

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

Regular Quarterly Meeting

Thursday, July 13, 2023 at 6:31pm

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on July 13, 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: Jon Bell, Cedar County Board of Supervisors; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Dustin McAtee, Mayor of Stanwood; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Jared Semsch, Durant Fire Chief; Dan Sterner, Durant Ambulance Director; Jodi Freet, Director Cedar County EMA/911; Mindy Beekman, Office Coordinator Cedar County EMA; Sue Hall, Press. Attending virtually were Amy Bishop, City Council Member, Mechanicsville; Glen Reynolds, RACOM; Jeff Steiert, MCM.

Vice Chair Bell called the meeting to order at 6:31pm.

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

Sparks made a motion to approve the minutes from the April 13, 2023 regular meeting; seconded by Cinkovich. Motion carried.

Vice Chair Bell yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Freet advised that there is an atypical expense in April of \$188.57 was put into postage and it should have been applied to phone. No other atypical expenses reported. Revenue report was reviewed. Sparks made a motion to approve expenditures; seconded by Sterner. Motion carried.

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

- Freet advised that the Mechanicsville to West Branch link is still down. Replacement radios were not purchased. After research, if radios are not needed, there would be no refund possible, it is an as-is purchase and there would need to be two radios purchased. If link does fail, Racom would be able to perform a quick fix in order to keep the system up.
- Freet advised that there are now problems with West Branch Ops. Vendor feels cable issue. West Branch Public Works will climb tower to rerun cat 5 cable to repair issue when time allows with vendor. Freet advised, once cable is run there will be a small cost to keep system running for the next few weeks.
- Freet advised that Greybill was sent a certified letter requesting information about the system and he has not responded.
- Per Freet, Greybill has still not provided a contract showing that alarm monitoring is an agreed upon expense with Cedar County. He is billing the county but there has been no

payment as of this meeting by Cedar County due to lack of response. This bill is \$500 per quarter.

- The 911 Service Plan will be put on hold until the new system is live
- Freet advised that all GIS Funding has been received.

Radio Network Updates

- Freet advised that the agreement with Scott County was signed to allow a microwave to be placed on the Walcott Tower and equipment in the shelter at the tower site.
- Freet advised that all other agreements have been signed for the network.
- Freet advised looking at cutting over to the new network the week of the 17th of September. Board of Supervisors to be present and able to view the system. Burn in on the new network will be during the week of August 14.
- Reynolds from Racom advised that all of DC plants are up and running for all tower sites.
- Fleet mapping with Tom Boeckman regarding what and how channels will need to be set up. They discussed during fleet mapping what would be needed to communicate with Johnson County when accidents happen on I80.

Policies

- Policies are not available for adoption at the meeting as they are still being approved by the County Attorney.
- Freet advised that one of the policies waiting for approval enables the formation of the Radio Governance Committee. This will give guidance and govern the new 911 system so there is not just one person making decisions on the radio handling.
- Freet advised that there will be an MOU that will need to be signed when the radios are distributed to each department. One of the requirements will be maintaining insurance of the radios.
- Freet advised there will be an MOU with the Board of Supervisors that will put the decision-making process out of the Board of Supervisors hands and into the Radio Governance Committee.
- Freet advised that there will be a form for other counties to fill out if they are requesting access to Cedar County frequencies. There will be a process as to who gets what channels.
- Request for direction on how to get MOUs to the 911 Service Board. Sparks requested draft be emailed out.
- Sparks requested information on how much the cost of a radio would be and asked if that information could get passed along to Fire Chief.

Vice Chair Bell yielded the floor for a discussion of new business.

- Freet advised have had six addresses assigned in the last quarter. Have been doing a lot of address corrections with the aid of others in the courthouse. Freet advised that Beekman has begun the address integrity project. Freet advised that at this time there may be a tolerance of a tenth of a mile. That may change however in the future.
- Potential date change of the next 911 Service Board meeting. Freet has been nominated by her peers to speak at a Homeland Security conference. Sparks made a motion for the next 911 Service Board meeting to be October 5th, 2023; seconded by Sterner. Motion carried.

- Freet has spoken to MCM and the current radio licensing does not expire until December. Freet advised will be holding on to the existing frequencies for another 5 years at no additional expense. New frequencies will also be provided on the new network.
- Freet advised has spoken with Liberty Bank regarding existing account. There is a money market account that had been established in 2000. The Cedar County Treasurer has been getting bank statements with a yield of 3.5%. No restrictions on account and is not required to roll back into the general at the end of the year. Sparks advised that funds could be earmarked for specific use. Cinkovich recommended checking into a CD with possibly a higher interest percentage. She will email a rate sheet.
- 5-year plan has been updated due to accomplishments made in the last 3 years. Goal for dispatch has been removed, as 911 Service Board does not oversee dispatch. Freet advised to look into any needed updates at dispatch in the next two years.

No representatives from dispatch present.

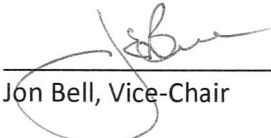
No trainings scheduled at this time.

Vice Chair Bell asked for issues from Public or Emergency Responders. Stoolman reiterated the radio problems in West Branch and Mechanicsville.

The next regular meeting will be held on October 5, 2023 at 6:30 pm at 1410 Cedar Street, Tipton.

Motion made by Sparks, seconded by McAtee to adjourn. Motion carried. Meeting adjourned at 6:55 pm.

Minutes Approved 10/05/2023



Jon Bell, Vice-Chair



Jodi Freet, 911 Coordinator