

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

Regular Quarterly Meeting:

Thursday, April 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, with social distancing guidelines in place to help mitigate the spread of COVID-19. Those attending in-person included: Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; John Hanna, West Branch Police Chief; Kevin Stoolman, West Branch Fire Chief; Mike Anderson, Bennett Fire Chief; Jill Cinkovich, Mayor of Lowden; William Wagner, Mechanicsville Police Chief; Jacob Koch, Mechanicsville Fire Chief; Lisa Dufour, Tipton Police Chief; Dustin McAtee, Mayor of Stanwood; Joe Sparks, Mayor of Bennett; Jodi Freet, Director Cedar County EMA/911; Kate Ehlers, Office Coordinator EMA/911; Sue Hall, Press.

Chair Wethington called the meeting to order at 6:32pm.

Mayor McAtee/Stanwood made a motion to approve the agenda, motion seconded by Chief Koch/Mechanicsville; Motion carried.

Police Chief DuFour/Tipton made a motion to approve the minutes from the January 14, 2021 regular meeting, motion seconded by Mayor McAtee/Stanwood; Motion carried.

Mayor McAtee/Stanwood made a motion to approve the minutes from the January 19, 2021 budget meeting, motion seconded by Fire Chief Koch/Mechanicsville; Motion carried.

Supervisor Bell made a motion to approve the minutes of the February 25, 2021 Special meeting, motion seconded by Fire Chief Koch/Mechanicsville; Motion carried.

Chair Wethington yielded the floor to EMA/911 Director Jodi Freet to discuss expenditures of the previous quarter. Freet discussed atypical expenditures include payment to Graybill Communications for the annual Emergency Call Works maintenance agreement; repairs to equipment following the August 10th derecho that were reimbursed through an insurance claim; support for the Comtech conversion for the ALI Database; tower inspection and installation of lightning rods at the Sheriff's office tower; installation of the LED lighting system. Also noted was a payment to MCM Consulting Group, Inc. for their review of budgetary estimates for the new 911 radio network. There were no questions regarding expenditures or revenue. Police Chief DuFour/Tipton made a motion to approve the expenditures, motion seconded by Fire Chief Stoolman/West Branch; Motion carried.

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

- 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 resolution of the grounding issues at the West Branch Tower are still pending.
- Director Freet stressed importance of reporting any radio troubles/feedback. Those tickets are submitted to Graybill, with copies to MCM Consulting Group and Chair Wethington. She stated that even though we have started the process with a new 911 radio network we still need to ensure the current one is operating correctly and that any issues are addressed. The only way to do that is to continue to submit those trouble reports and verify their resolutions.
- The 911 PSAP Data Collection Report Audited for FY 2018-2019 was submitted and is currently with the State Auditor. There has been no update. Freet also informed that the 911 PSAP Data Collection Report for FY 2019-2020 is also up for audit, and she is awaiting direction from the State Auditor's Office.
- Signage projects in Downey and Sunbury are scheduled for FY 2021-2022.

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

- Director Freet presented and discussed updates to the 911 Service Board Bylaws. Freet stated that the Bylaws have not been updated since 2010, after a considerable amount of research, Freet then described proposed updates to correlate to Chapter 34A of the Iowa Code. They were listed in italics on the proposed bylaws. Freet stated that if members of the service board have any questions or suggestions to please reach out to her, if there is none, she will forward the proposed Bylaws to the Assistant County Attorney for review and then they would be presented at the next scheduled 911 Service Board meeting in July, 2021 to formally adopt.
- Freet then discussed Graybill Communication updates as follows:
 - The equipment that was originally slated to be received and installed by February 28, 2021 has been received and Graybill Communication has been working on installing said equipment as well as scheduled preventative maintenance throughout this current week. While it would've been ideal to recoup the funds due to contract issues, given the estimated timeframe given for the new 911 radio network, and the fact that the current equipment is at end of life, it was in the best interest of our county residents and first responders to have that equipment installed by Graybill Communications.
 - Along with those updates Freet described some radio issues and again urged radio users to submit trouble tickets to bring to light any issues resulting from the updates.
- Freet announced that there have been 13 new addresses assigned year-to-date. Eight of those were to Conservation for various parks and properties throughout Cedar County. Freet also informed that due to increasing costs of signage supplies and the U-channel posts it may need to be discussed the possibility of

increasing the price from the current \$50.00 at the next scheduled meeting in July, 2021.

Chair Wethington then yielded the floor to Freet to provide updates regarding the new radio system:

- Freet explained we will need to establish rules and regulations along with a standard of conduct with this new system. There is a lot that will need to be discussed and determined within the next 2 years, one of which is would be a 28E agreement from the Board of Supervisors for the 911 Service Board to operate and oversee the operations of the network. Freet discussed and proposed having the Radio Sub-Committee that worked together during the last year to explore radio network options transition into an Operational Sub-Committee to assist in discussions and creation of the operational guidelines and standard of conduct for the new radio system. Freet then gave brief description on some of the topics to discuss and explained RACOM also has forms used by other network users that we could use as a guideline and/or for reference in establishing our own. Freet inquired to the board whether or not more members would be preferred or if the current sub-committee members would be interested in participating. Chair Wethington stated that he feels the current board offers good representation for our communities but stressed that if you are involved in this subcommittee that attendance and participation in these meetings is important. After further discussion, Supervisor Bell then made a motion to approve the current sub-committee to transition to an Operations Sub-Committee, Motion seconded by Chair Wethington; Motion passed.
- Freet then announced that the contracts with RACOM have been signed and extended a heartfelt thank you to Supervisor Bell along with the entire Cedar County Board of Supervisors for their undertaking and acknowledgement of the county's needs for this new system. A kick-off meeting is currently being planned (date to be determined) in May 2021, this will go through timeframes and the different processes for the RACOM network. Freet also informed that a county to our north is moving to a similar system as our current P25 system and it has been rumored that a community within Cedar County has reached out to similar agencies within that northern county to offer to sell them radios. Freet said that doing this will put our county and those specific communities at a disadvantage, our contract with RACOM requires us to trade in existing radios. Selling them could potentially leave your community and/or agency financially liable for costs.

Chair Wethington then gave updates regarding dispatch:

- Wethington stated the new dispatchers are doing well and, as a result of COVID-19, are attending virtual training vs. the typical in-person training offered in Des Moines. He stated that radio checks are getting better as additional maintenance and resolutions with Graybill Communication are completed.
- Chair Wethington also wanted to clarify that if a responding fire department would like a specific department paged to assist in a call, that the initial

responding department needs to be clear and specific in their request to dispatch. Dispatch will still always follow the appropriate standard protocols but if the responders are wanting another department outside of that standard, then they need to make that request clear and on every single call.

- Chair Wethington then shared a conversation with a resident regarding their address. Director Freet gave information regarding the Cedar County Ordinance #54 for the Uniform Rural Address and Road Naming System. Discussion was held regarding addressing.

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

- Freet explained that Statewide Certification Training is still in development, but she is hopeful to see something soon. Freet also informed that herself along with several members of dispatch attended the APCO/NENA Conferences virtually.

Chair Wethington announced that the next regular meeting of the 911 Service Board will take place on July 8, 2021 at 6:30pm at 1410 Cedar Street, Tipton.

Mayor McAtee/Stanwood made a motion to adjourn the meeting, motion seconded by Mayor Sparks/Bennett; Motion passed

Meeting adjourned 7:08pm.