

**Cedar County Joint 911 Service Board
1410 Cedar Street
Tipton, IA 52772
(563)886-3355**

Regular Quarterly Meeting

Thursday, April 14, 2022 at 6:30pm

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on April 14, 2022, both in-person and by online forum with the call originating from the Cedar County EMA administrative Offices at 1410 Cedar Street, Tipton, IA 52772. Attending virtually were Jason Roblin, MCM Consulting and Glen Reynolds, RACOM. Those attending in-person include: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jill Cinkovich, Mayor of Lowden; Andrew Oberbreckling, Mayor of Mechanicsville; Joe Sparks, Mayor of Bennett; Roger Laughlin, Mayor of West Branch; Jared Semsch, Durant Fire Chief; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Kevin Rasdon, Bennett Fire Chief; John Hanna, West Branch police Chief; Will Wagner, Mechanicsville Police Chief; Brittany Rogers, Clarence Ambulance Director; Jodi Freet, Director Cedar County EMA/911; Kate Ehlers, Office Coordinator EMA/911; Sue Hall, Press.

Chair Wethington called the meeting to order at 6:30pm.

Mayor Sparks/Bennett made a motion to approve the agenda, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Supervisor Bell made a motion to approve the minutes from the January 13, 2022 regular meeting, motion seconded by Mayor Sparks/Bennett; Motion carried.

Mayor Sparks/Bennett made a motion to approve the minutes from the February 3, 2022 public budget hearing, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Chair Wethington then yielded the floor to Director Freet to discuss expenditures of the previous quarter. Freet discussed atypical revenues received include the first half of funding from GIS in January with the second half awarded in March for meeting and maintaining GIS standards and wireless surcharge was received February. On the expense side, payment was made in January payment to Graybill Communications for ECW maintenance at dispatch. Also included in February expenses were the annual maintenance payment Graybill Communications; Mainstays System for purchase and installation of the larger security display in dispatch. Registration fees were paid to attend the APCO/NENA Conference. March's atypical expenses include payment to Access Systems for copies due to the extensive documentation required for the 911 Tower Zoning process. Mayor Laughlin/West Branch made a motion to approve the expenditures, motion seconded by Supervisor Bell; Motion carried.

Chair Wethington yielded the floor to Director Freet for discussion of old business.

- Freet extended her gratitude to the departments who reported recent network issues and reiterated that any problems/network issues need to be reported.

- Freet then gave updates regarding the 911 PSAP Data Collection report. She presented the results from State Auditor regarding the recent audit of this report for review; this is the third consecutive year of audit, with future audits likely to continue. Freet then publicly thanked Sheriff Wethington for his continued assistance at the county and State levels in an effort to bring to light the several state wide disparities in completing the PSAP Data Collection Report. A bill has passed in both the House and Senate to refine and consolidate the reporting form, and is currently awaiting the Governor's signature.
- Freet advised that Senate Bill 2298 bill, introduced to authorize an Emergency Management Commission to also assume the 911 Service Board responsibilities has passed and is waiting on the Governor's signature. For this change to occur, there must be a 2/3 majority vote from all members on both Emergency Management Commission and the 911 Joint Service Board. Discussion was held.
- Freet asked for signatures on the 911 Bylaws update.
- The migration to the Shared Services at dispatch is progressing. The EMD program is estimated to be installed in May/June with a switch to the Zetron system in August.
- Freet made comments regarding radio network vendor, Graybill Communications and current network status. On Sunday April 3, 2022 the microwave link and digital paging went down in portions of the county. This was down for unknown amount of time for specific responding agencies. After communications with Graybill, services were restored after at least seven hours of outage. Freet stated it is unsettling that there is no network monitoring service being performed with our current system. While Graybill Communications did meet their contract requirements for service, not knowing exactly how long the issues existed prior to initial notification and not having system monitor services is very troublesome. Freet and Chair Wethington broached the subject of having RACOM provide maintenance on our current system, ideally taking place after the completion of the Shared Services migration in dispatch. There are several questions to consider if this is a desire of the Service Board, and there would be separate costs from RACOM assuming maintenance, and monitoring that would need to be researched prior to any decision by this board. Freet will obtain more information from RACOM representatives regarding this option. Discussion was held.
- Freet reiterated the need for responding agencies to communicate with dispatch their actions/radio traffic to ensure accurate times and records.

Chair Wethington yielded the floor to Director Freet for radio network updates.

- Freet shared the all of the land purchase are completed and we have received the signed agreements back. At this point, the documents have been filed with Cedar County for work to complete standard operating procedures for land purchase recording. She noted that all of the building permits for the tower sites have been received.
- Project Timeline - ground breaking for tower sites is estimated start near the end of May, with the towers being built in June and the new network being installed near May of 2023 to begin network testing.

- Freet shared that there was an issue with the original driveway placement at the Mechanicsville tower site, and that after further discussion with the county engineer and Edge Consulting an alternate driveway placement option has been submitted to the Cedar County Engineer for review and approval.
- Freet then yielded the floor to Jason Roblin from MCM Consulting and Glen Reynolds from RACOM to provide additional project updates. Glen Reynolds/RACOM reiterated project timeline that Director Freet shared. Jason Roblin/MCM Consulting shared that they will be reviewing and updating the subscriber radio count survey that was sent out to departments earlier in the project development. Updates to counts will need to be done to ensure accurate and up to date counts for each department. Things to consider with this updated survey include, various department changes and needing to add other departments that may have been missed during the initial radio count survey. Roblin/MCM Consulting also shared that RACOM will be hosting a demo day with agencies in June or July so that agencies can see the radios that were assigned in this project. If agencies are wanting additional radio supplies and/or accessories beyond what was assigned they can obtain pricing and financial information for their own agency to purchase separately. Freet will send out the radio survey in May and will additional information for demo event as it becomes available.
- Freet announce that she, along with RACOM and MCM Consulting will be starting the fleet mapping process. This will entail calling back and reestablishing the Radio Subcommittee to work collaboratively in setting up needed talk groups, channel and network access, programming capabilities and rules/regulations for users.

Chair Wethington yielded the floor to Director Freet for discussion of new business.

- Freet shared that there have been questions and requests regarding ESN changes in the southern portion of the county. Wilton has started an ambulance service and has signed contracts with several Cedar County townships to provide EMS services. Wilton is requesting that their EMS coverage area span the same area that is covered by their fire department mapping. Freet explained that in order for Cedar County to meet that request, changes need to be made 3 separate systems that include the MSAG system, County GIS and in various dispatch programs. Wilton presented a contract to Director Freet and Dispatch Manager Brenda Johnson who in turn forwarded the information to the Cedar County Attorney for review. In the review, numerous errors and various items were missing from the contract. Freet along with Chair Wethington and Dispatch Manager Johnson have communicated and requested updated and correct information with Wilton on several occasions but have yet to receive the information or a complete contract for review. Freet then shared that in 2018 Cedar County did adopt an ESN Change Policy establishing the background, requirements and fees associated for any requested ESN changes. Due do the extensive manpower and various systems changes that would need to be completed, taking into account the time requirements, wages and IPERS, Freet is proposing an update to this policy. The current fees do not cover the wages and benefits. Freet proposes that we raise the fees associated with these changes to \$60 per hour, per person as well as requiring all the appropriate documentation and applicable maps be presented to the 911 Coordinator at least (90) day in advance of the

contract start date. This is to be able to provide an estimate of charges for work-hours to the requesting entity since payment is required prior to initiating the changes. Discussion was held. Mayor Sparks/Bennett made a motion to approve the increase in rates to \$60.00 per hour, per person, and the required notice of 90 days to the Cedar County ESN Change Policy. Motion seconded by Fire Chief Semsch/Durant; Motion carried.

- Coordinator Kate Ehlers advised 10 addresses had been assigned within the previous quarter, 3 of which include the new tower site locations. This brings the year-to-date total to 49.
- Freet then shared information regarding recent training opportunities. Freet attended the PSAP Leadership training and felt it was a great learning experience with good insight. Freet also shared that the current 911 Service Plan, which shares how the 911 network will be operated, will need to be updated. The current plan was last updated in 2015/2016. Freet will review and any updates to this plan will be presented to this Service Board for approval, prior to submission to the state.
- Freet would like to place a focus on community outreach. Education and information provided to community members can only benefit the overall mission of this service board. She presented an activity book produced by Iowa HSEMD, which could be a beneficial tool used to help educate kids and families about emergencies and 911. Since these activity and coloring books were printed in a very limited supply, Freet would like to partner with a local printing business to print the books. A portion of the books could be distributed county first responder agencies and she is requesting \$2000.00 to do this. She was able to obtain a large allotment of crayons from Cedar County Public Health that could be paired with the books for distribution. Discussion was held. Mayor Sparks/Bennett made a motion to approve the funds to be used for printing of outreach materials, motion seconded by Mayor Laughlin/West Branch; Motion carried.
- Freet presented the designation of Cedar County Sheriff's Dispatch as the official PSAP for Cedar County. This was a recommendation through recent PSAP Leadership training. Discussion was held. Mayor Sparks/Bennett made a motion to approve the Cedar County Sheriff's Office as the official PSAP for Cedar County, motion seconded by Fire Chief Rasdon/Bennett; Motion carried.
- Freet informed the Service Board that she has had received a request from the Walcott for our radio frequencies. After discussion with the Walcott Fire Chief, she is recommending that the frequency information be granted as Cedar County agencies respond and assist with calls in the area. Discussion was held. Fire Chief Semsch/Durant made a motion to approve Walcott Fire and EMS to have program channels, motion seconded by Mayor Sparks/Bennett; Motion carried.

Chair Wethington provided updates on dispatch. Chair Wethington shared that he, Dispatch Manager Brenda Johnson and Vicki Powers recently attended Civil School in Des Moines. Chair Wethington then opened the floor to any comments or questions for himself regarding dispatch. Question was made by an agency regarding recorded times and possible discrepancies, discussion was held.

Chair Wethington then yielded the floor to Director Freet for discussion regarding training.

- Freet advised Dispatch Manager Johnson and members of dispatch attended the APCO/NENA Conference in Des Moines.
- She discussed the HSEMD PSAP Leadership Training course and advised that the training was extremely beneficial.
- Dispatch Manager Johnson and Freet met with a representative for Virtual Academy. This program is similar to one currently used in the sheriff's office. This system will offer virtual training, reinforcement of policies and procedures, and also includes the capability for electronic signature capture. This can help stream line dispatch policy training by uploading to this platform and then being able to send out additional policy updates when available for review and acceptance by signature. Freet shared that a virtual meeting is scheduled towards the end of May with Virtual Academy to obtain more information.

Chair Wethington announced that the next regular meeting will be held on July 14th, 2022 at 6:30pm at 1410 Cedar Street, Tipton, IA 52772.

Mayor Sparks/Bennett made a motion to adjourn the meeting, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Meeting adjourned 7:33pm.

Approved July 14, 2022



Warren Wethington, Chair



Jodi Freet, 911 Director