

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

Regular Quarterly Meeting
6:30pm

Thursday, January 12, 2023 at

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on January 12, 2023, 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. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Mike Bixler, Cedar County Board of Supervisors; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Brian Carney, Mayor of Tipton; Michael Tharp, Stanwood Council; John Hanna, West Branch Police Chief; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Jodi Freet, Director Cedar County EMA/911; Sue Hall, Press. Attending virtually were Andrew Oberbreckling, Mayor of Mechanicsville; Jason Roblin, MCM Consulting; Glen Reynolds, RACOM.

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

Sparks made a motion to approve the agenda; seconded by Bell. Motion carried.

Sparks made a motion that Sheriff Wethington remain as Chairman of the 911 Service Board, and Supervisor Bell remain as Vice Chair of the 911 Service Board. Motion seconded by Carney. Motion carried.

Bell made a motion to approve the minutes from the October 20, 2022 regular meeting; seconded by Sparks. Motion carried.

Chair Wethington yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Freet advised atypical expenditures included the annual transfer to EMA of \$55,000 in November. Also in November, atypical revenue included the wireless surcharge payment from the State in the amount of \$43,938.47. Sparks made a motion to approve the expenditures and revenues; seconded by Cinkovich. Motion carried.

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

- Freet reminded all departments to continue report trouble/issues with the radio system. Since the last meeting, she has reported additional and continued issues with pagers not alerting and static transmission (no resolution found, no cause found); TAC/ground channels not working. She will be working with Mechanicsville to test the TAC/ground channels. Additional remedies may be considered.
- Freet advised little additional response from out-of-county agencies for signatures on bylaws. She will file available bylaws with the Recorder's Office.
- Freet continues to work on the Service Plan Update for 911.
- Freet is continuing to work on the 911 Service Plan update.

- The PSAP Data Collection report was filed well in advance of the January 1, 2023 deadlines. Freet discussed the changes to the report that were made through legislation and advised that the report was much more streamlined and focused.
- The Service Board Membership report was also completed with the Mayors' as the primary member, Fire Chiefs are listed as the secondary members.
- Freet discussed changes to GIS Funding at the State Level. These payments will now be issued quarterly, as long as we are hitting our GIS accuracy percentages. Freet shared that the new EMA Office Coordinator will be helping with a data accuracy project, which will help to resolve GIS/Addressing mismatches and improve accuracy throughout the county.
- For clarification for new attendees, Sheriff Wethington discussed the history of the PSAP Data Collection Report.

Discussion was held on the radio network. Jason Roblin/MCM and Glen Reynolds/RACOM provided updates.

- Freet advised that the date of the Site Acceptance Testing has been changed to February. Roblin clarified that this will be on 02/21/2023 and he will be in attendance.
- Roblin advised that Mike McGrady will be in Cedar County next week (January 16-19) for the monthly site walks with RACOM.
- A change order is needed to align with engineering/network design changes. MCM has reviewed this information and has contacted RACOM for clarification some questions. MCM will have an internal engineering meeting on 01/13/2023, and Roblin will contact Freet with status. Roblin clarified that this will be a \$0 change order, and the core will be different, and thus will need an update to the documents. Wethington asked Roblin to clarify that these changes will not affect the operation of the network; Roblin advised that there will be no changes to the operation of the network.
- Reynolds provided several updates on network progress:
 - Clarence, Sunbury and West Branch have power, Mechanicsville was to be bored for power connection on 01/09/2023.
 - Generators are scheduled to be delivered to Mechanicsville and Clarence on 01/14/2023.
 - Fencing has been completed at a majority of the sites.
 - With the change order, egress to the SARA network will now be through Scott County (primary) and Jones County to Linn County via the Amber Road Tower (secondary). Jones County is still pending, pending their service board's approval to use the tower. Freet advised that she will be working on a 28E with Scott County for the connection.
 - Installation of lines and antennas will begin on January 23, 2023. Elite Tower will complete this work, starting at Clarence and moving on to Sunbury, West Branch, Mechanicsville and finally the Sheriff's Office. This process will take 3-4 weeks.
- Fleet mapping is still in process, Freet and Wethington will be meeting with RACOM for a further meeting. Discussion was held regarding fleet mapping, or how the radios will be programmed for operation.
- Subscriber demo day will need to be scheduled.
- Policies will need to be updated/written within the next few months.

Chair Wethington yielded the floor for a discussion of new business.

- Eighteen new addresses were assigned during calendar year 2022; since 07/01/2022 (start of fiscal year), five addresses. Four addresses were assigned during the quarter ending December 31, 2022.
- Freet advised that there has been a spike in the number of address errors that are being submitted to the 911 Office for correction. Some of these address corrections include sequencing issues, or addresses that were based off the wrong street. Discussion was held regarding the need to make these corrections.
- Freet shared the proposed budget for 2023-2024. Discussion was held regarding changes to the budget due to the implementation of the new 911 network and the unknowns for utilities and fuels. Freet also advised that some items have been eliminated from the budget as they should logically be covered by the annual transfer from 911 to EMA for services that EMA provides to 911. Expenses were discussed and Freet advised that she has increased expected revenues from the wireless surcharge funding. Discussion was held.

Bell made a motion to set the public hearing date for the 911 Service Board 2023-2024 Budget Public Hearing on February 7, 2023 at 8:15am. Motion seconded by Sparks. Motion carried

Wethington advised that his office has seven positions budgeted for dispatch, but the PSAP has never met that level. He shared that a new dispatcher is close to going solo, but another dispatcher is out on leave. His dispatchers are working a lot of hours, and asked for patience.

There is no training currently scheduled.

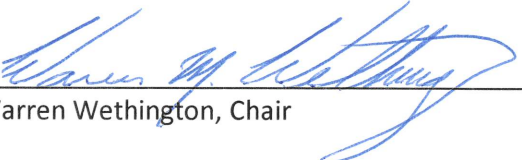
A discussion was held regarding the policy of completing an 'all call' page when Tipton Ambulance does not have a crew. Wethington explained the policy was implemented due to the amount of time it was taking to find a crew to respond to a Tipton call. By instituting an all-call, this is meant to save 9-12 minutes of trying to find a responding ambulance in this area. Wethington discussed the responsibilities and duties of his dispatchers and the responsibilities and duties of the ambulance directors. Discussion was held regarding a recent emergent call and ambulance services in the area.

Freet reminded all that the public meeting for the budget hearing will be held on February 7, 2023 at 8:15am in the small meeting room in the basement of the Courthouse. Dial-in information will be available.

The next regular meeting will be held on April 13, 2023 at 6:30pm.

Motion made by Bell, seconded by Sparks to adjourn. Meeting adjourned at 7:15pm.

Minutes Approved 04/13/2023


 Warren Wethington, Chair


 Jodi Freet, 911 Coordinator