

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

**Regular Quarterly Meeting:**

**Thursday, October 8, 2020**

The Cedar County Joint 911 Service Board meeting was held on October 8, 2020. 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, with social distancing guidelines in place to help mitigate the spread of COVID-19. Those attending by teleconference are Bode Koranda, Cedar County Deputy; Brittany Rogers, Clarence Ambulance; Andrew Oberbreckling, Mayor of Mechanicsville; Brian Carney, Mayor of Tipton. Those in attendance in-person include: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; Brenda Johnson, Office Manager with Cedar County Sheriff's office; Kevin Knoche, Cedar County Deputy; Brad Ratliff, Tipton Ambulance; Jeric Armstrong, Mayor of Clarence; Jared Semsch, Durant Fire Chief; Jill Cinkovich, Mayor of Lowden; Jake Koch, Mechanicsville Fire Chief; Roger Laughlin, Mayor of West Branch; Kevin Stoolman, West Branch Fire Chief; Tanya Harlik-Smith, West Branch Fire; Joe Sparks, Mayor of Bennett; Mike Anderson, Bennett Fire Chief; Kevin Rasdon, Bennett Fire; Jodi Freet, Director Cedar County EMA/911; Kate Ehlers, Office Coordinator Cedar County EMA/911; Sue Hall, Press.

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

Mayor Sparks/Bennett made a motion to approve the agenda; Motion seconded by Supervisor Bell; Motion carried.

Mayor Sparks/Bennett made a motion to approve the minutes from the July 9, 2020 Joint 911 Service Board regular meeting; Motion seconded by Mayor Laughlin/West Branch; Motion carried.

Supervisor Bell made a motion to approve the minutes from both the August 25, 2020 and August 27, 2020 Special Meetings; Motion seconded by Mayor Sparks/Bennett; Motion carried.

Chair Wethington yielded the floor to EMA Director Freet to discuss expenditures of the previous quarter. Freet discussed atypical expenditures that included a July payment to for errors and omissions insurance. In August a maintenance contract payment to Graybill Communications and October a payment to the GIS support was also made. No atypical revenues were reported. There were no questions regarding expenditures or revenue. Mayor Sparks/Bennett made a motion to approve the expenditures; Motion seconded by Mayor Laughlin/West Branch. Motion carried.

Chair Wethington yielded the floor to EMA Director for discussion of old business:

- The State Radio Link in dispatch as part of the state consolette for the ISICS network that was installed in June 2020. Director Freet yielded discussion to Manager Johnson/Cedar County Sheriff's office. Manager Johnson stated installation is complete however they are still waiting on additional training and upgrade information from Graybill Communications for all dispatch stations. Director Freet also gave reminder that LEA does cease at the end of October 2020.
- The Executive committee under 28E for 911 will continue to be listed on the agendas as the process of new network discussions are ongoing.
- The Network Study by MCM Consulting updates are as follows.
  - Mayor Laughlin reported that the Grounding issue at West Branch Tower are still pending, and no new updates are available at this time.
  - Director Freet gave update that the installation of the lightning rods and lowering of the antennas is currently pending and on hold due the lack of climbing crews in response to the August 10, 2020 Derecho. No estimated timeframe has been received on when a crew would be available.
- Director Freet stressed importance of reporting any radio troubles/feedback. Stated that while she hears and reports some issues heard through radio system during regular office hours. She knows that there are issues that happen outside of those hours that are not being reported. Freet reiterated that without issues being reported no solution can be found; reporting issues will help us monitor and gather specific collaborative evidence within the community to take to the taxpayers to present findings and suggestions of network changes. Director Freet again shared the multiple ways to report issues.

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

- The Radio Subcommittee has given recommendation to further pursue gathering information from the State ISICS and the RACOM SARA radio systems. The Cedar County 911 Service Board would like to obtain budgetary pricing for a new 911 Radio System from both the State ISICS network and the SARA network through RACOM. After lengthy discussion regarding specifications were reviewed, Director Freet will compile information and submit the requests.
- Director Freet announce that she did receive a quote from graybill Communications to fix the lighting on the Sheriff's Office Tower. Freet reminded that this equipment failure was not covered by insurance since it was deemed within normal wear and tear or a period of time. Freet also reminded that since there are no available climbing crews the timeframe of when this repair would take place has not been provided by Graybill Communications. Mayor Laughlin/West Branch made a motion to approve the quote for repair from Graybill Communications; Motion seconded by Mayor Sparks/Bennett. Motion carried.

- Director Freet announced that the 911 PSAP Data Collection Report has been started. This annual report is due January 1, 2021, Director Freet will be working with Manager Johnson. Cedar County Sheriff's Office to complete that report.
- Director Freet spoke on the 5year plan. While some changes have been made, she described that while we, among other agencies, are still in a somewhat evolving state of response due to the ongoing global response to COVID 19 as well as the local response to the August 10, 2020 Derecho we are still hopeful with this 5year plan.
- Director Freet presented the proposed budget the next fiscal year (2021/2022). There were some adjustments made in various areas and those were made based on historical expenditures and revenue. Discussion was held on those adjustments. Freet proposed setting a date/time of January 19, 2020 at 8:15am for a public hearing and adoption of budget. Mayor Laughlin/West Branch made a motion to approve the date and time for public hearing and adoption of budget; Motion seconded by Mayor Sparks/Bennett. Motion Carried.
- Director Freet gave update to the signage project in Downey and Sunbury, while it was originally scheduled for Spring 2020, this has now been pushed out to fiscal year 2021-2022 due to the ongoing response to COVID 19 and the August 10, 2020 Derecho.
- Director Freet announce that within the previous quarter 6 addresses were assigned, bringing the year to date total to 22 addresses assigned.
- Director Freet gave update to the Tower work/inspections. Reiterated that since there are no available climbing crews there is no estimation of time when that would be completed. Freet communicated that the radio link between West Branch and Mechanicsville is currently down due to damage sustained in the August 10, 2020 Derecho, no timeframe was provided for repair based on crew availability. We were also notified by a responding agency of an isolated incident in August with the link between Mechanicsville and Clarence being down. This issue was reported to Graybill Communications for investigation and repair.

Chair Wethington and Manager Johnson/Cedar County Sheriff's office gave update to the Station 3 project within Dispatch. Stated that Station 3 is coming along, they are still awaiting additional training from the State ISICS Network.

Chair Wethington yielded the floor to Director Freet to provide updates on training.

- Director Freet informed that certification training is still in development due to COVID 19. Director Freet is working with Manager Johnson/Cedar County Sheriff's Office on scheduling some training with the National Weather Service.

Chair Wethington announced that the next regular meeting of the 911 Service Board will be January 14, 2021 at 6:30pm at the 1410 Cedar Street, Tipton, IA 52772; with teleconference option due to COVID-19 limitations.

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

Meeting adjourned at 7:14pm.