

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

Regular Quarterly Meeting

Thursday, October 5, 2023 at 6:30pm

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on October 5, 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; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Andrew Oberbreckling, Mayor of Mechanicsville; Roger Laughlin, Mayor of West Branch; John Hanna, West Branch Police Chief; Kevin Stoolman, West Branch Fire Chief; Orville Randolph, Durant Police Chief; Jared Semsch, Durant Fire Chief; Dan Sterner, Durant City Council Member; Derek Latimer, Clarence Police Chief; Michael Tharp, Stanwood Council Member; Linda Coppess, Stanwood Ambulance Director; Jodi Freet, Director Cedar County EMA/911; Mindy Beekman, Office Coordinator Cedar County EMA; Sue Hall, Press. Attending virtually were Brian Carney, Mayor of Tipton; Jacob Koch, Mechanicsville Fire Chief; Glen Reynolds, RACOM; Jason Roblin, MCM.

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

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

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

Chairman Wethington yielded the floor to Freet to discuss expenditures and revenues from the previous quarter. Freet advised that there are several atypical expenses: In July, annual payments were made to Mainstay (\$1896.00) for the IT contract and Heartland Insurance Risk Pool (\$2,133.00) for tort liability insurance. Atypical September expenses included annual maintenance payments to GEOCOMM (\$5,788.00) and Zetron (\$5,376.75). Atypical revenues included the wireless surcharge receipts of \$55,080.78 (August). Freet noted that the Treasurer's Office entered September interest at \$1.75 in revenues instead of \$175. Amount will be corrected with October's revenues statement.

Sparks made a motion to approve expenditures; seconded by Laughlin. Motion carried.

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

- Freet advised that there had been some issues with transmissions in the past month. Greybill had been contacted and advised new equipment was needed. Freet declined any further purchases from Greybill.
- The 911 service plan needs to be rewritten but will remain on hold until new 911 system brought online.

- Freet advised that GIS Funding must meet all monthly benchmarks. Cedar County has hit all benchmarks for the first quarter state fiscal year. This provides \$1,000 a month in funding.

Radio Network Updates

- Freet advised that the new radio system will be officially launched in the next week. The official cutover date will be October 10, 2023. It is anticipated that there will be a final transmission on the legacy system, followed by a welcoming transmission over the new system. This will occur at 10:30 am and all are welcome.
- Freet advised that there have been some agencies that are unhappy with their radio allocation. Freet reminded agencies that they have been given radios that they will not have to pay for. Sparks asked for amounts for new technology. Freet advised that handheld radios were \$4,500 and pagers were \$750. Freet advised that the final radio training before launch was being conducted at the same time as the meeting. The training was required before an agency could receive the radios. Once the radios were received, the agencies had 30 days to return proof of insurance to the 911 Director. Jason from MCM contributed that contract pricing on the radios would continue for up to 1 year after the final acceptance, which is still a few months out.
- Freet advised that all of the policies have been approved. The policies for distribution of radios, the frequency requests were all approved by the county attorney. The Board of Supervisors did sign an MOU with the 911 Service Board, which will allow the day-to-day operations be handled by the 911 Service Board, or a designated subcommittee.
- Training and radio pickup - There have been 9 sessions of training. Radios are nothing like current system. Portable radios and pagers have been distributed. Network will be launched portables only. 450 individual in-building tests were conducted with a transmission success rate of 99.2%. There will be a one-to-one trade for the radios. Old equipment will need to be turned in. Decommissioning will begin toward the end of the month.
- Jason with MCM, reminded everyone that if there is an issue with transmission with the portable radios, the first step would be to remove them from the hip and raise them up to try transmission again. David Hewitt and Jason will be onsite on Tuesday for the launch of the radio system. Jason extended his congratulations to the 911 Service Board. Glen from RACOM, expressed his thanks to everyone. Amber Road site would be completed on Friday or Monday for back-up for the system.
- Freet advised that if there are any questions or concerns about the radio system, please let her know. The radio system timeline has been moved ahead due to safety concerns with the old radio system. RACOM will be continuing to add programming to the radios for individual agencies. Freet requested patience to be shown.

New Business

- There have been 11 addresses assigned year to date in Cedar County. 3 have been assigned since last meeting.
- There has been a street name reassignment in West Branch. West Branch Village assigned Adams Street name on their own. It created an GIS mismatch as there currently

is an Adams Street in the West Branch zip code. Freet has worked with the mobile home park and the street has been renamed Lou Henry Lane. Copies of the ordinance were provided to West Branch Village. Freet to update Ordinance 54 in the next few months. All notifications have been sent to the necessary departments and GIS has been updated.

- The preliminary budget was presented for the next fiscal year.
- Freet advised that she will begin working on the PSAP data collection report toward the end of November.
- 911 Service Board membership will continue to be the City Mayors as the primary member and Fire Chiefs are the secondary members.
- Freet advised that the radio subcommittee will be converted over to the radio governance committee. Sparks made a motion to convert the radio subcommittee over to the radio governance committee; seconded by Bell. Motion carried. Request by Sterner as to how membership is granted to the governance committee. Sterner requested that membership be changed to two law, two EMS, and two fire representatives. Recommendation by Wethington to take two representatives picked by Mayors by each town. Bell advised that bylaws should be updated. Wethington advised that the current members should be used to make decisions that are pending at this time and the membership criteria will be amended at the next meeting. Radio Governance meeting set for October 25, 2023.

Dispatch

- Wethington advised that he has been working on the ambulance referendum and was concerned about the misinformation that is being spread. Wethington encouraged the agencies to help correct the misinformation and to get behind it.
- Wethington advised that there will be a learning curve at the dispatch. Freet requested patience and that there will be additional paging training for dispatch on Monday. Wethington also emphasized patience be shown.

No trainings scheduled at this time.

The next regular meeting will be held on January 11, 2024 at 6:30 pm at 1410 Cedar Street, Tipton.

Motion made by Sterner, seconded by Laughlin to adjourn. Motion carried. Meeting adjourned at 7:18 pm.

Minutes Approved 01/11/2024


Warren Wethington, Chairman


Jodi Freet, 911 Coordinator