

Poweshiek County 911 Board  
Regular Meeting Minutes  
Tuesday August 27<sup>th</sup>, 2024 630PM Poweshiek PSB and Zoom

Meeting called to order at 1831 by Vice Chair

**ROLL CALL**-Roll Call Conducted. Members present are: Brooklyn, Deep River, Gilman, Montezuma, New Sharon, Poweshiek EMA, Poweshiek County.

**GUESTS**-Two public guests are present-Dawn Disney-Bruggemann and Steve Bruggemann.

**AGENDA**-Motion to approve tonight's agenda was entertained. Motion made by Gilman, seconded by Montezuma. All in favor, none opposed. Motion passed unanimously.

**MINUTES**-Previous minutes dated 7-25-24 were reviewed. No corrections or changes were needed. Motion made by Brooklyn to approve the minutes as printed, seconded by Deep River. All in favor, none opposed. Motion passed unanimously.

### **BUSINESS ITEMS**

**RADIO PROJECT**- EMA gave an update on the radio project. All installations are complete and there have been no reports or complaints reported on the system performance. RACOM along with the Sheriff, and Roudabush from the Board of Supervisors have started the drive testing this week. The drive testing is a planned route through the entire county that reaches every square mile of the county and tests for radio coverage. This drive test takes about a week to complete. Once done, RACOM will compose the data and have a final report completed towards the end of September, beginning of October. With this report will come with the final sign off on the system and signify project completion.

**911 RECORDER PURCHASE**- This was approved for purchase at the last 911 board meeting. The Chair of the board was handling the claim and purchase with RACOM. It is unknown yet, due to the absence of the Chair at this meeting if it has been ordered and/or installed yet. We will table this until the next meeting.

**CHARGING STATIONS FOR RADIOS/PAGERS**- Those were approved for purchase at the last 911 meeting also. They were ordered and did arrive. EMA distributed all the chargers to each department. Chair of the board was handling the claim for purchasing.

**MALCOM TOWER SITE**- The Chair of the board was responsible for working with RACOM on the purchase and removal of the tower shelter. No update at this meeting. We will table this until the next meeting.

**911 ADDRESSING/DATABASE MGR. POSITION**- Vice Chair had two proposals submitted for the position. Prior to accepting or denying either proposal a discussion was had on the validity and legality of one proposal that was submitted to the Board via email. Vice Chair was unsure if an email submission was considered a "sealed proposal" as indicated on the posting and whether email submission was acceptable due to the original posting stating "proposals should be mailed to the address below", which indicated the PO Box. Through discussion among the board it was determined the emailed submission was acceptable. Vice Chair stated that proposal 1 was submitted on August 23<sup>rd</sup>, 2024 at 3:18PM and that proposal 2 was submitted via USPS and arrived at the PO Box on August 22<sup>nd</sup>, 2024. Both proposals made the deadline for submission of 5PM on

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August 23<sup>rd</sup>, 2024. Vice Chair entertained a motion to accept both proposals and to open the proposals for review. Motion made by Deep River, seconded by Brooklyn. All in favor, none opposed. Motion passed unanimously. Vice Chair revealed Proposal 1- submitted by Wes Pargeon of Montezuma. Attached letter was read aloud and the letter along with Mr. Pargeon's resume were passed around for review by the board. Proposal 2- submitted by Dawn Disney-Bruggeman of Montezuma. Attached letter was read aloud and the letter along with Mrs. Disney-Bruggeman's proposal contract were passed around for review. Mr. Pargeon's proposal had a price range of \$25,250-\$27,250 annually. Mr. Pargeon has a large background in the manufacturing technology sector. Mrs. Disney-Bruggeman is the previous 911 Addressing/Database Manager with a contract proposal of \$28,000 annually. Through discussion among the board it was determined to forego any further interviews with either candidate and decided the best course of action would be to award the contract to Dawn Disney-Bruggeman as she has the most experience and background in this position. A motion was entertained to award the 911 Addressing/Database Manager contract position to Dawn Disney-Bruggeman under the conditions outlined in her submitted proposal. Motion made by Brooklyn, seconded by Gilman. All in favor, none opposed. Motion passed unanimously. Contract position awarded to Dawn Disney Bruggeman. Vice Chair will get contract to Chair for signature.

**DISCUSSION-** Weston Widmer of Deep River is now the appointed member from Deep River and would like his email address added to the 911 Board email list. Vice Chair will see that it gets added.

**PUBLIC COMMENTS-** None

**NEXT MEETING-** October 22<sup>nd</sup>, 2024 630PM Poweshiek County Public Safety Building & Zoom

**ADJOURNMENT-** Motion to adjourn entertained. Motion to adjourn made by Deep River, seconded by New Sharon. All in favor, none opposed, motion passed unanimously. Meeting adjourned at 1855.

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