

East Central Communications Council (E-911) Meeting Minutes

Thurs, May 23, 2024 - 8:30 AM - BPD Conference Room

Members Present: Assistant to City Mgr Samantha Beckman, BPD Police Chief Michael Drake, Co Commissioners Larry Jensen & Kelly VanderWal. Others present: BPD Lt Drew Garry, Sgt Shawn Peterson, & Admin Assistant Ronda May; Brookings Co Emergency Management Dir Bob Hill; Brookings Co Sherriff's Office rep Dave Biteler; Brookings Co Commission Dept Dir Stacy Steffensen; & Brookings Co Fire Association Dir Dave Jacobson.

1. **Call to Order:** Council Chair Larry Jensen called meeting to order at 8:34 AM.
2. **Approval of Agenda:** Motion by Kelly VanderWal, 2nd by Samantha Beckman to approve agenda; motion carried.
3. **Old Business:** none
4. **New Business:**

A. Discussion of Two Way Solutions Contract: Chief Drake had invoice handout for everyone. After last week's meeting, we solidified amount for refresh & 1st yr contract which is \$45,243. This includes hard & software we need before entering contract as we're not up to their specifications. Also includes 1st yr of 5 yr contract. Current contract expired in 2023. Chief Drake proposes ECCC approve amendment to 2024 budget to spend down reserves in amt of \$45,243 as discussed. Maybe consider spending up to \$50,000 in reserves to allow for any changes. Motion to approve spending up to \$50,000 immediately in reserves by Samantha Beckman, 2nd by Kelly VanderWal; motion carried.

Reserves currently at \$260,000. This would bring us down to around \$200,000 not including line fee change occurring in July. We'll make it up by line fee adjustment in July (\$50,000) so will most likely recover that money.

Next discussion point from Chief Drake: Contract goes into effect backdated from Jan 1 to Dec 31st. Budget suggestion that we include up to \$12,000 to cover remaining costs for contract yr 2. Discount given but may need to adjust on their end. Remaining 4 yrs will be approximately \$11,800 totaling approx \$47,200 over 4 yrs. That total, plus \$45,243, will total \$92,443 for 5 yr contract. Proposal is to amend 2025 budget, in appropriate budget line, for \$12,000 to cover yr 2 of contract. Larry thought they'd bundle it? Chief Drake misunderstood as they want us to pay contract over 5 yrs separately but need to do a reset to get new equipment. Larry asked in future if 911 Center relocated, will this transfer? Chief Drake said yes as long as we pay yearly fee. This would be for every yr so would then build this line item in for total of 5 yrs. Motion to amend budget request to include \$12,000 by Kelly VanderWal, 2nd by Samantha Beckman; motion carried.

5. **Other Items & Reports:** none
 6. **Adjournment:** Motion to adjourn by Kelly VanderWal, 2nd by Samantha Beckman; motion carried.
- Submitted – Ronda May, BPD Admin Assistant in absence of Chris Larson