

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

The October 11, 2018 regular quarterly meeting of the Cedar County Joint 911 Service Board was held at the Cedar County EMA Administrative Offices at 1410 Cedar Street, Tipton. Those attending included Jon Bell, Cedar County Board of Supervisors; Warren Wethington, Cedar County Sheriff; Eric Sutton, Mayor of Bennett; Greg Wagner, Mayor of Stanwood; Bill Klawiter, Stanwood Fire Chief; David Furry, Mayor of Mechanicsville; Kevin Stoolman, West Branch Fire Chief; Roger Laughlin, Mayor of West Branch; Scott Donahue, Tipton Fire Chief; Sue Hall, Press; Tim Malott, Director Cedar County EMA/911; Jodi Freet, Cedar County EMA/911.

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

Mayor Wagner/Stanwood made a motion to approve the agenda; motion seconded by Mayor Furry/Mechanicsville. Motion carried.

Mayor Wagner/Stanwood made a motion to approve the minutes of the July 12, 2018 meeting; motion seconded by Mayor Furry/Mechanicsville. Motion carried.

Chair Wethington yielded the floor to EMA Director Malott to discuss expenditures of the previous quarter. There were no questions regarding the expenditures. Mayor Wagner/Stanwood made the motion to approve the expenditures as presented; motion seconded by Bell/Board of Supervisors. Motion carried.

Chair Wethington yielded the floor to Malott to address old business. Malott addressed the following:

- a. A summary was given of the progress of the tower at I-80 and Hwy 38. Malott clarified that the 28E agreement has been completed on Cedar County's part; response has not been received from DOT. He further clarified that DOT will not allow work to begin until the agreement has been signed. Discussion was held as to who needs to sign the agreement on the DOT side, and a directive was given to Malott to make an appointment with Steve Gray and drive to Ames, IA to have the 28E agreement signed.

- b. Malott advised that work on the Cedar Bluff tower will not begin until the tower at I-80/Hwy 38 is completed. Once that is completed, he still anticipates that the next step will be the 28E Agreement and then bidding for the equipment.
- c. Malott advised that the exercise held prior to the last fire association meeting went well. He explained that this tested the digital system from dispatch to vehicles. Chief Stoolman stated that West Branch is having difficulties with the digital system. Discussion was held regarding the status of the radios. Malott clarified that the 911 Service Board is responsible for transmitting the signal from dispatch to the Fire Department. Stoolman stated that there is an echo problem, and that the signal has been horrible. A lengthy discussion was held regarding vendors and radio status; radio coverage study and additional towers needed; vendors and radio systems; preventative maintenance. The consensus of the Service Board was to arrange a meeting with Graybill Communications and Raycom in West Branch with Kevin Stoolman to work towards a resolution to this issue.

Chief Stoolman also suggested that a Standard Operating Guide needs to be created and implemented by dispatch when two requests for service are received for the same department at approximately the same time. Stoolman stated that if his department is on a call, and a second call for service comes in, they will not be able to hear the second page due to several factors. The SOG will require dispatch to notify (call) a department with information about the second page in this particular situation. This will be tasked to the Office Manager in Dispatch.
- d. Both Massillon and Cedar Bluff will be addressed this fall. This will be done after the November election as to not interfere with addresses on the voter registry. Malott clarified that this will not change individual address numbers, but will only the names of the streets. The purpose of this will be to eliminate duplicate street names throughout the county.
- e. Malott advised that he and Wethington have decided not to install the IT cage at this time, and instead will use current security methods currently in place.
- f. Work continues on ensuring the cemeteries are addressed. Malott received an update from the VFW, and they are having some access issues due to recent flooding.
- g. Malott presented the radio bids that had been received. Three vendors responded to the bid request: Raycom responded that they would not be able to service the equipment, so they did not bid; Graybill Engineering's bid was \$21,290.00; Electronic Engineering's bid was \$23,971.00. Malott advised that the link that needs attention is between dispatch and West Branch. After the new radio is purchased, the existing radios will be held in spare as a means to avoid downtime in the case of a future radio malfunction. After much discussion, Chief Stoolman/West Branch made the

motion to accept the bid from Graybill Engineering; Motion seconded by Mayor Sutton/Bennett. Motion carried.

Chair Wethington yielded the floor to Malott to discuss new business. Malott addressed the following:

- a. The draft budget for the 2019-2020 budget year was discussed. Malott discussed specific line items, and answered questions regarding current and proposed budgets.
- b. Malott advised that a meeting was held with the City Administrators and Mayors regarding County Ordinance 54, The Uniform Address and Road Naming System, in an effort maintain compliance with all communities in the area. He presented information regarding some of the costs associated with the ordinance and shared the invoice from Iowa prison industries for the Massillon/Cedar Buff project. Malott advised that Cedar County is now eligible for the annual GIS grant due to corrections being made in the MSAG.
- c. Malott presented the proposed five-year plan for 911 Service Board. He shared additional detail on several projects, including several items which will likely be dependent on State projects. Malott also advised the five-year plan is actually a six-year plan and shared his intent to retire in 2020.

Chair Wethington again yielded the floor to Malott to discuss upcoming training. Malott advised that he will be attending the APCO/NENA conference on October 15<sup>th</sup> and 16<sup>th</sup> in Des Moines, and Freet will be attending a critical infrastructure course on October 16<sup>th</sup>. There will also be an upcoming phone call on October 25<sup>th</sup> to discuss changes to the budgeting computer application through IHSEMD.

The floor was opened for input from the public. No members of the public presented questions or input.

The floor was opened for input from emergency responders. Chair Wethington asked for feedback on the GIS arrangement with Cedar County's GIS Department. Freet advised she has had little contact, but has had no problems. Malott advised that there have been a few minor issues, but those have been resolved. Chair Wethington also shared with the Service Board that a maintenance check on the generator at the Law Center found the outer diesel tank on the generator had filled with water over the past three weeks, likely due to the excessive rain. He is not sure if there is a leak, but will need to have someone pressure test the tank to determine whether or not there is a leak. Wethington doesn't feel that there has been enough issue to cause corrosion in the generator, but will be receiving some quotes regarding the cost of replacing the outer diesel tank, estimated to hold 500 gallons.

With no further discussion, Wethington announced the next regular meeting will be held on January 10, 2019 at 6:30pm at the EMA Building. Malott advised that this meeting will include the budget proposal for 2019-2020 and setting the public hearing for the proposed budget.

Motion to adjourn the meeting was made by Mayor Wagner/Stanwood; motion was seconded by Mayor Sutton/Bennett. Motion carried.

Meeting adjourned at 7:34pm.