Title	
Mailing Address:	Address Line 1			
	Address Line 2			
	City	State	Zip Code	
Email Address			Phone Number	
Is your organization registered in OAKS as a vendor?		Yes	No	

Section 1
Contacts

Lead Applicant		Round 3	
Project Name		Type of	

Single Applicant		
Is your organization applying as a single entity?	Yes	No
Participating Entity: (1 point) for single applicants		

Collaborative Partners		
Does the proposal involve other entities acting as collaborative partners?	Yes	No
<p>Applicants applying with a collaborative partner are required to show proof of the partnership with a partnership agreement signed by each partner and resolutions of support from the governing entities. If the collaborative partner does not have a governing entity, a letter of support from the partnering organization is sufficient. Include these documents in the supporting documents section of the application.</p> <p>In the section below, applicants are required to identify population information and the nature of the partnership.</p> <p>Each collaborative partner should also be clearly and separately identified on pages 4-5.</p>		
Number of Collaborative Partners who signed the partnership agreement, and provided resolutions of support.		
Participating Entity: (5 points) allocated to projects with collaborative partners.		

Population		
The applicant is required to provide information from the 2010 U.S. Census information, available at: http://factfinder2.census.gov/		
Does the applicant (or collaborative partner) represent a city, township or village with a population of less than 20,000 residents?	Yes	No
	List Entity	
	Municipality/Township	Population
Does the applicant (or collaborative partner) represent a county with a population of less than 235,000 residents?	Yes	No
	List Entity	
	County	Population
Population: (3-5 points) determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.		

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Nature of Partnership (2000 character limit)

As agreed upon in the partnership agreement, please identify the nature of the partnership, and explain how the main applicant and the partners will work together on the proposed project.

Section 2 Collaborative Partners

List of Partners

The applicant applying with collaborative partners (defined in §1.03 of the LGIF Policies) must include the following information for each applicant:

- Name of collaborative partners
- Contact Information
- Population data (derived from the 2010 U.S. Census)

If the project involves more than 12 collaborative partners, additional forms are available on the LGIF website.

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 1					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 2					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 3					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 4					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 5					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 6					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 7					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 8					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3		
Project Name		Type of Request		

Collaborative Partners					
Number 9					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 10					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 11					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Collaborative Partners					
Number 12					
Address Line 1		Population			
Address Line 2		Municipality /Township		Population	
City	State	Zip Code	County	Population	
Email Address		Phone Number			
Resolution of Support		Signed Agreement		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Section 2 Collaborative Partners

Lead Applicant		Round 3	
Project Name		Type of Request	

Identification of the Type of Award	
Targeted Approach	

Project Description (4000 character limit)

Please provide a general description of the project. The information provided will be used for council briefings, program, and marketing materials.

Section 3
Project Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Past Success	Yes	No
Past Success (5 points)		
Provide a summary of past efforts to implement a project to improve efficiency, implement shared services, coproduction, or a merger. (1000 character limit)		

Scalable/Replicable Proposal	Scalable	Replicable	Both
Scalable/Replicable (10 points)			
Provide a summary of how the applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments. (1000 character limit)			

Section 3
Project Information

Probability of Success	Yes	No
Probability of Success (5 points)		
Provide a summary of the likelihood of the grant study recommendations being implemented. Applicants requesting a loan should provide a summary of the probability of savings from the loan request. (1000 character limit)		

Lead Applicant		Round 3	
Project Name		Type of Request	

Performance Audit Implementation/Cost Benchmarking	Yes	No
Performance Audit/Benchmarking (5 points)		
If the project is the result of recommendations from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or a cost benchmarking study, please attach a copy with the supporting documents. In the section below, provide a summary of the performance audit or cost benchmarking study. (1000 character limit)		

Economic Impact	Yes	No
Economic Impact (5 points)		
Provide a summary of how the proposal will promote a business environment (through a private business relationship) and/or provide for community attraction. (1000 character limit)		

Section 3
Project Information

Response to Economic Demand	Yes	No
Response to Economic Demand (5 points)		
Provide a summary of how the project responds to substantial changes in economic demand for local or regional government services. The narrative should include a description of the current service level. (1000 character limit)		

Budget Information

General Instructions

- Both the Project Budget and Program Budgets are required to be filled out in this form.
- Consolidate budget information to fit in the form. Additional budget detail may be provided in the budget narrative or in an attachment in Section 5: Supplemental Information.

Project Budget:

- The Project Budget justification must be explained in the Project Budget Narrative section of the application. This section is also used to explain the reasoning behind any items on the budget that are not self explanatory, and provide additional detail about project expenses.
- The Project Budget should be for the period that covers the entire project. The look-back period for in-kind contributions is two (2) years. These contributions are considered a part of the total project costs.
- For the Project Budget, indicate which entity and revenue source will be used to fund each expense. This information will be used to help determine eligible project expenses.
- Please provide documentation of all in-kind match contributions in the supporting documents section. For future in-kind match contributions, supporting documentation will be provided at a later date.

Program Budget:

- Six (6) years of Program Budgets should be provided. The standard submission should include three years previous budgets (actual), and three years of projections including implementation of the proposed project. A second set of three years of projections (one set including implementation of this program, and one set where no shared services occurred) may be provided in lieu of three years previous if this does not apply to the proposed project.
- Please use the Program Budget Narrative section to explain any unusual activities or expenses, and to defend the budget projections. If the budget requires the combining of costs on the budget template, please explain this in the narrative.

Return on Investment:

- A Return on Investment calculation is required, and should reference cost savings, cost avoidance and/or increased revenues indicated in the budget projection sections of the application. Use the space designated for narrative to justify this calculation, using references when appropriate.

For Loan Applications only:

- Using the space provided, outline a loan repayment structure.
- Attach three years prior financial documents related to the financial health of the lead applicant (balance sheet, income statement, and a statement of cash flows).

Lead Applicant		Round 3	
Project Name		Type of Request	

Project Budget

Sources of Funds

LGIF Request:

Cash Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>

In-Kind Match (List Sources Below):

Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>
Source:	<input style="width: 100%;" type="text"/>

Total Match:
Total Sources:

Uses of Funds

	<u>Amount</u>	<u>Revenue Source</u>
Consultant Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Legal Fees:	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Other: _____	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Total Uses:
Local Match Percentage:

* Please note that this match percentage will be included in your grant/loan agreement and cannot be changed after awards are made.

Local Match Percentage = (Match Amount/Project Cost) * 100 (10% match required)
10-39.99% (1 point) 40-69.99% (3 points) 70% or greater (5 points)

Project Budget Narrative: Use this space to justify expenses (1200 character max).

Section 4 Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3	
Project Name		Type of Request	

Program Budget

Actual ___ Projected ___	FY _____	FY _____	FY _____
Expenses	Amount	Amount	Amount
Salary and Benefits			
Contract Services			
Occupancy (rent, utilities, maintenance)			
Training and Professional Development			
Insurance			
Travel			
Capital and Equipment Expenses			
Supplies, Printing, Copying, and Postage			
Evaluation			
Marketing			
Conferences, meetings, etc.			
Administration			
*Other - _____			
*Other - _____			
*Other - _____			
TOTAL EXPENSES			
Revenues	Revenues	Revenues	Revenues
Contributions, Gifts, Grants, and Earned Revenue			
Local Government: _____			
Local Government: _____			
Local Government: _____			
State Government			
Federal Government			
*Other - _____			
*Other - _____			
*Other - _____			
Membership Income			
Program Service Fees			
Investment Income			
TOTAL REVENUES			

Lead Applicant		Round 3
Project Name		Type of Request

Program Budget

Use this space to justify the program budget and/or explain any unusual revenues or expenses (6000 characters max).

Section 4: Financial Information Scoring

(5 points) Applicant provided complete and accurate budget information and narrative justification for a total of six fiscal years.

(3 points) Applicant provided complete and accurate budget information and for at least three fiscal years.

(1 point) Applicant provided complete and accurate budget information for less than three fiscal years.

Lead Applicant		Round 3	
Project Name		Type of Request	

Return On Investment

Return on Investment is a performance measure used to evaluate the efficiency of an investment. To derive the expected return on investment, divide the net gains of the project by the net costs. For these calculations, please use the implementation gains and costs, NOT the project costs (the cost of the feasibility, planning, or management study)--unless the results of this study will lead to direct savings without additional implementation costs. The gains from this project should be derived from the prior and future program budgets provided, and should be justified in the return on investment narrative.

Return on Investment Formulas:

Consider the following questions when determining the appropriate ROI formula for the project. Check the box of the formula used to determine the ROI for the project. These numbers should refer to savings/revenues illustrated in projected budgets.

Do you expect cost savings from efficiency from the project?

Use this formula:
$$\frac{\text{Total \$ Saved}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect cost avoidance from the implementation of the project/program?

Use this formula:
$$\frac{\text{Total Cost Avoided}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Do you expect increased revenues as a result of the project/program?

Use this formula:
$$\frac{\text{Total New Revenue}}{\text{Total Program Costs}} * 100 = \text{ROI}$$

Expected Return on Investment = _____ * 100 = _____

Return on Investment Justification Narrative: In the space below, briefly describe the nature of the expected return on investment, using references when appropriate. (1300 character limit)

Expected Return on Investment is:

Less than 25% (10 points) 25%-74.99% (20 points) Greater than 75% (30 points)

Questions about how to calculate ROI? Please contact the Office of Redevelopment at 614-995-2292 or lgif@development.ohio.gov

Section 4
Financial Information

Lead Applicant		Round 3	
Project Name		Type of Request	

Loan Repayment Structure

Please outline the preferred loan repayment structure. At a minimum, please include the following: the entities responsible for repayment of the loan, all parties responsible for providing match amounts, and an alternative funding source (in lieu of collateral). Applicants will have two years to complete the project upon execution of the loan agreement, and the repayment period will begin upon the final disbursement of the loan funds. A description of expected savings over the term of the loan may be used as a repayment source.

Section 4
Financial Information

Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e. emergency, rainy day, or contingency fund, etc).

Applicant clearly demonstrates a secondary repayment source (5 points)	Applicant does not have a secondary repayment source (0 points)
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Lead Applicant		Round 3	
Project Name		Type of Request	

Scoring Overview

Section 1: Collaborative Measures

Collaborative Measures	Description	Max Points		Applicant Self Score
Population	Applicant's population (or the population of the area(s) served) falls within one of the listed categories as determined by the U.S. Census Bureau. Population scoring will be determined by the smallest population listed in the application. Applications from (or collaborating with) small communities are preferred.	5		
Participating Entities	Applicant has executed partnership agreements outlining all collaborative partners and participation agreements and has resolutions of support. (Note: Sole applicants only need to provide a resolution of support from its governing entity.	5		

Section 2: Success Measures

Past Success	Applicant has successfully implemented, or is following project guidance from a shared services model, for an efficiency, shared service, coproduction or merger project in the past.	5		
Scalable/Replicable Proposal	Applicant's proposal can be replicated by other local governments or scaled for the inclusion of other local governments.	10		
Probability of Success	Applicant provides a documented need for the project and clearly outlines the likelihood of the need being met.	5		

Section 3: Significance Measures

Performance Audit Implementation/Cost Benchmarking	The project implements a single recommendation from a performance audit provided by the Auditor of State under Chapter 117 of the Ohio Revised Code or is informed by cost benchmarking.	5		
Economic Impact	Applicant demonstrates the project will a promote business environment (i.e., demonstrates a business relationship resulting from the project) and will provide for community attraction (i.e., cost avoidance with respect to taxes)	5		
Response to Economic Demand	The project responds to current substantial changes in economic demand for local or regional government services.	5		

Section 4: Financial Measures

Financial Information	Applicant includes financial information (i.e., service related operating budgets) for the most recent three years and the three year period following the project. The financial information must be directly related to the scope of the project and will be used as the cost basis for determining any savings resulting from the project.	5		
Local Match	Percentage of local matching funds being contributed to the project. This may include in-kind contributions.	5		
Expected Return	Applicant demonstrates as a percentage of savings (i.e., actual savings, increased revenue, or cost avoidance) an expected return. The return must be derived from the applicant's cost basis.	30		
Repayment Structure (Loan Only)	Applicant demonstrates a viable repayment source to support loan award. Secondary source can be in the form of a debt reserve, bank participation, a guarantee from a local entity, or other collateral (i.e., emergency fund, rainy day fund, contingency fund, etc.).	5		

Total Points

Additional Partners

Local Government Innovation Fund

LGIF: Applicant Profile

Lead Applicant	Knox County 9-1-1
Project Name	9-1-1/Emergency Dispatch Consolidation
Type of Request	Loan

Office of Redevelopment

Website: <http://development.ohio.gov/Urban/LGIF.htm>

E-mail: LGIF@development.ohio.gov

Phone: 614 | 995 2292

Lead Applicant	Knox County 9-1-1	Round 3	
Project Name	9-1-1/Emergency Dispatch Consolidation	Type of Request	Loan

Collaborative Partners	College Township Fire Department								
Number 13									
Address Line 1	103 E. Brooklyn St.				Population				
Address Line 2					Municipality /Township	Multiple	Population	4,741	
City,	Gambier	State	OH	Zip Code	43022	County	Knox County	Population	60,921
Email Address	chiefctvfd@gmail.com				Phone Number	(740) 427-3000			
Resolution of Support	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Signed Agreement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Collaborative Partners	Fredericktown Police Department								
Number 14									
Address Line 1	2 E. Sandusky St.				Population				
Address Line 2					Municipality /Township	Fredericktown	Population	2,496	
City,	Fredericktown	State	OH	Zip Code	43019	County	Knox County	Population	60,921
Email Address	fpdday@embarqmail.com				Phone Number	(740) 694-9010			
Resolution of Support	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Signed Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

Collaborative Partners	Danville Police Department								
Number 15									
Address Line 1	512 S. Market St.				Population				
Address Line 2					Municipality /Township	Danville	Population	1,171	
City,	Danville	State	OH	Zip Code	43014	County	Knox County	Population	60,921
Email Address	crownvic@rroho.com				Phone Number	(740) 599-6888			
Resolution of Support	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Signed Agreement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

Collaborative Partners									
Number 16									
Address Line 1					Population				
Address Line 2					Municipality /Township		Population		
City,		State		Zip Code		County		Population	
Email Address					Phone Number				
Resolution of Support	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				Signed Agreement	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

COMMISSIONERS:

Teresa A. Bemiller
Roger Reed
Allen Stockberger

CLERK / ADMINISTRATOR

Rochelle Shackle
rochelleshackle@co.knox.oh.us

KNOX COUNTY BOARD OF COMMISSIONERS

117 East High Street, Suite #161

Mount Vernon, Ohio 43050

Telephone : 740-393-6703 Fax: 740-393-6705

Email: commissioners@co.knox.oh.us

www.co.knox.oh.us



July 12, 2012

RESOLUTION – TO CONVENE THE 911 PLANNING COMMITTEE FOR THE PURPOSE OF REOPENING THE KNOX COUNTY 911 PLAN – 673-2012

Mr. Stockberger moved the adoption of the following resolution:

Whereas, on July 11, 2012 the Knox County 911 Board adopted a resolution calling upon the commissioners to convene the 911 Planning Committee for the purpose of reopening the Knox County 911 Plan; and

Whereas, the Knox County 911 Board recommended that the existing final plan be amended to affect the consolidation of the two existing Public Safety Answering Points (PSAPs) into one, and for other necessary adjustments to the plan, and

Whereas, the Knox County Commissioners hereby find the proposed action to be in the best interest of the county and the local governments that participate in the 911 system;

THEREFORE, BE IT RESOLVED by the Knox County Board of Commissioners, meeting in regular session, that pursuant to Revised Code Section 4931.42, the Board hereby convenes a 911 Planning Committee consisting of the following three members:

1. Allen Stockberger, President of the Board of Commissioners, who shall serve as chairman of the 911 Planning Committee pursuant to Revised Code Section 4931.42(A)(1);
2. Richard K. Mavis, Mayor of the City of Mount Vernon, Ohio, appointed pursuant to Revised Code Section 4932.41(A)(2);
3. A member of the Board of Trustees of Howard Township, Ohio, to be selected by a majority vote of that board, pursuant to Revised Code Section 4932.41(A)(3).

IT IS FURTHER RESOLVED that the Planning Committee be empowered to consider any and all amendments to the plan it considers necessary and proper, and it is specifically directed to amend the plan to consolidate the 911 operation to a single PSAP.

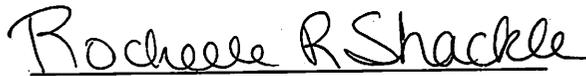
Mrs. Bemiller seconded the adoption of the foregoing resolution.

Upon roll call, the vote resulted as follows:

Mrs. Bemiller, Aye.
Mr. Reed, Absent.
Mr. Stockberger, Aye.

CERTIFICATION

The above resolution was adopted at a regular session of the Board of Knox County Commissioners held on Thursday, July 12, 2012 and entered into Commissioner Journal No. 70.


Rochelle R. Shackle
Rochelle R. Shackle, Clerk/Administrator
Board of Knox County Commissioners



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



**Resolution approved by the Knox County 911 Board to the
Knox County Commissioners**

It was moved by Rick Lanuzza and seconded by Jerry Day that the 911 Board recommend to the Knox County Commissioners the reopening of the 911 Implementation Plan to pursue changing the Plan from providing 911 services at two PSAPs to one PSAP with full implementation by December 31, 2013; and to address any other changes to the Plan as deemed necessary. The motion passed unanimously.



Richard Dzik, 911 Coordinator



Commissioner Teresa Bemiller,
Chairperson Knox County 911 Board

Date: July 11, 2012



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



Knox County 9-1-1 Board
Meeting Minutes
July 11, 2012

Board Members Present: Commissioner Teresa Bemiller, Mayor Richard Mavis, Chief Jerry Day for Fredericktown Mayor Alan Kintner, Chief Mike Merrilees, Lt. Tom Durbin for Sheriff David Barber, Chief Rick Lanuzza, Chief Chris Menapace, Jim Hughes, Pleasant Twp. Trustee, Chief Larry Stimpert and Kelly Brenneman, Director of American Red Cross.

Guests: Rick Dzik, Robin Santo, Chief Joe Porter and Douglas McLarnan, College Twp.

Call to Order

Commissioner Bemiller called the meeting to order at 10:30am.

Minutes

Minutes from the April 11, 2012 were reviewed. Jim Hughes motioned to approve the minutes, Chief Menapace seconded the motion. Motion passed.

Steering Committee Report

Commissioner Bemiller gave the Steering Committee Report and went over the "Proposal for the Consolidation of Knox County 9-1-1 PSAPS". (See attached)

Mayor Mavis asked whether dispatchers will be needed at the P.D./Sheriff's Office's and how LEADS will be affected. Coordinator Dzik stated that the dispatchers will continue LEADS as in the past.

It was moved by Rick Lanuzza and seconded by Jerry Day that the 911 Board recommend to the Knox County Commissioners the reopening of the 911 Implementation Plan to pursue changing the Plan from providing 911 services at two PSAPS to one PSAP with full implementation by December 31, 2013; and to address any other changes to the Plan as deemed necessary. The motion passed unanimously.

Coordinator Report (attached)

Old Business

Coordinator Dzik explained that the cash balance of \$1,174,657.72 included unexpended loan funds for the 911/Narrowband projects. The real cash balance is \$825,674.17. Dzik stated that on the call report it showed that the average answer time was 3 seconds longer than the past average. Dzik assumed this was because of the higher call intake due to the wind storm that came through Knox County on June 29th, but will keep checking to make sure that was the reason why there was a discrepancy of 3 seconds.

The Narrowbanding Project contract calls for completion in September, 2012.

The 9-1-1 Answering System should be completed September 19, 2012. Estimated training dates are September 10 – 14, 2012.

All fire departments should have their run cards revised to the new format by 8/1/12.

Dzik is working to re-integrate the DDTI mapping software. This modification is being made in order to facilitate quicker and easier map updates. Once the re-integration is completed we will discontinue use of the Emergitech mapping software and cancel that portion of our service agreement.

A Job Posting for Public Safety Communications Technician was placed in the Mount Vernon News and Columbus Dispatch from June 1, 2012 – June 20, 2012. Approximately 70 applications were received. Dzik will be conducting interviews and will request the hire of 4 new full-time dispatchers at an upcoming 9-1-1 Board Meeting.

A Resolution was passed by the County's Commissioner's on June 18, 2012 to place continuation of 9-1-1 sales tax at ¼% onto the November, 2012 ballot.

New Business

There was discussion about utilizing the 211 system more. Chief Menapace stated one of his concerns with the 211 system was due to the fact that there is only the option of having a live person to talk to and no automated system in place. His opinion is when there is high call volume people get more upset to get a busy signal than they would to get an automated message. Kelly Brenneman stated that the 211 system is a great asset, but for it to work effectively you have to have great communication with them. Coordinator Dzik said he would like in the near future to set up a meeting with someone from the 211 agency and various county agencies to learn more about the 211 system.

Coordinator Dzik asked that the board accept Rachael Johnson's resignation. Motion to accept Rachael Johnson's resignation made by Chief Lanuza and seconded by Chief Merrilees. Motion passed.

A letter from College Township asking for a reimbursement from the 911 agency for the expense of new communication radios compatible with narrowband upgrade was reviewed. It was discussed that if the 911 agency reimbursed College Township, the agency would then have to reimburse every township. Chief Lanuzza pointed out that a similar request was made by Chief Porter in the past and denied. Chief Lanuzza motioned to deny College Township's request for reimbursement for radios from the 911 agency and seconded by Chief Menapace. Motion passed.

Adjournment

Motion to adjourn made by Chief Lanuza and seconded by Chief Day. Motion passed.
Meeting adjourned at 10:47am.
Next meeting date will be August 8, 2012



MOUNT VERNON FIRE DEPARTMENT

200 West Gambier Street • Mount Vernon, Ohio 43050

Phone: (740) 393-9515 • Fax: (740) 397-7393

www.mountvernonohio.org

Christopher Menapace - Fire Chief

August 27, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our two current 9-1-1 PSAP/dispatch centers into a single Consolidated Emergency Dispatch Site.

I believe that this initiative will help to keep the costs associated with the 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that a public safety agency requires.

I represent the Mount Vernon Fire Department and am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you and please feel free to contact my office with any questions.

Sincerely,

A handwritten signature in cursive script, appearing to read "Christopher Menapace", followed by a horizontal line.

Chief Menapace



Mount Vernon

Office of the Chief of Police
5 North Gay Street
Mount Vernon, Ohio 43050-3241

August 27, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Chief Michael K. Merrilees, represent The Mount Vernon Police Department and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,

Chief M.K. Merrilees



Knox County Emergency Management Agency

Mark J. Maxwell, Director
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Office 740-393-6772
Fax 740-393-6773

August 21, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Mark Maxwell, Director, represent ENTER the Knox County Emergency Management Agency and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark J. Maxwell".

Mark J. Maxwell, Director



**CENTRAL OHIO JOINT
FIRE DISTRICT**
Proudly Serving the Heart of Ohio



August 28, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Chief Joseph Porter, represent Central Ohio Joint Fire District and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Porter".



FREDERICKTOWN COMMUNITY

JOINT EMERGENCY AMBULANCE DISTRICT

139 Columbus Rd

Fredericktown, Ohio 43019

(740) 694-0351 V

(740) 848-4103 F

www.fredericktownems.net

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Chief Rick Lanuzza, represent Fredericktown Community Joint Emergency Ambulance District and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rick Lanuzza', with a stylized flourish at the end.

Chief Rick Lanuzza

EASTERN KNOX COUNTY JOINT FIRE DISTRICT

Richard C. Miller
Clerk
Phone: 740-397-1545
Fax: 740-599-6055



Larry Stimpert
Chief
Phone: 740-599-7381
Fax: 740-599-6055

7 West Walnut Street • PO Box 526 • Danville, OH 43014

August 23, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Fire Chief Larry Stimpert, represent the Eastern Knox County Joint Fire District and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you!

Sincerely,

A handwritten signature in cursive script, appearing to read "Larry L. Stimpert".

Larry L. Stimpert

Fire Chief

Eastern Knox County Joint Fire District

Bladensburg Fire District

3790 S. Market St.
P.O. Box 46
Bladensburg, Ohio 43005
Phone: 740-668-4452
Fax: 740-668-3188
Email: bladensburgfire@yahoo.com



To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

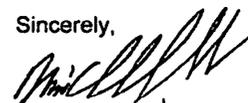
We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

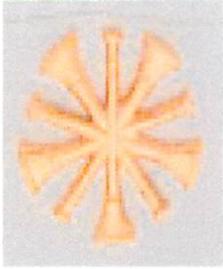
I, Chief Nick Cockrell, represent Bladensburg Fire District and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,


Nick Cockrell
Chief



UTICA VOLUNTEER FIRE DEPARTMENT

22 Spring Street
P.O. Box 528
Utica, Ohio 43080
Station 460
740-892-2222

Dan Helphrey III
Fire Chief
UFDChief461@yahoo.com
740-627-0079

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Dan Helphrey Fire Chief, represent Utica Volunteer Fire Department and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,

Dan Helphrey III
Fire Chief

Utica Emergency Squad
39 Spring Street P.O. Box 147
Utica, Oh 43080
Station: (740)892-2369
Fax: (740)892-2351

August 21, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Sam Parsons, Chief, represent Utica Emergency Squad and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,

Chief Sam Parsons

COLLEGE TOWNSHIP FIRE DEPARTMENT

August 21, 2012

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

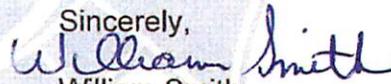
We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, William Smith Chief, represent College Township Fire Department and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,


William Smith
Chief

102 EAST BROOKLYN STREET • POST OFFICE BOX 109 • GAMBIER, OHIO 43022

PHONE: 740-427-3000 • FAX 740 427 4000

MONTE L. VANCE
Chief Of Police

Danville POLICE DEPARTMENT



512 South Market Street Drawer W Danville, Ohio 43014

OFFICE (740) 599-6888

FAX (740) 599-5202

DISPATCH (740) 397-3333

To whomever it may concern:

I am writing to express my support for the Knox County 9-1-1 Agency's initiative to consolidate our 2 current 9-1-1 PSAP/dispatch centers into 1 Consolidated Emergency Dispatch Site.

We believe that this initiative will help to keep the costs associated with our 9-1-1 and emergency dispatch services to a minimum while preserving those critical needs that we, as a public safety agency, require.

I, Police Chief Monte L. Vance, represent the Danville Police Department and I am authorized to express my agency's support for this project.

Though Knox County 9-1-1 will be the entity solely responsible for the expense and implementation of this project, that agency's effective and efficient operation ensures that we, as a public safety entity, are free from the expense of these very necessary services.

Thank you.

Sincerely,

Chief Monte L. Vance
Danville Police Department



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



Proposal for the Consolidation of Knox County 9-1-1 PSAPS
July 11, 2012

Introduction

The following represents a proposal for the consolidation of *active* Knox County 9-1-1 and Emergency Communications PSAPs (Public Safety Answering Points) from 5 N. Gay St., Mount Vernon, Ohio and 11540 Upper Gilchrist Rd., Mount Vernon, Ohio to a new site located at 117 E. High St., Mount Vernon, Ohio. It also recommends that a limited *inactive* backup center be maintained at 11540 Upper Gilchrist Rd., Mount Vernon, Ohio.

This proposal is being divided into two parts. The first outlines the financial and operational reasons for this consolidation. The second provides Board Members with a detailed breakdown of expenses for the project.

The 9-1-1 Steering Committee has been diligently evaluating this project since September, 2011. Following a meeting of this committee on June 27, 2012 the members agreed to take this proposal out of committee and now recommends that the 9-1-1 Board vote, affirmatively, to move forward with this project.

Financial Considerations

To put this project into perspective, Licking County has recently approved a consolidation of their county-wide communications. They have secured \$800,000 in grant funding for a new CAD system. They have secured \$500,000 in loan guarantees for construction and other relocation expenses. They expect to expend \$700,000 for 9-1-1 system upgrades and other related consolidation expenses. Therefore, the total projected cost of Licking County's Consolidation is \$2 million. Knox County has already performed the CAD and 9-1-1 upgrades that Licking County has proposed, but I expect that their consolidation expenses will very likely exceed those listed below.

It has been proposed that this consolidation would provide us the ability to reduce our staffing from 26 (level at the beginning of 2011) to 21. This consolidation should also allow for a reduction in our minimum staffing from 4 employees per shift to 3 per shift. Reducing our staffing by 5 employees should realize approximately \$250,000 in savings per annum. In truth, these staffing reductions have already occurred. Our current staffing now sits at 21, I am proposing that we move swiftly with this process because our workforce is currently being stretched thin maintaining our current minimum staffing of 4 (2 dispatchers at each location). The cost savings of this reduction have not yet been fully realized because increased overtime expenses have been necessary to maintain our 4 dispatcher minimum staffing. Despite this fact, it does appear that, even with the overtime expense, we are not spending into our surplus funding.

The following is a brief overview of our budget concerns and projected future expenses. State of Ohio wireless fees, which have been provided to all counties since 2005, are being excluded from this analysis due to uncertainty regarding their continued provision. Just for information, the State of Ohio Wireless Fees brought \$135,000 into Knox County in 2011. There is a strong belief that the Ohio Legislature will vote to continue the collection and distribution of fees to our counties for a set period of time, but until that decision is reached I cannot reliably assume that these funds will continue to support our system.

In 2011, 9-1-1 sales tax revenue totaled \$1.35 million. 9-1-1 expended \$1.34 million on personnel consuming 99% of our operating revenue. Bridging this spending gap is approximately \$800,000 in surplus funds built up over the past few years as well as continued wireless fees through the end of 2012. This project proposes dedicating a portion of those surplus funds toward a consolidation, which should provide both a fiscal and operational benefit, rather than continue with our current 2 PSAP system. It is believed that without significant increases in sales tax revenue, without a continuation of State sponsored 9-1-1 wireless fees and by continuing with our current year-to-year spending pace, normal operations will exhaust these surplus reserves in 2 to 3 years.

In addition to personnel expenses, 9-1-1 expended approximately \$120,000 on regular service and maintenance contracts to vendors. Additional operating expenses for 2011 have not yet been compiled.

In 2012, 9-1-1 approved \$435,000 in spending for mandatory FCC narrowbanding and for replacement of unserviceable 9-1-1 hardware and software systems. Financing for this purchase was sought in order to spread the cost of these improvements over the next 5 years. Annual payment of this loan is approximately \$100,000.

It was projected that revenue in 2012 would remain the same as in 2011. For the purposes of this analysis we will assume that 2013 revenue will remain at \$1.35 million, it is likely that 2013 and 2014 will see revenue increases on pace with inflation. Following the consolidation of PSAPs and reduction in minimum staffing a \$250,000 savings is anticipated, reducing personnel expenses to \$1.1 million (81.5%). Loan payment equals \$.1 million (7.5%) and service contracts equal \$.12 million (9%) for a total annual operating budget of \$1.32 million. It is also expected that this annual operating budget will increase on pace with inflation.

Should revenue increase, and 9-1-1 Wireless Fees continue, we can use these funds to offset the costs mentioned above. Once a consolidation is performed, we will investigate facilitating future increases in minimum staffing with part-time personnel. Additional year-to-year surpluses can also go toward improvements to our Radio Communication Infrastructure, regular upkeep of equipment, or other necessary purposes. But before these "capital" improvements are considered we must evaluate the effectiveness of the 3 dispatcher minimum staffing.

Operational Considerations

The operational benefits of consolidation are, arguably, more significant than the financial benefits.

To start, wireless 9-1-1 calls have increased significantly over the past 5 years and appear to represent upwards of 80% of the 9-1-1 calls received by our 9-1-1 PSAPs. To streamline the system, it was decided, around 2005, that all wireless 9-1-1 calls would route to the 11540 Upper Gilchrist Rd. PSAP. Should the caller indicate that an emergency was within the operational boundaries of either Mount Vernon Police Department or Mount Vernon Fire Department it was decided that the call would be transferred, by "one-button" method, to the 5 N. Gay St. PSAP. In evaluating this operating procedure it was determined that the transfer of 9-1-1 calls was creating, on average, a 45 second to 1 minute delay in the dispatch of public safety.

This transfer of calls was necessary in order to provide the dispatcher handling communications and response direct contact with the caller. In addition, it was necessary to ensure that 9-1-1 lines at 11540 Upper Gilchrist Rd. were available for emergencies originating in that PSAP's jurisdiction. Finally, without transferring calls, the burden of handling 80+% of emergency calls would fall onto the two dispatchers located at 11540 Upper Gilchrist Rd.

Along with the reasons mentioned above, splitting our workforce between two separate locations prevents us the ability to evenly distribute workload across all employees during particularly busy, or high call volume, times. For instance, it might be the case that dispatchers at 11540 Upper Gilchrist are processing and handling 4 or 5 9-1-1 calls and, possibly, just as many emergency incidents. It might also be the case that the call volume at 5 N. Gay St. is not as high. In instances such as this, it would make more sense to distribute this workload across all 4 dispatchers. Unfortunately, the geographical separation between these employees makes this workload sharing either impossible, or more difficult than should be necessary.

In addition, the geographical separation of our workforce serves as a hindrance to information sharing within the organization. 9-1-1 calls, emergency communications and other information obtained at one location cannot always be easily, or fully, provided to the other. The replication of CAD data does facilitate some information sharing, but only that information that is actually input into the system.

Finally, the geographical separation of the workforce adversely affects management and oversight of agency operations and employees. Should the 9-1-1 Coordinator need to provide on-shift training to a group of dispatchers this training must be performed on 3 shifts at one location and again for the 3 shifts at the other location. In addition, the management presence at 5 N. Gay St. has always been limited. This has necessitated the assistance of Mount Vernon Police administration in oversight and management of this portion of the workforce.

Cost Breakdown

Detailed below are the cost estimates pertaining to this consolidation proposal. A risk-cost analysis was performed to determine those expenses absolutely necessary for consolidation and those expenses that could, or should, be considered once consolidation has been completed. A detailed explanation of each expense has been provided. These two sets of expenses are broken down into Mandatory Expenses and Delayed Expenses. The total projected cost, plus 10% for incidentals, is \$377,575. Knox County EMA will dedicate approximately \$55,000 of grant funds to the project. Therefore, the projected cost to 9-1-1 is \$322,575.

Mandatory Expenses

Relocation of CenturyLink 9-1-1 Hardware **\$10,000**

It was decided that the 9-1-1 hardware/software upgrade would be performed prior to consolidation. Due to the fact that a consolidation would be impossible until sometime in the middle of 2012, that our current hardware would be "unserviceable" at the end of 2011 and to ensure that employees received necessary training on the system before consolidation, this appeared to be the best choice. For that reason there will be some cost associated with relocation of 9-1-1 equipment from MVPD. This is offset by the fact that purchasing the equipment in the first quarter of 2011 provided us with an overall savings of \$25,000. Simply put, had we waited on the purchase until consolidation the price would have been \$25,000 more. Therefore, the \$10,000 to move the equipment, though unfortunate, is less expensive than holding off on the purchase.

CenturyLink Phone Line	\$200 install	\$550/mo.
CenturyLink Law to Dispatch Lines	\$300 install	\$224/mo.
CenturyLink Alarm Lines		\$80/mo.
20M Ethernet (CenturyLink)		\$1200/mo.
10M Fiber (Time Warner)	\$1000 install	\$850/mo.

The following represents the necessary internet and telephone connections for the new dispatch location. Most of these costs can be offset by previous spending. The expense of moving or installing these connections is negligible (\$1500). The estimated total monthly expense is \$2854/mo. Until recently 9-1-1 was paying \$550/mo. for phone lines into the EOC, this expense has been transferred to EMA. 9-1-1 currently pays \$340/mo. for internet at the 11540 Upper Gilchrist Rd. location. 9-1-1 already pays \$850/mo. for fiber. 9-1-1 also has been paying \$776/mo. to CenturyLink for a T1 connection between the two sites. Therefore our current, or historic, monthly internet/telephone expenses amount to \$2516/mo. This represents only a \$338/mo. increase over our current expenses.

These estimates assume that 9-1-1 will discontinue paying for internet at KCSO. This monthly expense should be assumed by KCSO or by KCEMA.

Generator (60Kw)	\$45,500
Battery Backup (20Kw)	\$42,500
Electrical Install	\$16,400
Server AC unit	\$46,600

This represents the electrical upgrades that will be necessary for the new facility. Our current backup systems vendor Emerson/Liebert and their electrical contractor have provided these estimates. Vasu Communications will also work with their electrical vendor to review these, it is possible that we might be able to get by with a less powerful generator, but that has yet to be determined. The generator currently located at the Service Center is 25Kw and will be unable to provide the power necessary to run this entire system and the backup EOC. Should we secure not only the dispatch location, but also some additional office space, the plan would be to relocate the backup EOC from the second floor to the basement near the dispatch center in this office space.

There was some discussion regarding whether a backup AC unit is necessary in our data location. At both KCSO and MVPD the backup generator is capable of powering most of the facility. For this reason, even in the event of a power failure, heating and cooling can still be provided to our dispatch locations as well as our data equipment. This will not be possible at the service center. We would either have to install a generator powerful enough to run the heating/cooling for the entire building, or we will have to install a cooling device for the data systems. This cooling is less for preservation of the equipment, most agencies can survive if their equipment overheats and then they have to replace it. In the event that our 9-1-1 systems and equipment fail we will not only have to replace those systems, but we also run the risk of missing calls, etc. So though this cooling solution appears excessive we must balance that against the fact that this equipment is necessary for public protection.

Radio Consoles (3)

\$12,000

The KCSO dispatch location was outfitted with digital radio consoles following the catastrophic failure of their equipment a couple of years ago. This same upgrade was never performed at MVPD. The consoles currently utilized at MVPD are drastically outdated and will be incapable of meeting our needs when our system upgrades to a digital format. For that reason there are no useable radio consoles at MVPD to be relocated to KCSO. Therefore, the 3 radio consoles at MVPD must be replaced.

There was much discussion regarding the inactive backup site at KCSO. In the end it was determined that a 2 position, instead of a full 4 position, backup center would be sufficient. *The estimated cost savings of reducing to a 2 position instead of a 4 position backup is \$43,250.* KCSO must remain inactive, but operational, for a number of reasons. First, it will provide a backup location in the event of a failure at our primary location. Second, it will give us the opportunity to utilize this backup location to train new, or part-time dispatchers.

Finally, it will enable us to staff this EOC communications center in the event of a large-scale emergency. Let's assume for, example, that a tornado touches down in Danville. There will be a huge need for communications to handle that incident. But this emergency was not widespread enough to affect the entire county, therefore, typical 9-1-1 needs will still need to be met, typical public safety needs will still need to be met, etc. For that reason, when a large-emergency occurs we can reorganize our workforce, bring in some supplemental staffing and handle the tornado event right next door to the EOC. The rest of our county communications can then be handled at our primary dispatch location. This KCSO backup is a redundant backup in case of a failure, but it is also tactically useful in a large-scale emergency.

Furniture

\$60000

Rewiring

\$4000

Key access system

\$3000

There are a number of other necessary expenses. First, furniture will be required for this new center. The current "cubicles", or desks, used at MVPD are outdated and fail to provide the necessary desktop space for this new location. This furniture was perfect for the MVPD location when space was at a minimum, but they are due to be replaced and it makes the most sense to install cubicles that will arrange the new center better. In addition, the furniture installed at KCSO is all built in equipment and it would be nearly impossible, or at the very

least, not very cost effective to try to move it out. In addition, we are trying to leave KCSO as an active backup site.

Sound Proofing was discussed since the possibility exists that echo and other acoustic effects could serve as either a distraction to the dispatchers or an issue for radio communications. It was decided that this possibility was likely minor and could be better evaluated once operations took effect at the new location. *The estimated savings by not performing sound proofing is \$40,000.*

A small provision (\$4000) has been made for rewiring that will be required in the new center.

Finally, a key access system will be necessary to secure the dispatch center. In addition, we will need to provide access to at least one of the exterior doors for employees working after hours.

Computer Servers	\$26750
Display Monitors	\$2000

There was some discussion regarding the replacement of the CAD computers at MVPD. It was determined that these computers would remain useable for at least a couple of more years. The reduction to a 2 position backup enables us to move 3 CAD computers from MVPD and 2 from KCSO in order to facilitate this consolidation. *The savings realized by not purchasing new CAD computers is reflected in the \$43,250 described in the "Radio Consoles" section of this proposal.*

Future system maintenance plans will call for the replacement of computers every 3 years. Essentially, one year we will replace all (5) CAD computers, the next year we will replace all (5) radio computers, the next year we will replace all (5) 9-1-1 computers. When 5 computers are replaced, the equipment will be moved to the backup facility. This ensures that we get full usage out of all of our systems (6 years), but it also ensures that our primary facility is always provided with up-to-date equipment. The goal is to transition from a system where we make massive purchases when our equipment is end-of-life and unusable, and instead work these purchases into our year-to-year spending.

Display monitors are being recommended for two reasons. First, it will enable us to display maps, CAD data, etc. for all dispatchers to see when necessary. Second, these will enable to dispatchers to keep apprised of various events (news/weather access). Finally, having some display screens will enable our lead dispatchers to provide training to their crew, on-duty, giving them the ability to display information, etc.

Finally, a replacement of the CAD server is being recommended for one simple reason, to prevent uprooting the operations of our law enforcement agencies. In truth, the CAD servers and networks that have been funded by 9-1-1 have been deeply integrated into the operations of both MVPD and KCSO. This problem is avoided at KCSO because we need the CAD equipment to remain at our backup facility. Though we could pull the CAD server out of MVPD it has been used for everything from their reporting needs, to their Mobile Data Terminal needs, to their record keeping needs. It seems easiest, and fairest, to leave this equipment in place, but that is for the Board to determine.

Phone/Radio Recorder **\$25000**

Again the primary purpose of purchasing a new phone/radio recorder is to prevent complicating things for our law enforcement partners. 9-1-1 has purchased the recording equipment at both MVPD and KCSO. In truth, we could simply remove these recording systems and reinstall them at the new center, but it would then require MVPD to purchase a new recorder for their phone line recording needs. Again it seems best, fairest, to put a new system in place at the Service Center.

Radio Tower **\$20000**
Radio Antennas (2) **\$23000**
Portable Radio at each workstation **\$5000**

Redundancy is an important ideal when it comes to 9-1-1 systems and emergency communications. These three items help to provide our system with the, scaled, redundancy that it needs. Currently, the radio tower at KCSO is the only location for many of our radio channels and frequencies. Replacing the outdated tower on the roof of the Service Center will enable us to install some additional antennas for both improving coverage and providing a backup to our primary tower location. In addition, should we secure grant funding for a digital trunking radio system in the future, the infrastructure will then be in place to relocate our primary transmission site from KCSO to the Service Center. The antenna cost is also included.

I am proposing placing a portable radio at each workstation. A lesson learned from the lighting strike at KCSO is that when some event takes out all of the hardware in the dispatch center, the only way for dispatch to communicate is with the less robust, but still successful, portable radio. In the event of another failure of our primary communications systems these dispatchers will be able to utilize these portable radios to continue operating. In addition, in the event that they have to move from one center to the other they will be able to communicate with each other during that transition. Finally, though not as versatile, these portable radios will provide limited additional communications capabilities in the event that a move to the backup location must be performed.

Total of Mandatory Expenses + 10% **\$377,575**

Delayed Expenses

CenturyLink 9-1-1 Consoles (2) **\$27,000**

We currently have 3 9-1-1 positions at MVPD and 4 9-1-1 positions at KCSO. We can relocate 3 workstations from MVPD and 2 from KCSO. Had we elected to leave 4 positions at KCSO we would have been required to assume the cost outlined above.

Workstation Computers (5) **\$8250**

The reduction in our backup from 4 positions to 2 enables us to use current computer hardware instead of assuming the expense outlined above.

Radio Consoles (2)**\$8000**

The reduction in our backup from 4 positions to 2 positions enables us to use 2 radio consoles that we already own. Though some consoles, mentioned in "Mandatory Expenses", must be purchased we are able to avoid the expense outlined above.

Sound Proofing**\$40000**

This expense was excluded from the mandatory expenses in the hope that acoustic effects would not be an issue. In the event that acoustics do prove to be problematic we will have to investigate this need.

Microwave Link to another County Dispatch Location**\$30000**

A direct link to another County Dispatch would give them a capability that is not currently in place. At this time, should another county need to communicate on our radio network they only have access to one or two frequencies. This is due to the fact that they have to talk to one tower that is only programmed with our county fire frequency, which then talks back to our primary site. A microwave link is like an inexpensive (running fiber optic cable is drastically more expensive) way to provide them direct access to our entire radio system and vice versa. This link would enable them to monitor our radio traffic and communicate with the public safety agencies throughout our county in the event that our dispatch center fails.

This provides two benefits. In the distant future it would remove the need for us to outfit a backup dispatch center since another county could handle all 9-1-1 and communications needs until we are back up and running. In the short term, it could enable us to hand off communications to another County until we are able to relocate to our backup facility. I estimate that a move to our backup facility could take 30 minutes including time to start up equipment and reorganize. Inevitably, this could also serve as a first-step toward a larger regional consolidation. This initiative has been delayed to allow time for discussion with surrounding county 9-1-1 agencies.

Dispatch Center Emergency Heating/Cooling**\$25000**

As mentioned above, I definitely recommend a cooling solution for our data systems. The heating and cooling systems at the Service Center are large and installing a generator capable of powering those systems in a power outage is a possibility, but arguably a much more expensive possibility.

Up until now the Service Center has only had to ensure that these systems operate 8-5 M-F. With the consolidation of dispatch into this facility it must be taken into account that when there is a lengthy power outage the employees stationed there will be without heat in the winter and without AC in the summer. This is hardly a concern during short outages, but an outage lasting greater than 3 or 4 hours will begin to have a noticeable effect. It is possible that a lengthy power outage could result in a relocation to the backup facility, but it must be noted that the primary facility will be much better outfitted for our dispatching needs. In the short term, should this occur we can purchase and put in temporary heating and/or cooling systems to get by. Should revenue permit this in the future we should investigate this as a more

permanent solution. I will ensure that electrical work is performed in anticipation of this possibility.

Lighting

\$7000

Most dispatch centers that I have visited use a milder lighting scheme. The effect of the florescent lights currently in place at the Service Center are often deadened by the natural light coming in during the day. Natural light is at a minimum in the basement and days spent staring at computer screens with the bright florescent light does take its toll on everyone's eyes. For that reason I am recommending that a milder lighting fixture be installed in the dispatch center in the future.

Total of Delayed Expenses

\$145,250

2009

Account.....	Description..	Rev combined	Combined MTD	Combined YTD..	Combined Unexp	Combined Enc	Prior Excess	Combined Unenc
231.1520.50101	SALARIES - EM	1,200,000.00	117,756.12	* 965,077.55✓	234,922.45	0.00	0.00	234,922.45
231.1520.50102	TRAVEL - 911	5,000.00	184.82	211.12✓	4,788.88	260.00	0.00	4,528.88
231.1520.50103	PERS - 911	170,000.00	10,903.95	*128,619.68	41,380.32	0.00	0.00	41,380.32
231.1520.50104	WORKERS COMP	20,000.00	0.00	* 15,248.00	4,752.00	0.00	0.00	4,752.00
231.1520.50105	MEDICARE - UN	20,000.00	1,672.41	* 15,929.02	4,070.98	0.00	0.00	4,070.98
231.1520.50106	INSURANCE - 9	200,000.00	14,525.88	174,065.54✓	25,934.46	0.00	0.00	25,934.46
231.1520.50107	SCHOOLING - 9	10,000.00	24.00	3,814.00✓	6,186.00	444.00	0.00	5,742.00
231.1520.50201	SUPPLIES - 91	20,889.85	0.00	8,800.60✓	12,089.25	22.50	0.00	12,066.75
231.1520.50301	CONTRACT-REPA	81,000.00	515.68	20,586.48✓	60,413.52	0.00	0.00	60,413.52
231.1520.50302	CONTRACT-SERV	20,421.50	5,029.75	15,901.09✓	4,520.41	485.00	0.00	4,035.41
231.1520.50395	W.C. CONTRACT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
231.1520.50401	OTHER EXPENSE	53,509.70	10,132.55	28,416.21	25,093.49	15,369.90	0.00	9,723.59
231.1520.50501	EQUIPMENT - 9	1,016,485.00	214,169.55	525,848.01	490,636.99	31,148.00	0.00	459,488.99
* Dept 1520 911		2,817,306.05	374,914.71	1,902,517.30 ✓	914,788.75	47,729.40	0.00	867,059.35
231.1521.50501	EQUIPMENT - 9	90,058.29	500.00	6,335.85	83,722.44	500.00	0.00	83,222.44
** 231 911 EMERGENCY CALLING	S	2,907,364.34	375,414.71	1,908,853.15	998,511.19	48,229.40	0.00	950,281.79
***		2,907,364.34	375,414.71	1,908,853.15 <i>dc</i>	998,511.19	48,229.40	0.00	950,281.79

2010

Account.....	Description	Rev combined..	Combined MTD..	Combined YTD..	Combined Unexp	Combined Enc..	Prior Excess..	Combined Unenc
224.1160.50201	SUPPLIES -	750.00	0.00	533.93	216.07	200.00	0.00	16.07
224.1160.50307	ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224.1160.50327	RENT - PROS	59.00	0.00	0.00	59.00	0.00	0.00	59.00
224.1160.50328	OFFICE UTIL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224.1160.50356	REFUNDS - P	193.15	0.00	172.00	21.15	21.15	0.00	0.00
224.1160.50357	CONTRACT HE	1,810.05	80.00	975.00	835.05	720.00	0.00	115.05
224.1160.50395	W.C. CONTRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224.1160.50401	OTHER EXPEN	946.75	131.14	877.89	68.86	0.00	0.00	68.86
224.1160.50501	EQUIPMENT -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
224.1160.51302	CONSULTANTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Dept 1160	PROSECUTOR	40,858.79	4,296.27	39,431.40	1,427.39	941.15	0.00	486.24
** 224	VOCA & SVAA GRANT	40,858.79	4,296.27	39,431.40	1,427.39	941.15	0.00	486.24
225.1330.50101	SALARIES -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50102	TRAVEL - SH	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50103	PERS - SHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50104	WORKERS COM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50105	MEDICARE- U	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50106	INSURANCE -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50201	SUPPLIES -	3,268.16	0.00	0.00	3,268.16	0.00	0.00	3,268.16
225.1330.50395	W.C. CONTRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Dept 1330	SHERIFF	3,268.16	0.00	0.00	3,268.16	0.00	0.00	3,268.16
** 225	D A R E	3,268.16	0.00	0.00	3,268.16	0.00	0.00	3,268.16
229.1200.50401	OTHER EXPEN	97.86	0.00	0.00	97.86	0.00	0.00	97.86
231.1520.50101	SALARIES -	1,400,000.00	120,674.13	*995,392.07	404,607.93	0.00	0.00	404,607.93
231.1520.50102	TRAVEL - 91	5,260.00	0.00	859.50✓	4,400.50	260.00	0.00	4,140.50
231.1520.50103	PERS - 911	175,000.00	11,000.58	*138,326.63	36,673.37	0.00	0.00	36,673.37
231.1520.50104	WORKERS COM	20,000.00	0.00	*15,570.22	4,429.78	0.00	0.00	4,429.78
231.1520.50105	MEDICARE -	20,000.00	1,709.82	*13,966.89	6,033.11	0.00	0.00	6,033.11
231.1520.50106	INSURANCE -	200,000.00	16,593.22	199,022.58✓	977.42	0.00	0.00	977.42
231.1520.50107	SCHOOLING -	10,444.00	0.00	6,644.50✓	3,799.50	84.00	0.00	3,715.50
231.1520.50201	SUPPLIES -	15,022.50	0.00	4,202.29✓	10,820.21	1,672.72	0.00	9,147.49
231.1520.50301	CONTRACT-RE	100,000.00	0.00	82,897.25✓	17,102.75	254.00	0.00	16,848.75
231.1520.50302	CONTRACT-SE	40,485.00	1,985.00	16,880.70✓	23,604.30	15,152.00	0.00	8,452.30
231.1520.50395	W.C. CONTRA	510.00	0.00	*510.00	0.00	0.00	0.00	0.00
231.1520.50401	OTHER EXPEN	214,859.90	13,434.31	192,246.30✓	22,613.60	3,654.44	0.00	18,959.16
231.1520.50501	EQUIPMENT -	462,635.91	0.00	335,126.30✓	127,509.61	0.00	0.00	127,509.61
* Dept 1520	911	2,664,217.31	165,397.06	2,001,645.23	662,572.08	21,077.16	0.00	641,494.92
231.1521.50501	EQUIPMENT -	40,500.00	500.00	6,500.00✓	34,000.00	0.00	0.00	34,000.00
** 231	911 EMERGENCY CALLING	\$2,704,717.31	165,897.06	2,008,145.23✓	696,572.08	21,077.16	0.00	675,494.92
232.1530.50395	W.C. CONTRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
232.1531.50101	SALARIES -	1,550,000.00	146,735.20	1,340,390.11	209,609.89	0.00	0.00	209,609.89
232.1531.50102	TRAVEL - JO	12,000.00	210.00	1,147.05	10,852.95	0.00	0.00	10,852.95

2011

Account.....	Description	Rev combined..	Combined MTD..	Combined YTD..	Combined Unexp	Combined Enc..	Prior Excess..	Combined Unenc
225.1330.50106	INSURANCE -	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225.1330.50201	SUPPLIES -	3,268.16	0.00	0.00	3,268.16	0.00	0.00	3,268.16
225.1330.50395	W.C. CONTRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* Dept 1330	SHERIFF	3,268.16	0.00	0.00	3,268.16	0.00	0.00	3,268.16
** 225	D A R E	3,268.16	0.00	0.00	3,268.16	0.00	0.00	3,268.16
229.1200.50401	OTHER EXPEN	97.86	0.00	0.00	97.86	0.00	0.00	97.86
231.1220.50105	UNEMPLOYMEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
231.1520.50101	SALARIES-EM	1,000,000.00	123,721.56	*992,855.59	7,144.41	0.00	0.00	7,144.41
231.1520.50102	TRAVEL - 91	5,260.00	86.40	578.23	4,681.77	0.00	0.00	4,681.77
231.1520.50103	PERS - 911	150,000.00	11,387.02	*138,456.57	11,543.43	0.00	0.00	11,543.43
231.1520.50104	WORKERS COM	20,000.00	0.00	*14,092.91	5,907.09	0.00	0.00	5,907.09
231.1520.50105	UNEMPLOYMEN	16,500.00	1,753.81	*14,469.16	2,030.84	0.00	0.00	2,030.84
231.1520.50106	INSURANCE -	210,000.00	14,898.41	178,823.66	31,176.34	0.00	0.00	31,176.34
231.1520.50107	SCHOOLING -	10,084.00	1,754.00	8,737.00	1,347.00	200.00	0.00	1,147.00
231.1520.50201	SUPPLIES -	16,672.72	0.00	5,381.69	11,291.03	0.00	0.00	11,291.03
231.1520.50301	CONTRACT-RE	100,254.00	14,701.25	45,863.85	54,390.15	14,245.00	0.00	40,145.15
231.1520.50302	CONTRACT-SE	55,152.00	994.75	47,468.13	7,683.87	0.00	0.00	7,683.87
231.1520.50395	W.C. CONTRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
231.1520.50401	OTHER EXPEN	385,104.44	4,241.18	106,959.14	278,145.30	7,450.99	0.00	270,694.31
231.1520.50501	EQUIPMENT -	316,930.55	0.00	57,835.59	259,094.96	7,200.88	0.00	251,894.08
* Dept 1520	911	2,285,957.71	173,538.38	1,611,521.52	674,436.19	29,096.87	0.00	645,339.32
231.1521.50501	EQUIPMENT -	40,000.00	500.00	5,500.00	34,500.00	0.00	0.00	34,500.00
** 231	911 EMERGENCY CALLING	2,325,957.71	174,038.38	1,617,021.52	708,936.19	29,096.87	0.00	679,839.32
232.1530.50395	W.C. CONTRA	0.00	0.00	0.00	0.00	0.00	0.00	0.00
232.1531.50101	SALARIES-EM	1,535,781.29	141,883.73	1,190,413.02	345,368.27	0.00	0.00	345,368.27
232.1531.50102	TRAVEL - JO	12,000.00	122.39	957.65	11,042.35	0.00	0.00	11,042.35
232.1531.50103	PERS - JOB	250,000.00	12,765.63	243,674.77	6,325.23	0.00	0.00	6,325.23
232.1531.50104	WORKERS COM	30,000.00	0.00	23,039.37	6,960.63	0.00	0.00	6,960.63
232.1531.50105	UNEMPLOYMEN	30,000.00	1,923.70	27,872.79	2,127.21	0.00	0.00	2,127.21
232.1531.50106	INSURANCE -	351,600.00	28,461.69	316,925.28	34,674.72	0.00	0.00	34,674.72
232.1531.50201	SUPPLIES -	65,373.50	5,282.28	54,332.57	11,040.93	0.00	0.00	11,040.93
232.1531.50301	CONTRACT-RE	162,025.53	25,273.19	102,493.86	59,531.67	18,856.19	0.00	40,675.48
232.1531.50327	RENT - JOB	264,218.71	0.00	264,218.71	0.00	0.00	0.00	0.00
232.1531.50328	OFFICE UTIL	70,909.71	4,868.13	48,751.71	22,158.00	6,389.36	0.00	15,768.64
232.1531.50358	PUBLIC ASSI	200,000.00	0.00	1,097.00	198,903.00	10,000.00	0.00	188,903.00
232.1531.50359	MEDICAL ASS	1,000.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00
232.1531.50360	FOOD STAMPS	5,000.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00
232.1531.50361	OFFICIAL BO	100.00	0.00	0.00	100.00	0.00	0.00	100.00
232.1531.50401	OTHER EXPEN	395,780.95	19,302.43	370,048.40	25,732.55	12,946.08	0.00	12,786.47
232.1531.50501	EQUIPMENT -	52,000.00	21,135.00	37,144.77	14,855.23	0.00	0.00	14,855.23
* Dept 1531	JOB & FAM SERV/ADM3	425,789.69	261,018.17	2,680,969.90	744,819.79	48,191.63	0.00	696,628.16
232.1532.50101	SALARIES-EM	325,000.00	37,408.01	307,963.47	17,036.53	0.00	0.00	17,036.53

COMMISSIONERS:

Teresa A. Bemiller
Roger Reed
Allen Stockberger

KNOX COUNTY BOARD OF COMMISSIONERS

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October 18, 2012

RESOLUTION – SUPPORT THE APPLICATION BY KNOX COUNTY 9-1-1 FOR \$350,000 IN LOAN FUNDS, AT 0% INTEREST, UNDER OHIO’S LOCAL GOVERNMENT INNOVATION FUND INITIATIVE FOR THE CONSOLIDATION OF KNOX COUNTY 9-1-1 PSAPS – 998-2012

Mr. Reed moved the adoption of the following resolution:

BE IT RESOLVED, that the Board of Knox County Commissioners support the application by Knox County 9-1-1 for \$350,000 in loan funds, at 0% interest, under Ohio’s Local Government Innovation Fund Initiative for the consolidation of Knox County 9-1-1 PSAPs.

Mrs. Bemiller seconded the adoption of the foregoing resolution.

Upon roll call, the vote resulted as follows:

Mrs. Bemiller, Aye.
Mr. Reed, Aye.
Mr. Stockberger, Aye.

CERTIFICATION

The above resolution was adopted at a regular session of the Board of Knox County Commissioners held on Thursday, October 18, 2012 and entered into Commissioner Journal No. 71.


Rochelle R. Shackle, Clerk/Administrator
Board of Knox County Commissioners

Bent, Nicole

From: Richard Dzik <rdzik@knoxcountyohio911.com>
Sent: Tuesday, October 23, 2012 12:43 PM
To: lgif
Subject: Cure - Knox County 9-1-1 - 9-1-1/Emergency Dispatch Consolidation
Attachments: Cure - Knox County 9-1-1 - 9-1-1 and Emergency Dispatch Consolidation.doc; Terrorism Advisory Meeting Minutes 4-19-12.doc; 9-1-1 LGIF Resoloution 10-18-12.pdf; Feasibility Report 10-19-12.doc

To whomever it may concern:

The files attached to this email represent the Application Cure for Knox County 9-1-1's LGIF loan application.

The first document addresses the concerns raised in your agency's email and letter, dated October 9, 2012, line by line. That document indicates that a number of additional documents would also be provided.

The second document is a copy of the meeting minutes where Knox County EMA was approved to dedicate funding toward this project.

The third document is a resolution, requested by Ms. Nicole Bent, regarding the Knox County Board of Commissioners' support for this LGIF application.

The final document is the feasibility report required under this application.

Thank you for you continued consideration for this project. Please contact me should you require any further information.

--

Richard S. Dzik, 911 Coordinator
Knox County, Ohio

Office: (740) 393-6728

Cell: (216) 401-4845

Fax: (740) 393-6773

Email: coordinator@knoxcountyohio911.com



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



Knox County 9-1-1 Board
Meeting Minutes
September 5, 2012

Board Members Present: Commissioner Teresa Bemiller, Mayor Richard Mavis, Chief Jerry Day for Fredericktown Mayor Alan Kintner, Chief Merrilees, MVPD, Sgt. Dave Shaffer for Sheriff David Barber, Chief Joe Porter for Chief Rick Lanuzza, Fredericktown EMS, Jim Hughes, Pleasant Twp. Trustee and Chief Bill Smith for Chief Larry Stimpert, Danville Fire Dept.

Guests: Rick Dzik, Robin Santo and Phillip Lohmeyer

Call to Order

Commissioner Bemiller called the meeting to order at 10:00am.

Minutes

Minutes from the July 11, 2012 were reviewed. Chief Day motioned to approve the minutes, Chief Smith seconded the motion. Motion carried.

Steering Committee Report

No activity since July, 2012

Coordinator Report (attached)

Old Business

Coordinator Dzik stated that the real cash balance is \$865,305.12. It looks like the funds are holding steady in comparison to last year. He projects that the end of the year cash balance will be about the same as last year or potentially higher. Dzik also stated that on the call report it showed that the average answer time was back to normal. In June the average answer time was 3 seconds longer. It was determined this was due to the storm that came through Knox County on June 29th.

Coordinator Dzik stated the narrow-banding of tornado sirens is complete. He went on to explain that some sirens could not be narrow-banded, notably in the Fredericktown area. The siren might still work even though it is programmed wideband.

The 9-1-1 Answering System has been installed with the new hardware/software. Training is scheduled for September 10 – 13. Tentative cut-date for the system is September 17, 2012. Working on necessary Time Warner fiber-optic configuration changes and awaiting the final installation of the CenturyLink trunk lines. Despite these complications the project remains on schedule.

At approximately 5:30pm on Thursday, July 26, 2012 a lightning strike impacted the Knox County Sheriff's Department taking out certain communications capabilities and necessitating the replacement of 7 IP Radios, 1 console radio, and a number of transmitters and receivers from the primary tower. This strike most likely impacted an area near or around the Sheriff's Department and not the communications tower directly. A direct hit on the tower should have either created no problems for our communications, since a suppression system had been installed after the 2009 event, or it should have impacted many more systems.

By Wednesday, August 1, 2012 much of this critical equipment had been replaced or repaired and the KCSO dispatch site had been returned to near-normal operation.

On Sunday, August 5, 2012 at approximately 12:30am another storm came through and a lightning strike at or near the KCSO had a similar effect to that of July 26, 2012. This time 8 IP radios, the router supporting the recorder for radio frequencies, the NetClock, a HAM radio and VHF radio for the EOC, and a number of other minor effects occurred.

By Friday, August 10, 2012 much of the critical equipment had been replaced or repaired and KCSO is currently operating at close to normal operation.

Currently, we are awaiting the replacement of the switch that feeds radio traffic into the recorder and replacement of a data card that operates the NetClock which syncs times for the radio, CAD and 9-1-1 servers. In addition, we are still awaiting the replacement of the HAM radio for the EOC radio room and the console damaged during the first event.

Currently, our ability to record radio traffic at KCSO is still affected, the syncing of times between our various network systems is still affected, we are down one of our four radio consoles, and we are still awaiting a new HAM radio for the EOC. We continue to work with Vasu through these repairs as well as the narrow-banding.

During these strikes the fire alarm system for the facility was also damaged, as well as cameras in the jail and the key-lock system for the facility. A meeting was held the morning of September 4, 2012 with the insurance adjuster and we are awaiting final repairs and invoices once all necessary equipment has been replaced. The current County deductible is \$2500 per incident. Therefore, it is our hope that the worst case scenario for 9-1-1 is \$5000 in expenses.

Insurance has agreed to send a consultant to review preventative measures that we might take to prevent this event in the future. What, if any, preventative measures must be taken will be implemented at our own expense.

9-1-1 Planning Committee/Consolidation

Captain Shaffer asked whether the 911 department needs to consolidate to a third location or if they could utilize the Sheriff's Office. Commissioner Bemiller stated that a motion to reopen the 911 Implementation Plan to consolidate PSAPS has been approved and has been discussed at great length during the Steering Committee meetings with her understanding they had Sheriff Barber's support. Chief Merrilees and Sgt. Shaffer expressed concerns that the KCSO and MVPD departments may have to hire an additional person to handle bonds, money, phones and general clerk responsibilities. Commissioner Bemiller stated that going through this process there will be issues that will arise and the board will have to work through them. Coordinator Dzik said he will contact Licking and Delaware

counties to see how they handle bonds and clerk responsibilities. Dzik also stated that with the current spending 911 will run out of money to operate. By consolidating centers, 911 will be able to operate with fewer personnel, which will help to maintain the budget. Dzik said that there is no room for expansion at the KCSO without major construction. Mayor Mavis said that he is concerned that by solving a problem for one department will then create a problem for another. Mayor Mavis wants to see these issues addressed. Commissioner Bemiller again stated that the discussion to consolidate was thorough in the Steering Committee meetings to have a third location. It was mentioned that instead of hiring at the MVPD and KCSO it may just be a matter of restructuring.

On Thursday, August 30, 2012 the 9-1-1 planning committee convened on the recommendations of this board and upon resolution by the Knox County Commissioners.

The 9-1-1 Planning Committee is comprised of the President of the Knox County Board of Commissioners: Allen Stockberger, the chief executive of the largest municipality Mount Vernon Mayor Dick Mavis, and a representative of the board of trustees of the largest township Howard Township Trustee Craig Gilmore.

The planning committee voted to convene the 9-1-1 Technical Advisory Committee to review changes to the plan including, but not limited to, modifying the plan from calling for two active PSAPs to one active PSAP.

The Technical Advisory Committee is comprised of:

The County EMA Director	Mark Maxwell
The County Sheriff	David Barber
One Police Chief	Mike Merillees
One Fire Chief	Chris Menapace
A Representative from Landline Phone Company	<i>Nancy Serafino (CenturyLink)</i>
A Representative from Ohio State Patrol	<i>Toby Smith</i>
A Representative from Township Trustees	???
A Representative from County Fire/EMS	Rick Lanuzza
A Representative from Local Government	Phil Lohmeyer (Centerburg Village)

Assistant Prosecutor Chip McConville and myself will be in attendance at the September 11, 2012 township trustees meeting in an effort to select a candidate for the planning committee to be approved by the township governments.

As early as possible we will convene the first 9-1-1 Technical Advisory Committee Meeting to begin making changes to the plan.

Coordinator Dzik explained that an LGIF Loan application has been submitted for the 9-1-1 Consolidation Project. He outlined that this loan would enable Knox County 9-1-1 to borrow funds for the completion of the 9-1-1 consolidation project at 0% interest with, up to, a 10-year repayment period.

Should the application be approved, the 9-1-1 Board could then investigate the possibility of paying off the loan that was obtained for 9-1-1 system and narrowbanding upgrades. He explained that, at the time these upgrades were approved, he recommended that the Board preserve the available cash-on hand to fund the consolidation. In the event that an LGIF loan is approved, the cost of consolidation would not

immediately impact the limited surplus funds available for 9-1-1. For that reason, it should be possible to pay off our current debt and replace a portion of it with debt at 0% interest. No Board Member expressed opposition to this initiative.

Union Contract Negotiations

A labor management meeting has been schedule for Thursday, September 6, 2012 to set the first dates for contract negotiations.

Executive Session

Motion to enter into executive session to discuss Personnel and Labor Negotiations, also to include Emily Marth made by Chief Day, seconded by Mayor Mavis, motion passed. Roll called followed: Teresa Bemiller: yes Mayor Mavis: yes Chief Day: yes Capt. Shaffer: yes Chief Porter: yes Chief Merrilees: yes Jim Hughes: yes Chief Smith: yes Executive Session entered at 10:25am.

Chief Day made the motion to exit executive session, seconded by Mayor Mavis. Motion passed. Roll call followed: Teresa Bemiller: yes Mayor Mavis: yes Chief Day: yes Capt. Shaffer: yes Chief Porter: yes Chief Merrilees: yes Jim Hughes: yes Chief Smith: yes

Executive Session exited at 10:45am.

New Business:

Coordinator Dzik asked that the board approve Karen Bumpus' retirement. Chief Merrilees made the motion to accept Karen Bumpus' retirement, seconded by Chief Day. Motion carried.

Dzik asked for the board's approval of hiring three employees. Sergeant Shaffer motioned for the hiring of Richard Pohlbel, Kathleen Mickle and Jaclyn Frea as 9-1-1 Communications Technicians, seconded by Chief Day. Motion carried.

Dzik made a request for the renewal of the Emergitech service contract. Last year the contract was \$52,717.12 and this year the contract was \$53,205.52 with a credit of \$824.28, so there was about a \$500.00 increase from last year. The credit was given due to cancelling parts of the contract that 9-1-1 does not use. Dzik stated he is still looking into the contract to see if there may be anything else that could be cancelled. Mayor Mavis asked whether the contract with Emergitech was actually a contract or a licensing fee. Dzik stated that it is a contract that comes with 24 hour service. The only time there would be extra cost would be if more licenses were bought. Motion to renew the Emergitech service contract made by Mayor Mavis, seconded by Jim Hughes. Motion carried.

Adjournment

Motion to adjourn made by Chief Day and seconded by Mayor Mavis. Motion passed. Meeting adjourned at 11:08am.

Next meeting date will be November, 2012.



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



**Resolution approved by the Knox County 911 Board to the
Knox County Commissioners**

It was moved by Rick Lanuzza and seconded by Jerry Day that the 911 Board recommend to the Knox County Commissioners the reopening of the 911 Implementation Plan to pursue changing the Plan from providing 911 services at two PSAPs to one PSAP with full implementation by December 31, 2013; and to address any other changes to the Plan as deemed necessary. The motion passed unanimously.



Richard Dzik, 911 Coordinator



Commissioner Teresa Bemiller,
Chairperson Knox County 911 Board

Date: July 11, 2012

COMMISSIONERS:

Teresa A. Bemiller

Roger Reed

Allen Stockberger

CLERK/ADMINISTRATOR

Rochelle Shackle

rochelleshackle@co.knox.oh.us

KNOX COUNTY BOARD OF COMMISSIONERS

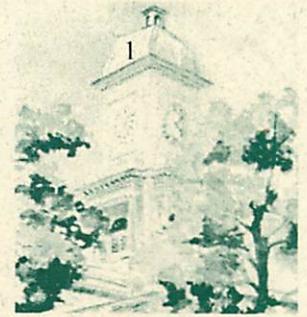
117 East High Street, Suite #161

Mount Vernon, Ohio 43050

Telephone : 740-393-6703 Fax: 740-393-6705

Email: commissioners@co.knox.oh.us

www.co.knox.oh.us



July 12, 2012

RESOLUTION – TO CONVENE THE 911 PLANNING COMMITTEE FOR THE PURPOSE OF REOPENING THE KNOX COUNTY 911 PLAN – 673-2012

Mr. Stockberger moved the adoption of the following resolution:

Whereas, on July 11, 2012 the Knox County 911 Board adopted a resolution calling upon the commissioners to convene the 911 Planning Committee for the purpose of reopening the Knox County 911 Plan; and

Whereas, the Knox County 911 Board recommended that the existing final plan be amended to affect the consolidation of the two existing Public Safety Answering Points (PSAPs) into one, and for other necessary adjustments to the plan, and

Whereas, the Knox County Commissioners hereby find the proposed action to be in the best interest of the county and the local governments that participate in the 911 system;

THEREFORE, BE IT RESOLVED by the Knox County Board of Commissioners, meeting in regular session, that pursuant to Revised Code Section 4931.42, the Board hereby convenes a 911 Planning Committee consisting of the following three members:

1. Allen Stockberger, President of the Board of Commissioners, who shall serve as chairman of the 911 Planning Committee pursuant to Revised Code Section 4931.42(A)(1);
2. Richard K. Mavis, Mayor of the City of Mount Vernon, Ohio, appointed pursuant to Revised Code Section 4932.41(A)(2);
3. A member of the Board of Trustees of Howard Township, Ohio, to be selected by a majority vote of that board, pursuant to Revised Code Section 4932.41(A)(3).

IT IS FURTHER RESOLVED that the Planning Committee be empowered to consider any and all amendments to the plan it considers necessary and proper, and it is specifically directed to amend the plan to consolidate the 911 operation to a single PSAP.

Mrs. Bemiller seconded the adoption of the foregoing resolution.

Upon roll call, the vote resulted as follows:

Mrs. Bemiller, Aye.
Mr. Reed, Absent.
Mr. Stockberger, Aye.

CERTIFICATION

The above resolution was adopted at a regular session of the Board of Knox County Commissioners held on Thursday, July 12, 2012 and entered into Commissioner Journal No. 70.


Rochelle R. Shackle, Clerk/Administrator
Board of Knox County Commissioners

**9-1-1 IMPLEMENTATION PLAN
FOR KNOX COUNTY, OHIO**

2009 REVISION

PREPARED AND RECOMMENDED BY THE
KNOX COUNTY 9-1-1
TECHNICAL ADVISORY COMMITTEE
FOR THE
KNOX COUNTY 9-1-1
PLANNING COMMITTEE

Final Plan Amended and Adopted
by the 9-1-1 Planning Committee
March 16, 2009

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KNOX COUNTY
9-1-1 PLANNING COMMITTEE
MEMBERS

The Hon. Paul Chapman, Howard Township Trustee

The Hon. Richard K. Mavis, Mayor, City of Mount Vernon

The Hon. Allen Stockberger, President, Knox County Board of Commissioners

KNOX COUNTY
9-1-1 TECHNICAL ADVISORY COMMITTEE
MEMBERS

Marie Blubaugh, Chair
Knox County EMA Coordinator
11540 Upper Gilchrist Rd.
Mount Vernon, Ohio 43050

Doug McLarnan
Township Trustee Rep.
8593 Big Run Road
Gambier, Ohio 43022

Sheriff David Barber
Knox County Sheriff's Office
11540 Upper Gilchrist Rd.
Mount Vernon, Ohio 43050

Chief Mike Merrilees
Mount Vernon Police Department
5 North Gay Street
Mount Vernon, Ohio 43050

Chief Shawn Christy
Mount Vernon Fire Department
200 West Gambier Street
Mount Vernon, Ohio 43050

Mayor Roger Reed
Village of Fredericktown
2 East Mound Street
Fredericktown, Ohio 43019

Mr. Jim Kelly
Community Relations Director
Embarq
Mount Vernon, Ohio

Ms. Nancy Serafino
Public Safety Sales Engineer
Embarq
Mansfield, Ohio

Chief Rick Lanuzza
Fredericktown EMS
139 Columbus Road
Fredericktown, Ohio 43019

Ms. Malinda St. Clair
Village of Martinsburg
P.O. Box 31
Martinsburg, Ohio 43037

Lt. Chad McGinty
Ohio State Highway Patrol-Post 59
3980 County Road 172
Mount Gilead, Ohio 43338

Mr. Brad Walls
Village of Danville
512 S. Market St.
Danville, Ohio 43014

INTRODUCTION

Since its introduction, the concept of using 9-1-1 as a single telephone number to call in case of emergency has gained nearly universal acceptance in the United States. According to the U.S. Department of Justice, more than 97 percent of Americans currently have access to 9-1-1 dispatch facilities.

In Ohio, the General Assembly passed House Bill 491 in 1985 to enable counties to establish 9-1-1 emergency telephone systems. Knox County began the process of establishing countywide 9-1-1 service by convening a planning committee in 1991. In 1993, the first 9-1-1 plan was adopted to provide service throughout Knox County. In 2005, an addendum was passed by the 9-1-1 planning committee to provide Wireless Enhanced 9-1-1 service in Knox County.

In 2008, public safety agencies from around Knox County requested the County Commissioners to re-open the 9-1-1 plan for comprehensive updates. The Commissioners passed a resolution reconvening the 9-1-1 Planning Committee on July 1, 2008.

This plan represents a comprehensive amendment as proposed by the 9-1-1 Technical Advisory Committee on February 4, 2009, and replaces the earlier 9-1-1 Implementation Plan of 1993 and Addendum A (Wireless Enhanced 9-1-1) adopted in 2006.

ORGANIZATION

- I. **THE PLANNING COMMITTEE:** Pursuant to O.R.C. 4931.42(A), the Planning Committee was appointed by the Knox County Commissioners comprised of the following individuals: Robert Wise as president of the board of commissioners, Mayor Richard Mavis as mayor of Mount Vernon, the most populous municipality in Knox County, and Paul Chapman, a trustee of Howard Township, the most populous township in Knox County as selected by the board of Howard Township trustees. Since the time of the appointment of the planning committee, Allen Stockberger has become president of the board of commissioners and replaces Robert Wise on the planning committee ex officio.

- II. **THE TECHNICAL ADVISORY COMMITTEE:** On October 16, 2008, the Planning Committee appointed the following persons to the Technical Advisory Committee, subject to the requirements of O.R.C. 4931.42(C):
 1. Marie Blubaugh, Knox County EMA Coordinator (Chairwoman)
 2. Chief Shawn Christy, Mount Vernon Fire Department
 3. Chief Mike Merrilees, Mount Vernon Police Department
 4. Sheriff David B. Barber, Knox County Sheriff
 5. Chief Rick Lanuzza, Knox County Fire/EMS Chiefs' Association
 6. Lt. Chad McGinty, Post Commander, Ohio State Highway Patrol
 7. Jim Kelly, Community Relations Director , Embarq
 8. Nancy Serafino, Public Safety Sales Engineer, Embarq
 9. Doug McLarnan, College Township Trustee, as township representative
 10. Brad Walls, Village of Danville

11. Roger Reed, Village of Fredericktown
12. Malinda St. Clair, Village of Martinsburg

The Technical Advisory Committee was tasked with complete revision of the plan, beginning with a 29-point list of proposals that were brought to the board of commissioners in July, 2008.

III. THE 9-1-1 BOARD: The Knox County 9-1-1 Board is the permanent structure that oversees the operations of the 9-1-1 system in Knox County.

1. **Membership:** The 9-1-1 Board consists of:
 - a. The Knox County Sheriff
 - b. The Mount Vernon Police Chief
 - c. The Mount Vernon Fire Chief
 - d. The Mount Vernon Mayor
 - e. A representative of the Village Mayors
 - f. The president of the Knox County Commissioners
 - g. The president of the Knox County Fire/EMS Chiefs' Association
 - h. A representative of the Knox County EMS Board
 - i. The president of the Knox County Clerks' and Trustees' Association, or a designee
 - j. A citizen-at-large appointed by the board for a two-year term.

or their designated representative, with written authorization, dated and signed, per the 9-1-1 Board By-Laws.

TAC Recommendation: The TAC recommends the change of a representative of the Knox County EMS Department (in h., above) from the former "chairman of the Knox County EMS Board."

2. **Duties:** The 9-1-1 Board is responsible for the following:
 - a. Reviewing and approving Standard Operating Guidelines (SOGs) for the daily operation of the two PSAPs.
 - b. Observing and reviewing the operations of each PSAP.
 - c. Discussing and resolving problems that may develop with the 9-1-1 system.
 - d. Receiving recommendations for the purchase of 9-1-1 equipment.
 - e. Providing recommendations to the PSAP supervisors for changes in daily operations and improvements in the 9-1-1 system.
 - f. Reviewing the operational and maintenance costs of the PSAPs.
 - g. Maintaining minimum training guidelines for all 9-1-1 communication technicians and reviewing the guidelines at least annually.
 - h. Reviewing compensation recommendations for 9-1-1 communications technicians based on union contract negotiations conducted by the Knox County Sheriff, Mount Vernon Police Chief and 9-1-1 Coordinator.

- i. Providing for the operational training of 9-1-1 communications technicians.
- j. Reviewing and approving yearly budget requests prior to their submission to the county commissioners.

TAC Recommendation: The TAC recommends that the duties of the board read as above. This list changes the term Standard Operating Procedures to Standard Operating Guidelines. The requirement that the Board “observe and review the operation of each PSAP at least semi-annually” has been deleted. The compensation review item (h., above) has been changed to include the union contract process that was adopted after the 1993 Plan.

3. **Governance:** The 9-1-1 Board is governed by a set of by-laws adopted January 26, 1993, which is included as Appendix B of this document.

TAC Recommendation: The TAC recommends no changes to the governance of the Knox County 9-1-1 Board.

DESCRIPTION OF CURRENT KNOX COUNTY 9-1-1 OPERATIONS, WITH TAC RECOMMENDATIONS

- I. **WIRELINTELEPHONE COMPANIES** – The only wireline telephone company serving Knox County is Embarq, formerly United Telephone Company. Embarq provides Enhanced 9-1-1 service to all wireline exchanges in Knox County, with a total of 19,428 access lines. The scope of Embarq’s service includes exchanges in Bellville, Butler, Centerburg, Danville, Fredericktown, Gambier, Martinsburg, Mount Vernon, Sunbury, and Utica. Embarq’s database automatically routes calls to the appropriate PSAP within Knox County.

Enhanced 9-1-1 service includes Automatic Number Identification (ANI), Automatic Location Information (ALI), Forced Disconnect, One-Button Transfer, and the ability to provide Call Detail in printed form. These terms are defined in Appendix A.

Embarq and its successors shall provide the necessary equipment and engineering to selectively route wireline enhanced 9-1-1 calls as specified in this plan. All public safety service providers are required by Ohio Revised Code Section 4931.41(G) to maintain a telephone number in addition to 9-1-1.

Embarq and its successors are responsible for connections to the PSAP and maintenance of the ALI database and for providing Enhanced 9-1-1 capabilities. The ALI database contains the names and telephone numbers(s) at each geographic location in the county. It is electronically updated by Embarq and other companies with additions, deletions and changes. The database contains information which is not otherwise readily available to the public, such as names associated with unlisted

numbers of telephone customers who have paid under telephone company tariffs for such listings. Given the proprietary nature of certain portions of this data, Ohio Revised Code Section 4931.49(F) prohibits the disclosure of information contained in the database except for 9-1-1 purposes, and it is Embarq's policy to deny all requests for use of data in its 9-1-1 database, unless requested by Knox County 9-1-1.

II. WIRELESS TELEPHONE COMPANIES – Knox County approved an addendum to its 9-1-1 Implementation Plan on April 19, 2006 to establish Wireless Enhanced 9-1-1 service. This plan has been implemented in two phases:

- A. Phase 1:** All wireless service providers were notified at least six (6) months prior to the activation date that Knox County was requesting Phase I Wireless Enhanced 9-1-1 Emergency Service. All wireless service providers operating in Knox County were identified, their towers located and addresses, and routing to the proper PSAP was established based upon tower and/or sector location.
- B. Phase 2:** All wireless service providers were notified at least six (6) months prior to the activation date that Knox County was requesting Phase II Wireless Enhanced 9-1-1 Emergency Service. With Phase II, the 9-1-1 PSAP receives the wireless caller's callback number, the tower address and/or sector location, and the caller's latitude and longitude coordinates (with an accuracy level consistent with FCC Regulations).
- C. Wireless Telephone Companies Operating in Knox County:** As of February 2009, the following companies provide wireless service in Knox County:
 - 1. Alltel
 - 2. AT&T
 - 3. Cause Based Commerce
 - 4. Cincinnati Bell
 - 5. Consumer Cellular
 - 6. Crickett
 - 7. Embarq
 - 8. Helio
 - 9. I Wireless
 - 10. Revol
 - 11. Sprint/Nextel
 - 12. T-Mobile
 - 13. Trac Phone
 - 14. Verizon
 - 15. Virgin Mobile

- D. Disbursement of the Wireless 9-1-1 Government Assistance Fund:** Pursuant to Ohio Revised Code Section 4931.64, Knox County receives funds from the State of Ohio's Wireless 9-1-1 Government Assistance Fund, which

has been authorized through the year 2012. Funds received from the Wireless 9-1-1 Government Assistance Fund shall be placed in a separate fund at the Knox County Treasurer's Office.

These funds shall be used only for the following purposes:

1. Any costs of designing, upgrading, purchasing, leasing, programming, installing, testing and/or maintaining the necessary data, hardware, software and trunking required for the PSAP to provide Wireless Enhanced 9-1-1 service. These costs may be incurred before, on, or after May 6, 2005 (the effective date of H.B. 361 of the 125th G.A.) and may 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 Ohio Revised Code Section 4931.68(D)(1), Knox County shall consider the standards before incurring any costs described here.
2. Any costs of personnel and training the staff of the PSAP to provide Wireless Enhanced 9-1-1 service. These costs may be incurred before, on, or after May 6, 2005 (the effective date of H.B. 361 of the 125th G.A.) and may consist of such additional costs of the 9-1-1 system over and above any costs incurred to provide wireline 9-1-1.

III. PSAPs

- A. Locations:** Knox County 9-1-1 services are provided through two PSAPs, one located in the Knox County Sheriff's Office and the other located at the Mount Vernon Police Department.

TAC recommendation: The TAC recommends that Knox County continue to operate two PSAPs at the current locations.

- B. Operations and Redundancy:** Both PSAPs are operated on a 24-hour basis. Each PSAP is wired to function independently, except that in the event one PSAP is incapacitated, alternate routing allows either unit to function for both the City and County in an emergency situation. The 9-1-1 PSAP equipment for both locations shall be compatible. Both PSAPs are able to dispatch any public service agency directly, through standard operating guidelines, should the need arise.

TAC recommendation: The TAC recommends the language above, which contains no substantive change, but replaces standard operating procedures with standard operating guidelines.

- C. Call Routing:** All 9-1-1 access line (wireline) calls originating within the city of Mount Vernon are routed to and dispatched from the City PSAP. All 9-1-1 access line calls originating from any location in Knox County outside the city

of Mount Vernon are routed and dispatched by the County PSAP. All wireless 9-1-1 calls are routed to the County PSAP. Wireless 9-1-1 calls for Fire or EMS services in the coverage area of the Mount Vernon Fire Department will be one-button transferred to the City PSAP for dispatching. All other wireless 9-1-1 calls for Fire or EMS services will be dispatched by the County PSAP. Both PSAPs have one-button transfer for calls to the other PSAP, to the Ohio State Highway Patrol, and to surrounding counties.

TAC recommendation: The TAC recommends the language above, which reflects current call routing procedures.

D. Misdirected Call Protocols:

1. **Non-Emergency Calls:** If a caller dials 9-1-1 for a non-emergency situation, if time is available, the 9-1-1 communications technician will advise the caller of the proper number and time to call.
2. **Wrong PSAP:** If a call is directed to the wrong PSAP, the communications technician will transfer the call to the proper PSAP for dispatching.
3. **Wrong Service Provider Dispatched:** If the wrong service provider is dispatched to the scene of an emergency, such provider shall respond until the correct provider is dispatched and on the scene.
4. **9-1-1 Calls from outside Knox County to Knox County PSAP:** If a call from outside Knox County is routed to a Knox County PSAP, the call shall be relayed to the proper county by telephone or radio.
5. **9-1-1 Calls from inside Knox County to PSAP outside Knox County:** Such calls are relayed as in Number 4, above.
6. **Misdirected Wireless Calls –** All misdirected wireless 9-1-1 calls shall be administered in the same manner as identified in Numbers 1-5, above.

The Knox County 9-1-1 Board shall develop Standard Operating Guidelines to systematically deal with misdirected calls. In no case shall 9-1-1 callers be instructed to hang up and call again.

TAC recommendation: The TAC recommends the language above, which adds #6 to the language of the 1993 Plan.

- E. Staffing and Equipment for PSAPs:** The staffing and operation of each dispatch center shall be financed from the 9-1-1 fund. System vendors shall be selected by the 9-1-1 Board subject to competitive bidding and other applicable requirements of the Ohio Revised Code. A printer shall be installed at each dispatch center for the PSAP to provide hard copy dispatch information. 9-1-1 Call Logs shall be retained for two years in accordance with the records retention schedule promulgated by the Ohio Historical Society for county sheriffs.

TAC recommendation: This section replaces the “Dispatch Centers” language in the 1993 Plan. The TAC recommends the language above, which updates the vendor selection language (The 1993 Plan limited it to initial terminal equipment). The requirement for each fire station to have a printer has been deleted from the section, since the stations have long since dispensed with printers. The TAC recommended the addition of the records retention requirements.

IV. OTHER OPERATIONAL MATTERS

- A. **House Numbering:** Predictable, sequential house numbering is an integral part of 9-1-1 emergency dispatching and response. The authority to renumber existing buildings within a municipality rests with the council of that municipality under O.R.C. § 715.26(C), and outside municipal corporations, the authority rests with the Knox County Commissioners pursuant to O.R.C. § 303.021.

To promote uniform numbering of structures, the Planning Committee recommends that each municipality and the board of county commissioners pass resolutions that to allow the Emergency Management Agency to make recommendations on renumbering of buildings, with final approval left to the appropriate council or board.

The Planning Committee continues to recommend the passage of ordinances or resolutions by all governing bodies, requiring the posting of correct house numbers in visible and standardized locations for all property.

TAC recommendation: This section replaces the “House Numbering” language in the 1993 Plan. The TAC recommends the language above, which will promote greater uniformity in house numbering, with one office (EMA) making recommendations to the commissioners and municipalities.

- B. **Equipment Ownership and Maintenance:** All answering and dispatch equipment and software will be purchased by the 9-1-1 Fund. Maintenance of PSAP equipment will likewise be paid by the 9-1-1 Fund. Contractors for equipment and maintenance shall be selected by the 9-1-1 Board subject to applicable Ohio law.

The 9-1-1 Board may authorize the purchase of communication equipment for law enforcement, fire or EMS departments serving Knox County from the 9-1-1 Fund. The Board may specify conditions related to the type and operation of the communication equipment. Communication equipment purchased with 9-1-1 funds shall remain the property of the 9-1-1 Board.

Purchases exceeding \$10,000 shall require affirmative approval of two-thirds of the total membership of the 9-1-1 Board.

TAC recommendation: This section adds the second paragraph authorizing the purchase of communication equipment for departments by the Board, upon such conditions as the Board may impose.

- V. **REVENUE & COSTS** – The Knox County 9-1-1 System is principally funded by a five-year countywide sales tax levy of .25 percent. This levy was first passed in 1993 and has been renewed three times, most recently in 2007.

Knox County also receives funds distributed by the P.U.C.O. from the Wireless 9-1-1 Government Assistance Fund. These funds were first received in 2006, and the General Assembly has continued this fund through 2012.

The initial costs of equipping the PSAPs and the first five years of operating the PSAPs was covered by the 1993 Implementation Plan.

In the last four years, the Knox County 9-1-1 system has operated well within its budget while widening the communications scope of its dispatch capabilities. The following show revenue and expenditure totals for the years 2005-2008:

		Revenue	Expenditures
2005	TOTAL	\$1,302,055.95	\$1,189,301.89
2006	non-wireless	\$1,342,977.34	\$1,268,837.04
	wireless	\$ 121,341.14	\$ 43,301.25
	TOTAL	\$1,464,218.48	\$1,312,138.29
2007	non-wireless	\$1,344,453.01	\$1,290,014.92
	wireless	\$ 131,140.50	\$ 68,662.43
	TOTAL	\$1,475,593.51	\$1,358,677.35
2008	non-wireless	\$1,363,970.89	\$1,324,838.07
	wireless	\$ 128,092.32	\$ 34,258.23
	TOTAL	\$1,492,063.21	\$1,359,096.30

The system will continue to be operated in a manner consistent with sound financial stewardship of taxpayer funds.

- VI. **TIMETABLES** – The timetables for adoption and ratification of this amended plan by the 9-1-1- Planning Committee and political subdivisions are governed by Chapter 4931 of the Ohio Revised Code.

**ADDENDUM A TO THE KNOX COUNTY E 9-1-1 PLAN
FOR THE
PROVISION OF WIRELESS ENHANCED 9-1-1**

ESTABLISHMENT OF WIRELESS E 9-1-1 SERVICE

Knox County will implement wireless enhanced 9-1-1 utilizing current FCC, PUCO, and/or the Ohio 9-1-1 Council requirements. Enhanced wireless service will be implemented in two (2) phases:

- Phase I – All wireless service providers will be notified at least six (6) months prior to the desired activation date that Knox County is requesting Phase I Wireless Enhanced 9-1-1 Emergency Service. All wireless service providers operating in the County will be identified, their towers located and addressed, and routing to the proper PSAP based on tower location and/or sector will be established. With Phase I, the 9-1-1 PSAP will receive the wireless callers callback number, and the tower address and/or sector location.
- Phase II – All wireless service providers will be notified at least six (6) months prior to the desired activation date that Knox County is requesting Phase II Wireless Enhanced 9-1-1 Emergency Service. With Phase II, the 9-1-1 PSAP will receive the wireless callers callback number, the tower address and/or sector location, and the caller's longitude and latitude coordinates (with an accuracy level consistent with FCC Regulations).

WIRELESS CARRIERS OPERATING IN KNOX COUNTY

As of December 31, 2005, the following wireless carriers were operating in Knox County:

ALLTEL Communications, Inc.
1699 S. Main Street
Mansfield, OH 44907

NEXTEL Communications
3000 Corporate Exchange Drive
Columbus, Ohio 43231-7689

T-Mobile USA, Inc.
12920 SE 38th Street
Bellevue, WA 98006

Sprint PCS
11880 College Blvd.
Overland Park, KS 66210

Verizon Wireless
5175 Emerald Parkway
Dublin, Ohio 43017

AT&T Wireless
3952 Morse Crossing Road
Columbus, Ohio 43219

Cingular Wireless
485 Metro Place S.
Dublin, OH 43017

Voicestream
2000 Technology Drive
Suite 400
Pittsburg, PA 15219

KNOX COUNTY PSAPS TAKING WIRELESS ENHANCED 9-1-1 CALLS

There will be one primary Public Safety Answering Points (PSAPS) taking wireless Enhanced 9-1-1 calls, with the secondary PSAP taking overflow/backup calls. As of the effective date of this final plan, they are:

PRIMARY

Operated at the Knox County Sheriff's Office
11540 Upper Gilchrist Road, Mount Vernon, Ohio 43050

SECONDARY

Operated at the Mount Vernon Police Department
5 North Gay Street, Mount Vernon, Ohio 43050

The PSAP's may be relocated if deemed necessary.

WIRELESS ENHANCED 9-1-1 NETWORKING

Connections to the telephone network will be in accordance with the Knox County Final E 9-1-1 plan.

Emergency 9-1-1 calls originating from cellular telephones will be routed to the primary PSAP according to the cellular service provider tower locations.

As provided for in the Knox County final E 9-1-1 plan, the Primary PSAP will respond to wireless calls by directly dispatching an emergency responder.

All misdirected wireless calls will be administered in the manner identified in the Knox County Final E 9-1-1 Plan for wireline calls.

INITIAL WIRELESS 9-1-1 COSTS

Upgrades to existing equipment and training are required to provide enhanced 9-1-1 wireless services.

The costs shown are a comprehensive estimate of the equipment and training requirements related to the implementation of E9-1-1 with future compatibility for W9-1-1 equipment for a countywide 9-1-1 system. The costs were compiled by the Knox County 9-1-1 Coordinator. The costs shown below are for the primary and secondary PSAP together.

Training	\$8,000.00
Mapping	\$40,000.00
Non-Recurring ILEC (Incumbent Local Exchange Carrier) Fees	\$7,000.00
Upgrade 9-1-1 Computer Systems	\$5,000.00
Upgrade CAD Computer Systems	\$8,000.00
TOTAL	\$68,000.00

PROJECTED FUTURE WIRELESS 9-1-1 COSTS

The following is the projected annual cost of operating and maintaining each PSAP for the taking of wireless 9-1-1 calls for the five years after implementation:

YEAR 1

Personnel	\$400,000.00
On-going Training	\$1,000.00
Mapping Maintenance	\$10,000.00
Recurring ILEC Fees	\$6,000.00
Software & Equipment Maintenance	\$9,000.00
TOTAL	\$426,000.00

YEAR 2

Personnel	\$440,000.00
On-going Training	\$1,100.00
Mapping Maintenance	\$11,000.00
Recurring ILEC Fees	\$6,600.00
Software & Equipment Maintenance	\$9,900.00
TOTAL	\$468,600.00

YEAR 3

Personnel	\$484,000.00
On-going Training	\$1,210.00
Mapping Maintenance	\$12,100.00
Recurring ILEC Fees	\$7,260.00
Software & Equipment Maintenance	\$10,890.00
TOTAL	\$515,460.00

YEAR 4

Personnel	\$532,400.00
On-going Training	\$1,331.00
Mapping Maintenance	\$13,310.00
Recurring ILEC Fees	\$7,986.00
Software & Equipment Maintenance	\$11,979.00
TOTAL	\$567,006.00

YEAR 5	
Personnel	\$585,640.00
On-going Training	\$1,464.10
Mapping Maintenance	\$14,641.00
Recurring ILEC Fees	\$8,784.60
Software & Equipment Maintenance	\$13,176.90
TOTAL	\$623,706.60

**DISBURSEMENT OF THE WIRELESS 9-1-1 GOVERNMENT ASSISTANCE
FUND**

Knox County 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 Knox County Treasurer's Office.

Such funds shall be used only for the following purposes:

- A. Any costs of designing, upgrading, purchasing, leasing, programming, installing, testing, and/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. 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 personnel and training the staff of the PSAP to provide Wireless Enhanced 9-1-1, which costs are 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 systems over and above any costs incurred to provide wireline 9-1-1. (See Ohio Revised Code Section 4931.65(A)(2)).

BY-LAWS FOR

KNOX COUNTY E9-1-1 BOARD

I. Knox County E9-1-1 Board

- A. The purpose of the Board is to prepare, approve and maintain the S.O.P. and daily operations of the Public Safety Answering Points (PSAP'S) within Knox County.
- B. The Board shall consist of the following as stated in the E9-1-1 Plan as approved by the Knox County Technical Advisory Committee on February 10, 1993:
 - 1. President of Knox County Commissioners
 - 2. Knox County Sheriff
 - 3. Mt. Vernon Police Chief
 - 4. Mt. Vernon Fire Chief
 - 5. Mayor, City of Mt. Vernon
 - 6. Village Mayors Representative
 - 7. President, Knox County Fire Chief's Assoc.
 - 8. Chairperson, Knox County Emergency Medical Services Board
 - 9. President, Knox County Clerk's and Trustee's Association
 - 10. Citizen-at-Large

or their designated representative, with written authorization, dated and signed. *The EMA Secretary shall serve as Secretary of the E9-1-1 Board and will be a non-voting member. The E9-1-1 Coordinator shall be a non-voting member.

- C. At the first meeting of the E9-1-1 Board, the Board will select a Chairperson and Vice Chairperson from the membership. The terms of office shall be for a period of two (2) years and may be repeated.
 - 1. The Secretary will maintain a current list of Board member's names, addresses, daytime and nighttime phone numbers.

- II. A. Six voting members shall constitute a quorum. All issues, except proposed By-law changes, must be carried by a majority.
- B. Each Board member shall have one (1) vote.
- C. All E9-1-1 Board meetings are open to the public, except executive sessions to discuss personnel or contracts.

D. Board meetings shall be conducted according to Roberts Rules.

III. Meetings

- A. Any two (2) Board members shall have the right to request a special meeting of the Board by contacting the Chairperson.
- B. The Board shall set regular meeting dates. Any maximum number of meetings may be held, but the Board shall meet at least quarterly.

IV. Citizens Complaints

- A. Complaints concerning PSAP personnel or the responding Agency personnel will be referred in writing to the Board member representing that Agency for investigation.
- B. Complaints concerning E9-1-1 system equipment or operation will be forwarded in writing to the E9-1-1 Coordinator for review and necessary action.
- C. All complaints will be reviewed by the E9-1-1 Board at the next Board meeting.

V. Amendments

The By-Laws may be amended at any regular or special meeting of the Board by a 2/3 majority vote of Board membership, provided every Board member is advised in writing of the proposed change at least 10 calendar days prior to the meeting. Proposed amendments must be provided in writing by or through the Chairperson.

VI. L.E.A.D.S. SYSTEM

- A. There shall be established a committee to oversee the operations of the L.E.A.D.S. system.
- B. The committee shall consist of three criminal justice practitioners, two of whom must be members of the E9-1-1 Board.

Adopted on this 26th day of January, 1993.

Chairperson Robert D. Durbin

Amended 1/5/94
*Amended 12/21/95



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



Knox County 9-1-1 Board
Meeting Minutes
July 11, 2012

Board Members Present: Commissioner Teresa Bemiller, Mayor Richard Mavis, Chief Jerry Day for Fredericktown Mayor Alan Kintner, Chief Mike Merrilees, Lt. Tom Durbin for Sheriff David Barber, Chief Rick Lanuzza, Chief Chris Menapace, Jim Hughes, Pleasant Twp. Trustee, Chief Larry Stimpert and Kelly Brennehan, Director of American Red Cross.

Guests: Rick Dzik, Robin Santo, Chief Joe Porter and Douglas McLarnan, College Twp.

Call to Order

Commissioner Bemiller called the meeting to order at 10:30am.

Minutes

Minutes from the April 11, 2012 were reviewed. Jim Hughes motioned to approve the minutes, Chief Menapace seconded the motion. Motion passed.

Steering Committee Report

Commissioner Bemiller gave the Steering Committee Report and went over the "Proposal for the Consolidation of Knox County 9-1-1 PSAPS". (See attached)

Mayor Mavis asked whether dispatchers will be needed at the P.D./Sheriff's Office's and how LEADS will be affected. Coordinator Dzik stated that the dispatchers will continue LEADS as in the past.

It was moved by Rick Lanuzza and seconded by Jerry Day that the 911 Board recommend to the Knox County Commissioners the reopening of the 911 Implementation Plan to pursue changing the Plan from providing 911 services at two PSAPS to one PSAP with full implementation by December 31, 2013; and to address any other changes to the Plan as deemed necessary. The motion passed unanimously.

Coordinator Report (attached)

Old Business

Coordinator Dzik explained that the cash balance of \$1,174,657.72 included unexpended loan funds for the 911/Narrowband projects. The real cash balance is \$825,674.17. Dzik stated that on the call report it showed that the average answer time was 3 seconds longer than the past average. Dzik assumed this was because of the higher call intake due to the wind storm that came through Knox County on June 29th, but will keep checking to make sure that was the reason why there was a discrepancy of 3 seconds.

The Narrowbanding Project contract calls for completion in September, 2012.

The 9-1-1 Answering System should be completed September 19, 2012. Estimated training dates are September 10 – 14, 2012.

All fire departments should have their run cards revised to the new format by 8/1/12.

Dzik is working to re-integrate the DDTI mapping software. This modification is being made in order to facilitate quicker and easier map updates. Once the re-integration is completed we will discontinue use of the Emergitech mapping software and cancel that portion of our service agreement.

A Job Posting for Public Safety Communications Technician was placed in the Mount Vernon News and Columbus Dispatch from June 1, 2012 – June 20, 2012. Approximately 70 applications were received. Dzik will be conducting interviews and will request the hire of 4 new full-time dispatchers at an upcoming 9-1-1 Board Meeting.

A Resolution was passed by the County's Commissioner's on June 18, 2012 to place continuation of 9-1-1 sales tax at ¼% onto the November, 2012 ballot.

New Business

There was discussion about utilizing the 211 system more. Chief Menapace stated one of his concerns with the 211 system was due to the fact that there is only the option of having a live person to talk to and no automated system in place. His opinion is when there is high call volume people get more upset to get a busy signal than they would to get an automated message. Kelly Brenneman stated that the 211 system is a great asset, but for it to work effectively you have to have great communication with them. Coordinator Dzik said he would like in the near future to set up a meeting with someone from the 211 agency and various county agencies to learn more about the 211 system.

Coordinator Dzik asked that the board accept Rachael Johnson's resignation. Motion to accept Rachael Johnson's resignation made by Chief Lanuza and seconded by Chief Merrilees. Motion passed.

A letter from College Township asking for a reimbursement from the 911 agency for the expense of new communication radios compatible with narrowband upgrade was reviewed. It was discussed that if the 911 agency reimbursed College Township, the agency would then have to reimburse every township. Chief Lanuzza pointed out that a similar request was made by Chief Porter in the past and denied. Chief Lanuzza motioned to deny College Township's request for reimbursement for radios from the 911 agency and seconded by Chief Menapace. Motion passed.

Adjournment

Motion to adjourn made by Chief Lanuza and seconded by Chief Day. Motion passed. Meeting adjourned at 10:47am.

Next meeting date will be August 8, 2012



Knox County 9-1-1
11540 Upper Gilchrist Road
Mount Vernon, Ohio 43050
Phone: 740-393-6772 Fax: 740-393-6773



October 22, 2012

Cure – Knox County 9-1-1 – 9-1-1/Emergency Dispatch Consolidation

Please find outlined below our response to items requiring clarification with our Project Application.

Issues for Response

1. Format

The application is in the correct format and is ready for review.

2. Request

The application is for an eligible request.

3. Project Budget

The project budget requires attention. Please address the following issue(s): the line item "Unplanned Incidentals" is an ineligible use of loan funds. Please call the office at [614-644-6552](tel:614-644-6552) for more clarification and direction on this issue.

After discussion with Ms. Bent at the LGIF Office and following some local meetings and discussions pertaining to this ever-evolving project we would like to define the \$55,000 in "Unplanned Incidentals" line rather than lower our overall request.

Given the vast scope and complexity of this project I would like to create a new line titled "Project Management/Administration" to cover expenses related to oversight of the project and associated vendors as well as necessary architectural, electrical engineering. I would like \$25,000 to be placed into this line.

Given a recent modification in the space where this consolidation will take place I would like to place \$10,000 into "Construction" to cover necessary construction related expenses.

Finally, due to recent conversations with the CAD provider, I would like to assign the additional \$20,000 to Technology purchases to address the additional expenses that are likely as computer-aided dispatch equipment is re-configured.

Therefore, the proposed project budget should read as follows:

<i>Power and Backup Power</i>	<i>\$150,000</i>	<i>EMA/LGIF</i>
<i>Furniture</i>	<i>\$60,000</i>	<i>LGIF</i>
<i>Technology Purchases</i>	<i>\$100,000</i>	<i>LGIF</i>
<i>Radio Tower Upgrades</i>	<i>\$45,000</i>	<i>LGIF</i>
<i>Telephone/9-1-1 Relocation</i>	<i>\$15,000</i>	<i>LGIF</i>
<i>Project Management/Administration</i>	<i>\$25,000</i>	<i>LGIF</i>
<i>Construction</i>	<i>\$10,000</i>	<i>LGIF</i>

4. Program Budget

The program budget is complete. No additional information is needed at this time.

5. Return on Investment

The return on investment calculation is complete and supported by back-up documentation. No further information is needed at this time.

6. Resolutions of Support

The lead applicant and collaborative partners are required to submit resolutions of support from their governing body for the application to be eligible for funding consideration. The resolutions of support should specifically refer to the application of a Local Government Innovation Fund loan.

7. Partnership Agreements

The lead applicant and collaborative partners are required to submit a signed partnership agreement or memorandum of understanding to be considered partners for the purposes of this application. The partnership agreements should include specific repayment agreements between the collaborative partners.

8. Total Number of Validated Partners

The application has a total of zero collaborative partners with the appropriate documentation submitted for the purposes of this application.

The following response addresses numbers 6-8 above. On October 18, 2012 I spoke with Nicole Bent in the LGIF office. Ms. Bent was provided with the 9-1-1 Plan for Knox County which establishes the Knox County 9-1-1 Board as the governing entity for this agency. After some discussion with her supervisors, Ms. Bent indicated that because our collaborative partners are represented as voting members of this Board, or because it supports the operations of our 14 public safety partners, that she had received confirmation

that we would be allowed to apply as an entity with collaborative partners. The resolution passed by the Knox County 9-1-1 Board was included with our original application.

Also in the original application I provided letters of support for this project from most of our collaborative partners. Due to the nature of this agency, though, none of those collaborative partners have traditionally had a financial stake in the agency since Knox County 9-1-1 is funded primarily through a ¼% county-wide sales tax. Therefore, the entirety of this project will be funded through a partnership of Knox County 9-1-1 and Knox County EMA. Knox County EMA will support this project with funds approved by the Knox County Terrorism Advisory Committee. That committee voted to support the allocation of \$55,000 toward this project on April 19, 2012. Minutes from that meeting have been included at the end of this document.

In order to ensure that support existed within the governing entity ultimately responsible for approval of budgetary matters, Ms. Bent requested that I provide an additional resolution of support from the Knox County Board of Commissioners. That resolution is provided at the end of this document. In addition, a representative of the Knox County Board of Commissioners sits on the Knox County 9-1-1 Board and has been involved with all discussions related to both the planned project as well as the LGIF request for loan funds.

9. Other Comments

Please provide a feasibility study outlining the need and expected savings from this shared procurement project. This study is a requirement to be considered an eligible loan application. Please provide responses to the Economic Impact and Response to Eco

Issues addressing feasibility have been handled in-house and without the assistance of outside consultation. For that reason the need for and feasibility of this project has been addressed through numerous meetings, proposals, cost estimates and internal reviews. Included at the end of this document is an internal report outlining the feasibility of this proposed project.

KNOX COUNTY
OFFICE OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT

PHONE: 740-393-6772

11540 UPPER GILCHRIST ROAD
MOUNT VERNON, OHIO 43050

FAX: 740-393-6773

Knox County Terrorism Advisory Team Meeting
April 19, 2012

In attendance: Emily Marth, Allen Stockberger, Rick Lanuzza, Rick Dzik, David Barber, Mike Merrilees, Jerry Day, Richard Mavis

Guests: Chuck Martin, Phil Lohmeyer, Joe Porter

Meeting called to order at 2:30pm by Commissioner Stockberger

Director Dzik noted that a number of members of the team were no longer able or eligible to serve on the team.

A motion was made by Sheriff Barber and seconded by Chief Lanuzza to appoint Chief Chris Menapace (MVPD) to the position vacated by his predecessor Shawn Christy (MVPD). Motion passed.

A motion was made by Chief Lanuzza and seconded by Chief Day to replace Terri Hillier (Knox County Health Department) with Patrick Valentino (Knox County Health Department). Motion passed.

The team recognized that Interim EMA Director Rick Dzik would fill the role vacated by Brian Hess (EMA). Once a permanent EMA Director was in place, the committee would vote to appoint that person as a member of the Board.

Director Dzik mentioned that no by-laws currently exist for this Terrorism Advisory Team. He noted that this makes replacement of team members difficult. He also noted that the township trustee position previously held by Barry Bowden would need to be filled by a new township Trustee.

It was recommended that Chad Sims, as the township trustee currently serving on the EMA Board, also serve on the Terrorism Advisory Team. This would be similar to Mr. Bowden's role as both EMA Board Member and Terrorism Advisory Team member. Mr. Sims will need to be contacted to ascertain his willingness to serve in this capacity.

Director Dzik recommends that the EMA Office work to establish a set of Terrorism Advisory Team by-laws for approval by the full committee. He recommends that the by-laws state that appointment of new members be handled with a nomination to the vacant position by any

remaining team members and approved by a majority vote of the remaining team. Since the committee also permits any number of additional members to the committee he recommends that additional committee members be appointed in the same fashion.

Director Dzik explained to the team that the purpose of this meeting was to determine the spending priorities under the 2010 SHSP grant program. He noted that the grant guidance requires that the terrorism advisory team approve the spending plan under that program.

Director Dzik explained the he recently closed out the FY2008 SHSP using the remaining funds to make payment on the recently upgraded Communications Trailer.

Director Dzik also addressed the FY2009 SHSP grant. He explained that Mr. Hess had developed and implemented a plan for that grant which included training for public safety forces, body armor for public safety forces (namely fire departments), and the installation of equipment into the Communications Trailer.

Director Dzik explained that \$17,934.33 remained in the FY2009 SHSP grant. He requested that he be permitted to spend \$16,056 on upgrade of the county's 24 tornado sirens for narrow-band compliance. He also requested that he be permitted to complete an interoperable communications project which would allow the 9-1-1 dispatchers to patch Knox County radio frequencies into any other radio frequency, including MARCS.

Chief Lanuzza made a motion that \$16,056 of FY2009 SHSP funds be allocated to the narrow-band upgrades to the county's tornado siren system. Mayor Mavis seconded the motion. Motion passed.

Chief Lanuzza made a motion that \$5,389.84 of FY2009 SHSP funds be allocated to the interoperable communications/patching project outlined by Director Dzik. Sheriff Barber seconded the motion. Motion passed.

Director Dzik explained that the primary purpose of setting this meeting was to complete a plan for the expenditure of FY2010 SHSP funds. He noted that Mr. Hess had submitted a plan to State EMA, but that the plan had been refused and that no further work had been completed to submit an acceptable plan.

Director Dzik noted that he had worked with Joe Haller of Ohio EMA to determine an appropriate spending plan for the FY2010 SHSP funds which total \$67,676.00. Director Dzik would like to dedicate \$33,000 to the installation of a radio tower on the Knox County Service Center in preparation for the relocation of Knox County 9-1-1. He would also like to dedicate \$30,000 to the installation of an emergency generator and uninterruptable power source (UPS)/battery backup to the Knox County Service Center in preparation for the relocation of Knox County 9-1-1. Finally, \$4,000 would be necessary to complete payment on the interoperability project started with FY2009 funds. These projects would, therefore, exhaust the balance of the FY2010 SHSP grant. He noted that the funds must be spent and projects completed by June 31, 2013.

Chief Lanuzza requested that some SHSP funds be set aside for public safety training as had been done in the past. Director Dzik, therefore, revised the plan to spend approximately \$4,000 on the interoperable communication projects started with FY2009 funds, \$23,000 on radio tower and communications upgrades to the Knox County Service Center, \$30,000 on UPS and generator upgrades to the Knox County Service Center, \$3,000 on NIMS 300/400 training courses for public safety, and approximately \$7,676 on additional training opportunities for public safety forces.

Chief Lanuzza motioned to approve the above mentioned spending plan, Chief Day seconded the motion. Motion passed.

Director Dzik indicated that Knox County EMA had been awarded \$36,358 under the FY2011 SHSP program. He stated that, once appointed, the incoming EMA director should determine how best to utilize those funds. He also mentioned that, up until now, SHSP funds had been awarded as a formula grant to all county EMA's in the state. Starting in FY2012 these funds will no longer be awarded to all counties, instead the grant program will become competitive and Knox County EMA will be required to submit an application for funding. Therefore, Knox County EMA would no longer be guaranteed funding under the SHSP program.

Sheriff Barber made a motion to adjourn the meeting, Chief Lanuzza seconded the motion. Motion passed.

Meeting adjourned at 3:47pm