

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

**Regular Quarterly Meeting:**

**Thursday, July 8, 2021, 6:30pm**

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on April 8, 2021. The meeting was held both in-person and by telephone conference with the call originating from the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton, IA 52772. Attending by phone was John Hanna, West Branch Police Chief; Those attending in-person included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Jared Semsch, Durant Fire Chief; Lisa DuFour, Tipton Police Chief; Jill Cinkovich, Mayor of Lowden; Jacob Koch, Mechanicsville Fire Chief; Andrew Oberbreckling, Mayor of Mechanicsville; Joe Sparks, Mayor of Bennett; Kevin Rasdon, Bennett Fire/Ambulance; William Wagner, Mechanicsville Police Chief; Roger Laughlin, Mayor of West Branch; Kevin Stoolman, West Branch Fire Chief; 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/Bennet made a motion to approve the agenda, motion seconded by Mayor Cinkovich/Lowden; Motion carried.

Supervisor Bell made a motion to approve the minutes from the April 8, 2021 meeting, motion seconded by Mayor Sparks/Bennett; Motion carried.

Chair Wethington yielded the Floor to EMA/911 Director Jodi Freet to discuss expenditures of the previous quarter. Freet discussed atypical expenditures that include: signage supplies and steel posts from Iowa Prison Industries; payment of the annual contract to WahlTek, Inc. for the dispatch recording system; and the second year of the maintenance contract paid to Graybill Communications. Atypical revenues received included our quarterly 911 wireless surcharge amount from the state and also receipt of the GIS grant. There were no questions regarding expenditures or revenue. Fire Chief Koch/Mechanicsville made a motion to approve the expenditures, motion seconded by Mayor Sparks/Bennett; Motion carried.

Chair Wethington yielded the floor to EMA/911 Director Jodi Freet for discussion of old business:

- Grounding of the West Branch water tower will be put on hold as no new information has been available. With the new 911 Radio network, this grounding issue will no longer be a concern. Follow up will be completed with MCM Consulting.
- Radio feedback and network trouble reports were received from West Branch Police Department. Freet Spoke to Police Chief Hanna/West Branch to see if contact was made between him and Graybill Communications to complete a test. Police Chief Hanna stated that contact attempts to Graybill

Communications were unsuccessful but that they have not experienced any additional issues since reporting. Freet recommended that we still follow up with Graybill Communications for testing since we have a maintenance agreement and an estimated 18-24 months before the new Radio Network System will be operational.

- Freet informed that the PSAP Date Collection Report for FY 20 was again selected for Audit, all information has been submitted and we are awaiting a response from our submission.
- Freet stated that updates to the ByLaws are still pending and in process. A question regarding current content was submitted and is currently being researched. Freet is hopeful to present any updates by the next regular scheduled meeting in October 2021 for discussion and formal adoption.

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

- Freet informed that the GIS technician is no longer an employee of Cedar County. Stated that current GIS services that were provided by Cedar County include: mapping, assigning addresses and ESN's, among other things. After discussion with the Cedar County Auditor, it is planned to have someone within the Auditors Office be available to assist in GIS needs. Freet is currently researching options to help facilitate the 911 Service Boards needs for GIS going forward. Freet proposed re-contracting with GeoComm whom we have used in the past. Costs would be slightly less than what the Service Board is currently paying the county and we have a positive working relationship with this company from past contracts/interactions. Another side of this is contracting with the company Midland to assist in any actual edits that may be required to make to ensure accuracy of the GIS system and the MSAG (Master Street Addressing Guide) system. Freet is awaiting clarification from Midland regarding their pricing rates. Freet is also open to discussing other avenues if anyone has suggestions, and also requests that if there are incorrect GIS/mapping issues that they are aware of to please report them to her so she can research them and correct them if need be.
- Regarding the Graybill Communications updates Freet stated that as of yesterday, July 7, 2021, she began receiving calls and reports from fire departments in Gurnee, IL and Wheeling, IL that they are picking up traffic from our analog channel in West Branch. There have been no changes to Freet's knowledge to cause this issue, but she has forwarded this issue to both MCM Consulting and Graybill Communications for review. MCM Consulting will be reviewing to see if there is any interference and Graybill Communications has suggested lowering the power on the repeater for West Branch Fire. Freet will be following up closely with Graybill Communications to ensure resolution in a timely fashion.
- Freet then yielded the floor to EMA/911 Office Coordinator Kate Ehlers for an update regarding assigned addresses. Ehlers informed that since the last regularly scheduled meeting in April, 2021 there have been 3 addresses

assigned. Bringing the total to 16 addresses assigned year-to-date. 8 of which were to Conservation for various parks and properties throughout Cedar County.

- Freet announced that she was contact by the Wheatland Fire Chief with a request to add our Fire frequency to their radios since they do assist and respond to calls within Cedar County. Freet is bring that request before the board for discussion and approval. Freet explained that it would only be the applicable fire channels to be added. Discussion was held and Chief Koch/Mechanicsville made a motion to approve Wheatland Fire Department access to Fire radio channels, Motion seconded by Mayor Sparks/Bennett; Motion carried.
- Freet then informed of changes/review of Five-Year Plan. This plan is reviewed yearly and there has been considerable changes due to the upcoming transition with the New 911 Radio Network. Other changes include: updating/reviewing addresses in Downey/Cedar Valley and Sunbury/Springdale area in this current fiscal year. This will ensure residents who are located in unincorporated areas are correctly addressed based on the Cedar County E-911 Addressing Ordinance. If the office is able to move on to other areas slated in coming years for addressing review/updates they will however, with increased cost for signage supplies, the budget will ultimately dictate if additional updates can be done sooner than when they are originally scheduled within the five- year plan.
- Freet then described an issue within the MSAG (Master Street Addressing Guide) in the Durant area. There are addresses that reside within Muscatine County however they are showing within Cedar County's MSAG system. This is causing an issue and is counting against Cedar County's efforts in maintaining a correct system as well as the possibility to affect our GIS grant funding. This creates confusion between these two counties in determining which emergency agency should dispatch and respond. Currently Muscatine County is refusing to add the addresses into their system stating that doing so will increase response time. Freet stated there have been other similar situations with addresses within Scott County and Johnson County but those were resolved with the addressing being added to the appropriate county's system with no concern of increased response time. After unsuccessful attempts to resolve this matter with Muscatine County directly, Freet forwarded the issue to the State only to be told that Cedar County will accept these Muscatine County addresses into our PSAP to dispatch. This decision was based on a letter sent in 2016 from a former Cedar County Emergency Management Agency employee that stated, Cedar County will dispatch calls to those addresses. In addition to the potential loss of GIS funding, these addresses/residents are paying taxes, and other applicable service fees to Muscatine County but Muscatine County is refusing to acknowledge and accept those addresses into their 911 PSAP. Freet will continue to look into possible resolutions, but wanted to inform the Board of this situation.
- Freet has received clarification from the State level regarding membership updates of the 911 Service Board. According to our membership listing, Johnson County HazMat and Linn County HazMat are a part of this 911 Service Board, among others. Freet will begin additional communications with these parties to

extend invitations to these board meetings as well as to have additional contact information with these service agencies.

Chair Wethington then gave update regarding the Radio Network project:

- Land acquisition is proving to be harder than initially expected. We have a county owned site that can be used. However, the area between Lowden and Clarence has been difficult, locations that were initially suggested/recommended for area coverage by RACOM/MCM Consulting were dismissed by area landowners. Chair Wethington, Supervisor Bell and Mike McGrady with MCM Consulting have met with landowners to share information regarding this radio network project and to answer questions. Chair Wethington is continuing to work with RACOM and MCM Consulting for potential tower sites and reaching out and meeting with County residents whose potential land locations may fit the tower guidelines.
- Freet thanked agencies that have responded to requests for information. Freet has reached out to certain agencies in an effort to start obtaining network provisioning data. This information will assist in the preparation of the new network equipment and in knowing key response areas.

Chair Wethington then gave updates pertaining to Dispatch:

- In reference to the July 4<sup>th</sup> holiday weekend, Director Freet expressed thanks to both dispatchers and responders for their impressive and collaborative work with calls that came in over the holiday weekend.
- Chair Wethington stated that all current employees have completed all new hire training requirements. There has been one resignation within dispatch since the last regular meeting who was still within the training process. Dispatch will look to fill that position.

Chair Wethington then yielded the floor to Director Freet for updates on training:

- Freet informed that TTY training was forwarded to members at dispatch since the last regular scheduled meeting.
- Freet also informed that all members of dispatch as well as other city and county department leaders have taken part in Alertlowa training. Freet went over briefly of who has access to the system and the chain of command in the event an Alertlowa warning needs to be sent out.

Chair Wethington announced that the next regular meeting of the 911 Service Board will take place on October 14, 2021 at 6:30pm at 1410 Cedar Street, Tipton, IA 52772.

Mayor Sparks/Bennett made a motion to adjourn the meeting, motion seconded by Mayor Laughlin/West Branch; Motion carried.

Meeting adjourned at 7:08pm.