

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

Regular Quarterly Meeting:

Thursday, January 13, 2022, 6:30pm

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on January 13th, 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 Bryan Carney, Mayor of Tipton. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jill Cinkovich, Mayor of Lowden; Dustin McAtee, Mayor of Stanwood; Roger Laughlin, Mayor of West Branch; Joseph Sparks, Mayor of Bennett; Andrew Obereckling, Mayor of Mechanicsville; William Wagner, Mechanicsville Police Department; Jacob Koch, Mechanicsville Fire Chief; Kevin Rasdon, Bennett Fire Chief; Logan Cileb, West Branch Fire; Tanya Havlik-Smith, West Branch Fire; Kurt Woode, Tipton Fire Department; 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 Fire Chief Koch/Mechanicsville; Motion carried.

In accordance with the by-laws, the annual election of the Joint 911 Service Board Chair and Vice Chair was held. Mayor Sparks/Bennett made a motion to re-elect Warren Wethington/Cedar County Sheriff as Chair, and Jon Bell/Board of Supervisors as Vice Chair of the Joint 911 Service Board. Motion was seconded by Fire Chief Koch/Mechanicsville; Motion carried.

Mayor Sparks/Bennett made a motion to approve the minutes from the October 21st, 2021 regular meeting, motion seconded by Mayor McAtee/Stanwood; Motion carried.

Mayor McAtee/Stanwood made a motion to approve the minutes from the October 28th, 2021 special meeting, motion seconded by Fire Chief Koch/Mechanicsville; Motion carried.

Chair Wethington then yielded the floor to EMA/911 Director Freet to discuss expenditures of the previous quarter. Freet discussed atypical expenditures, which included APCO/NENA dues paid in December. Atypical revenues included State 911 Wireless Funding, received in November. No questions were presented regarding expenditures/revenues. Mayor Sparks/Bennett made a motion to approve the expenditures, motion seconded by Mayor McAtee/Stanwood; Motion carried.

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

- Freet informed that the West Branch paging issues have been corrected after the installation of a new antenna. Freet also reiterated that iamresponding is not a primary source to receive pages. It is a supplemental way of receiving pages. Agencies need to be using their pagers as a primary source for pages. Reminded that iamresponding is an internet-based service and if there is an outage those types of services will be affected.
- Freet shared information regarding the 911 PSAP Data Collection Report. This report is completed annually to be eligible to receive the majority of 911 Service board funds. She, along with Sheriff Wethington, have been working together and attending meetings at the state level to work towards revising or possibly eliminating this report. Freet discussed the length of time that this annual report requires of her and Dispatch Manager Brenda Johnson to put forth, in addition to the complexities of the information requested. Freet, Sheriff Wethington and Bell/Board of Supervisors discussed the frustration caused by report since there is a lack of clarification in this report resulting in different counties having different interpretations of report requirements.
- Freet then informed that the 911 PSAP Data Collection report has been submitted for the State Fiscal Year 2021 and is awaiting additional communication from the state. Since these reports have been subject to audits in the past by the State Auditor Freet has prepared additional information and documentation to provide should this recent submission be selected for further review by the state. At a recent meeting with the State Auditor's office Freet was informed of the audit findings for FY19 and FY20 that were completed, shared those findings.
- Freet then presented the updated 911 Service Board bylaws for discussion and approval. Additions and/or purposed changes to the current bylaws include the addition to provide an electronic phone option for meeting attendance. Freet also advised that additional, out-of-county agencies are part of the service board. Bell/Board of Supervisors made a motion to approve the By-laws, motion seconded by Mayor Laughlin/West Branch; Motion carried.
- Freet gave update to the migration to Shared Services that was approved at the special meeting on October 28, 2021. Freet shared that Dispatch will be transitioning from the current Emergency Call Works system to a Zetron system. The vendor for this Shared Service system will be RACOM. Dispatch is looking at an August installation date, prior to the new radio network launch. Transition to the Shared Service system will transparent and calls will not be affected during this time. Freet was also hopeful of long-term financial benefits to this transition also. Freet also said that she is anticipating a May/June timeframe for the EMD update.
- Freet gave update regarding Graybill. Freet shared that since the approval of the transition to Shared Services, she has notified Graybill that this will be the last year of using Emergency Call Works. Freet also verified that there were no contracts to be fulfilled.
- Freet then shared that an information request was sent out to each member of the service board. Freet stated that while unfortunately not all service board members responded, she thanked those services that did. This request includes a primary and secondary contact person(s) that are to be notified of matters pertaining to this service

board. If cities did not respond then the specific city's Fire Chief was listed. This membership listing was submitted to State Homeland Security and 911.

Chair Wethington then yielded the floor to Director Freet and Jason Roblin/MCM Consulting to give updates regarding the new Radio Network.

- Freet stated that all the site applications have been completed and turned into the Zoning and Planning Committee. Freet also provided information regarding upcoming public hearings. Freet provided information for the meetings and a virtual meeting option will be available to ensure that MCM and RACOM will be able to attend.
- Freet then yielded the floor to Jason Roblin/MCM Consulting for discussion of the Detail Design Report. Roblin/MCM stated that the DDR took place on December 15, 2021, and attendees included RACOM, Edge Consulting, MCM Consulting, and Director Freet. The entire network designed was discussed, and the Cedar County Board of Supervisors have signed off on the Detailed Design Review. Freet also shared that approval has been received from the County Engineer for the most of the driveways at the tower sites and is continuing to work with the remaining sites to complete. All of the land acquisition information has been compiled and sent to the office of Beine & Able Law Firm, who is representing Cedar County for this purchase. Freet has just received the results of the survey, and will forward to the attorney. Discussion was held.

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

- Freet shared and detailed to proposed budget for FY2022-2023, and announced that the public hearing for the budget is scheduled for Thursday February 3rd, 2022 at 6:30pm with a virtual option available for attendance.
- Freet Yielded the floor to EMA/911 Office Coordinator Kate Ehlers for an update on addresses assigned in the previous quarter. Ehlers shared that there was 1 address assigned in the previous quarter bringing the year-to-date amount to 39.
- Director Freet shared that with the new radio network and transition to Shared Services within dispatch that she is looking at consolidating some of the screen load the dispatchers have. This can be done by consolidating the camera feeds to wall mounted tv versus each individual dispatch station.
- Freet reiterated the importance of responding agencies communicating with dispatch. While she understands that some situations can be stressful, it's very important to communicate your actions with dispatch whether you are in-route, on scene or completing a call. Sheriff Wethington added that this seems to be more of an issue with medical calls and responding ambulances. Not communicating this information can hinder correct documentation for call records.
- Freet shared that she recently received communication from the State regarding the GIS Grant results. This grant is available yearly from the state in 2 portions equaling \$12,000 and is based on GIS accuracy. Freet announced that we did meet those metric requirements to be awarded the first portion of that grant and are on track to be able to successfully meet the metric requirements for the second portion.

Chair Wethington opened the floor for questions regarding dispatch. No questions were presented.

In reference to training, Freet informed that there is a 911 Program Manager Training that is being developed at the state level.

Chair Wethington announced that the Public Budget Hearing for the proposed FY2022-2023 will be held on February 3rd, 2022 at 6:30pm at 1410 Cedar Street, Tipton, IA 52772.

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

Mayor McAtee/Stanwood made a motion to adjourn the meeting, motion seconded by Fire Chief Koch/Mechanicsville; Motion carried.

Meeting adjourned 7: 05pm.