

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

**Regular Quarterly Meeting**

**Thursday, October 21, 2022 at 6:30pm**

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on October 21, 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; Joe Sparks, Mayor of Bennett; Jill Cinkovich, Mayor of Lowden; Amy Bishop, Mechanicsville Council; Roger Laughlin, City of West Branch; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; 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.

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

Laughlin made a motion to approve the minutes from the July 14, 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 payments in July to Mainstay Systems (IT contract) and Heartland Insurance (tort insurance); payments in August to GeoCom (GIS support), WahITek (recording); payments in September to Mainstay (battery for battery backup and server for EMD), Marco Technologies (Shared Services transition) and Zetron (Shared Services transition). Atypical revenues included the 911 wireless surcharge in July and the end of year wireless surcharge in August. Sparks made a motion to approve the expenditures; seconded by Bishop. 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 an issue with dispatch transmissions being garbled (no resolution found, no cause found); pagers not alerting and static transmission (no resolution found, no cause found); TAC channels not working when trying to land air ambulances (no response from Graybill). MCM has suggested departments try simplex channels/radio to radio transmission.
- Freet has sent out letters to those agencies/entities that have not signed the updated bylaws.
- Updates were provided on the Shared Services migration. Two issues remain: transferring to voice mail and calling dispatch through the new extension number. Freet will continue to work with RACOM for a resolution. She reported that there has been one issue reported by the public when calling 911 since the transition; this was an

equipment issue at the PSAP and a plan has been established to prevent this issue from occurring again.

- Freet is continuing to work on the 911 Service Plan update.
- Approximately 750 of the 911 Activity Books have been distributed to local departments; should you need more, call the EMA office.
- Freet updated the Service Board regarding FCC Cost Recovery/911 delivery costs paid by 911 for local telephone companies to provide a required service. Discussion regarding these costs and rules has remained at the Federal level and the Board will be updated as information is received.

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

- Timeline for completion is still on track for Summer 2023. Reynolds advised construction is approximately 3 ½ months ahead of schedule. The majority of the equipment has been received; RACOM is awaiting microwave equipment.
- Roblin reported on site visits and encouraged the Board to visit the Clarence site to see the best representation of what the sites will look like as it is the most developed at this point. He noted that there are still a few pieces to be completed, but does give the most accurate view of the developed site. Discussion was held regarding the grounding at Mechanicsville still needing to be resolved per MCM.
- Reynolds advised that the majority of the subscriber equipment has been received in Hiawatha. They are still waiting on the Aviat microwave equipment.
- Discussion was held regarding the Staging Acceptance Testing (SAT), which involves the verification and acceptance of the equipment that will be housed at the tower sites. This will involve Cedar County travelling to Marshalltown to view the equipment and be a part of the equipment testing process, which will likely occur in December. The date will be determined, and Reynolds advised that the testing will run approximately 4-6 hours. Freet advised that she has requested MCM be present for this testing. She will invite the BOS to attend, and she will plan on being in attendance. Reynolds advised that the testing protocol will be sent prior to the date of the SAT.
- Discussion was held regarding the fleet mapping meetings that are scheduled for 10/27/2022. Meetings will be held at 3pm for law enforcement and 6:30pm for EMS/Fire. MCM will be in attendance virtually.
- Discussion was held regarding the structural analysis that has been requested by Jones County regarding the Amber Road Tower. Prior to installing the Cedar County equipment, Jones County is requesting this test to be done. RACOM is working with Edge Consulting on the requested analysis as this will provide connectivity to the cores.
- Reynolds advised that a 28E agreement will need to be signed between Scott County and Cedar County for use of ingress towers; the same will need to be signed between Jones and Cedar once the Amber Road structural analysis has been completed.
- Roblin also shared with the Board information regarding Intrado, ADT and alert monitoring through dispatch. He will send information to Freet.

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

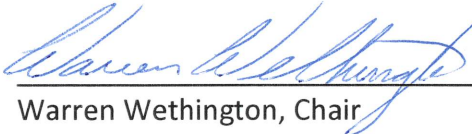
- Freet reported that one address has been assigned during the past quarter; thirteen have been assigned calendar year to date.
- Changes have been made to the GIS funding from Iowa 911. Freet explained the GIS percentage requirements that need to be met to receive funding, and further explained that funding will be awarded by the State on a quarterly basis. The County has met our required accuracy percentages for this quarter and \$3000 has been received.
- Freet went through the preliminary budget, and advised of particular changes that she has incorporated into this year's budget. She pointed out certain line items that she is anticipating for the new tower system, including propane, electricity, insurance and other items. Discussion was held regarding revenues from wireline and wireless lines. Freet further stressed that the budget will be changing over the next few months and formally proposed in January. Further discussion was held on the 911 reserves, future plans/projects, and further funding questions. Questions were raised regarding the 911 CD; Freet will work with the County Treasurer to determine additional information. A discussion was held as to the anticipated time of the Budget Hearing during the January/February timeframe.
- Freet discussed the Annual PSAP Data Collection Report. The report has been revised significantly, but still requires a bit of work. She has completed the 911 portion of the report and will next work to clarify the Sheriff's Office portion of the report. This report will be done well in advance of the due date.
- Discussion was held regarding the annual 911 Service Board Membership listing. It was agreed that the Mayor will be the primary member, with the fire chief being secondary.


Chair Wethington advised that one dispatcher has been hired and has been doing well. Discussion was held regarding an issue with the lamresponding system, which has been resolved.

There is no training currently scheduled.

Chair Wethington announced that the next meeting will be held on January 12, 2023 at 6:30pm.

Motion made by Laughlin, seconded by Sparks to adjourn. Meeting adjourned at 7:22pm.

  
Warren Wethington, Chair

  
Jodi Freet, 911 Director