

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

Regular Quarterly Meeting

Thursday, July 14, 2022 at 6:30pm

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on July 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. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jill Cinkovich, Mayor of Lowden; Adam Paidar, Mechanicsville Council; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Kevin Rasdon, Bennett Fire Chief; Logan Cilek, West Branch Fire; Jodi Freet, Director Cedar County EMA/911; Sue Hall, Press. Attending virtually were Jason Roblin, MCM Consulting; Glen Reynolds, RACOM.

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

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

Bell made a motion to approve the minutes from the April 14, 2022 regular meeting; seconded by Cinkovich. Motion carried.

Chair Wethington yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Freet advised atypical expenditures included posts for 911 signs (April); payment to Graybill for alarm monitoring; payment to Images in Ink for the 911 activity book reprint. Atypical revenues included the 911 wireless surcharge and the second half of the GIS grant. Cinkovich made a motion to approve the expenditures; seconded by Bell. 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.
- SF2298 has passed and signed into law. HSEMD is working on administrative rules for the process. If the Emergency Management Commission wishes to assume 911 Service Board activities, then a majority vote is required from both boards. Discussion was held regarding 911 Service Board attendance and the pros and cons of this legislation. No action taken.
- Freet has been a part of a committee to change/update the PSAP Data Collection Report. The report now eliminates indirect costs such as generator maintenance and building insurance.
- There are still entities that need to sign the updated bylaws for the 911 Joint Service Board. Freet will continue to work to get these signed for recording.
- Updates were provided on the Shared Services Migration update. This is the migration from Motorola's Emergency Call Works Software to Iowa's Shared Services system and the Zetron software. Estimated migration date is by the end of August and this will not

make any changes to ShieldWare. This also adds Emergency Medical Dispatch for 911 calls. Freet has been advised that the radios will not be fully integrated with the headset dispatching until we are on the SARA system. There have been several planning meetings regarding the integration of the admin lines; this will have a cost of \$4000. As part of the Shared Services agreement, a server is required for the Emergency Medical Dispatch system, and a quote of \$5894 was received from Mainstay Systems. An additional quote was received to replace the battery backups at dispatch to a more commercial type model at a cost of \$1941 per unit. Discussion was held regarding the need to replace the battery back-ups. Household type battery backups are available at a cost of under \$400 each. Additional electrical work will need to be completed for the After discussion regarding generator back-up, it was decided to continue with the household units. Motion by Bell, seconded by Koch to approve the purchase of the server for the EMD system. Motion carried.

- Freet advised of trouble reports with the Durant repeater. Problems appear to be related directly to the Durant equipment; this will be monitored due to potential issues with our network. There was an issue with ECW and information 'spill' on 7/3/2022, this was corrected with help from Mainstay.
- The 911 Service Plan Update is in process; estimated to be completed within 6 months.
- Freet advised that the 911 Activity Books have been going over well at the fair. Additional copies are available for Fire Departments to take for outreach. Freet advised that she did spend an additional \$400 for these books (over the \$2000 requested) due to quantity discounts.
- The Wilton Ambulance ESN change is still in process. The contracts were finally received from Sugar Creek and Farmington townships. Freet is working with COMTECH to try to do a master change. GIS and Dispatch will need to make changes. Discussion was held regarding the ESN Change fee. Consensus was will be that the fee will be charged. Wethington advised that Rochester township did not sign a contract with Wilton.

Discussion was held on the radio network.

- Timeline for completion is still on track for May 2023. Freet provided updates on tower construction, and showed a video of recent photos of construction activities.
- Jason Roblin/MCM provided updates on their end and discussed construction techniques. MCM will be in Iowa during the last week of July to inspect work and is planning monthly trips to Iowa. Roblin advised that they are working to verify apparatus units for radio allocations.
- Glen Reynolds/RACOM advised that construction is moving forward. He provided updates on the antenna registration numbers; that information should be released next week. Once that information released, the tower can be built. Reynolds also discussed the timeline for concrete compression testing.
- A ceremonial groundbreaking was held with newspaper, television and social media coverage.
- For full situational awareness, Freet shared that two construction issues have been addressed. First, at Sunbury, the tower compound was 'moved' from the original plan

due to future planning for a new septic bed for the Secondary Roads Shed. Due to this move, trees needed to be removed at that location. The Board of Supervisors were notified, and Secondary Roads is in the process of removing the trees/stumps to prepare the site for excavation/construction. Freet also advised that a bill was received from REC to run power to the West Branch Site; as this was a construction cost, this invoice was sent to BOS. There will be future electric costs to run the sites, which will be paid through 911.

- Fleet mapping, the process of configuring the features and programming for the radio system, is set for September. If there are any suggestions, please forward those on.
- The Radio Subcommittee will be meeting on July 18th to discuss radio allocation. A subscriber demo day will be set up in the fall for hands-on. Discussion was held regarding the radios and Reynolds/RACOM provided answers to questions. At this point, accessories will be the responsibility of the department at contract pricing.
- We will be starting to develop policies for radio usage. MOUs will need to be established with the County for network operation. If a department has specific policies to request, that request needs to be forwarded to Freet.

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

- The updated five-year plan was reviewed. A primary update will be an examination of the 911 addressing system and correction of addresses that do not comply with current addressing standards. Freet explained GIS systems, road centerlines and the need to match current standards.
- The number of addresses assigned year to date was not available.
- Freet explained that there is an EMA conflict for the October meeting due to the Homeland Security Conference. She proposed moving the meeting from October 13th to 20th.
- The contract with GEO-COM for GIS services was renewed for FY 2022-2023. This helps ensure that we meet our GIS standards.
- Freet discussed FCC Cost Recovery/911 delivery costs. At this time, 911 pays local telephone companies to help with their costs of delivering 911 calls. As 911 is a required service from the FCC, there is nationwide momentum to eliminate those costs/invoices. More information will be coming from HSEMD 911 on this information.
- Discussion was held regarding a HSEMD RFP for circuit audits. It is being discovered that there are counties that are paying for circuits/phone lines where no service being provided from the various phone companies. HSEMD is considering an RFP for a circuit audit service/contract, which would allow phone lines to be audited to ensure that counties are paying for appropriate telephone connections. If this does come to fruition, Freet would like to engage services for circuit audit. Further discussion was held and no action taken at this time.
- The implementation of Virtual Academy, a scheduling and policy tool, will be delayed due to the Shared Services project. This is a low-cost solution for scheduling and policy compliance.


Chair Wethington advised that he is still looking for dispatchers and jailers. No other concerns or questions were presented.

There is no training currently scheduled.

Motion made by Stoolman, seconded by Koch to move the October meeting to October 20, 2022. Motion carried.

Chair Wethington announced that the next meeting will be held on October 20, 2022 at 6:30pm.

Motion made by Bell, seconded by Koch to adjourn. Meeting adjourned at 7:10pm.



Warren Wethington, Chair



Jodi Freet, 911 Director