

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

Regular Quarterly Meeting:

Thursday, October 21, 2021, 6:30pm

The regular quarterly meeting of the Cedar County Joint 911 Service Board was held on October 21, 2021. The meeting was held 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. Attending by online forum was Mike McGrady, MCM Consulting and Jason Roblin, MCM Consulting. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Kevin Knoche, Cedar County Sheriff's Office; Brenda Johnson, Cedar County Dispatch Manager; Heather Worrell, Cedar County Dispatch; Jill Cinkovich, Mayor of Lowden; Dustin McAtee, Mayor of Stanwood; Roger Laughlin, Mayor of West Branch; Jacob Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Lisa DuFour, Tipton Police Chief; Glen Reynolds, RACOM; Marie Carlson, RACOM; 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 McAtee/Stanwood made a motion to approve the agenda, motion seconded by Mayor Cinkovich/Lowden; Motion carried.

Mayor McAtee/Stanwood made a motion to approve the minutes from the July 8, 2021 meeting, motion seconded by Mayor Cinkovich/Lowden; Motion carried.

Chair Wethington yielded the floor to EMA/911 Director Freet to discuss expenditures of the previous quarter. Freet discussed atypical expenditures that include: payment in August to GeoCom for the MSAG maintenance, annual maintenance payment to Mainstays, payment to Graybill Communications for UPS replacement at Mechanicsville site and the antennae at West Branch tower site. A transfer was completed to Emergency Management for annual infrastructure/data management. Atypical revenues include wireless surcharge amounts and in August receipt of the end of the year 911 wireless funds. Mayor Laughlin/West Branch made a motion to approve the expenditures, motion seconded by Mayor McAtee/Stanwood; Motion carried.

Chair Wethington yielded the floor to Director Freet for discussion of old business;

- Freet informed that after discussion with Mike McGrady/ MCM Consulting that the tower grounding issue at the West Branch tower will no longer be pursued since this equipment will be moved off of the tower as we move forward with the new 911 network.
- Freet stated that the issue of the West Branch pages that were being picked up in Illinois has been resolved, and will be removed from future agendas as well.

- Freet reiterated that the lamresponding system is a supplemental way to receive pages. It is not a replacement to pagers, and that pagers are the primary way for agencies to receive calls. Freet explained that lamresponding is internet based and in turn subject to outages. If agencies are using lamresponding as a primary method instead of their pagers then they may not receive their pages. If agencies have pagers in disrepair, she urged them to get them repaired since there is still a period of time before the new network launch.
- Freet state the PSAP Data Collection Report has been started for this year. The 911/Surcharge portion is finished and Freet will be working with Brenda Johnson/Dispatch Manager to complete that portion.
- Freet discussed potential updates to the 911 Service Board Bylaws. The current Bylaws were reviewed by the Assistant County Attorney Blank, and it was suggested that the current quorum be changed from the current seven (7) to ten (10). This was suggested as there are 19 entities that are a part of the 911 Service Board. Freet presented information and findings from 911 Service Board Meetings dating back through January 2019 and stated that there was only 1 meeting, that took place in October, 2020, where the proposed quorum would have been established. Freet explained that Fire Chiefs are primary for decision making and Mayors would be secondary to establish a quorum. As there are several Service Board members that have historically not participated in these meetings, there is concern with the ability to reach a quorum. Freet stated that the board can revisit and vote on this at our next regular scheduled meeting in January of 2022.
- Freet is also planning on creating a database with all the included entities for the 911 Service Board to add to our website.

Chair Wethington yielded the floor to Director Freet for discussion on radio network updates.

- Freet announced that all the sites for the new radio network have been acquired. Currently we are awaiting the completion of harvest on these sites to move forward with the appropriate steps.
- Freet then yielded the floor to Mike McGrady and Jason Roblin with MCM Consulting and Glen Reynolds, Project Manager with RACOM for updates regarding new network coverage. Details and information were presented. Discussion was held.

Chair Wethington then yielded the floor to Director Freet for discussion of new business.

- Freet presented and shared that the 5-year plan has been updated to reflect the radio network changes.
- Freet then shared the Preliminary Proposed Budget for FY 2022-2023. Freet detailed changes and adjustments based on past spending as well as future projects as outlined in the Five-year plan. Freet stated that if anyone have any questions regarding this preliminary budget, please feel free to reach out. We will review this again at our next regular meeting in January, 2022, with a Budget hearing near the end of January, 2022.
- Office Coordinator Kate Ehlers informed the Board that 22 addresses have been assigned this past quarter, bringing our year to date to 38 addresses.

- Freet urged agencies to continue to send in any radio trouble reports regarding our current network. Reminded that until the new network goes live and with the maintenance agreements with Graybill Communications we want to make sure our current network works to the best of its ability until then.
- Freet then yielded the floor to Marie Carlson, Shared Services Representative with RACOM to discuss using Shared Services within Cedar County's PSAP. Information and details were shared. Discussion was held. Dispatcher Lisa Olney reported on her visit to Buchanan County 911 to see the Shared Services process 'in action.' No quorum was established to vote on this issue tonight it was recommended to schedule a special meeting to discuss and vote on this measure. Director Freet will reach out to elected mayors to coordinate and schedule a special meeting.

Chair Wethington and Dispatch Manager Johnson shared that there are no additional updates within Dispatch beyond the information regarding the Shared Services through RACOM.

No new training is currently scheduled; Director Freet has sent communication to Dispatch Manager Johnson regarding Dispatcher training.

Chair Wethington announced that the next regular meeting of the 911 Service Board will take place on January 13, 2022 at 6:30pm, at 1410 Cedar ST. Tipton, IA 52772.

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

Meeting Adjourned at 7:39pm.