

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

The January 9, 2020 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 Warren Wethington, Cedar County Sheriff; Jon Bell, Cedar County Board of Supervisors; David Furry, Mayor of Mechanicsville; Jeric Armstrong, Mayor of Clarence; Dustin McAtee, Mayor of Stanwood; Jill Cinkovich, Mayor of Lowden; Roger Laughlin, Mayor of West Branch; Joe Sparks, Mayor of Bennett. Others attending included Mike Anderson/Bennett Fire Chief; Bill Klawiter, Stanwood Fire Chief; Jake Koch, Mechanicsville Fire Chief; Kevin Stoolman, West Branch Fire Chief; Tim Malott, Director Cedar County EMA/911; Jodi Freet, Cedar County EMA/911; Sue Hall, Press

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

Chief Koch/Mechanicsville made a motion to approve the agenda; motion seconded by Mayor Laughlin/West Branch. Motion carried.

Supervisor Bell made a motion to approve the minutes of the October 10, 2019 regular meeting; motion seconded by Mayor Laughlin/West Branch. Motion carried.

Chair Wethington yielded the floor to EMA Director Malott to discuss expenditures of the previous quarter. Malott discussed the atypical quarterly expenditures which included a key for the state radio system, NENA/APCO memberships, mileage, NENA/APCO conference, postage costs due to re-addressing addresses off of old Highway 30 and Adams Avenue. There were no questions regarding the expenditures. Chief Koch/Mechanicsville made the motion to approve the expenditures as presented; motion seconded by Mayor Armstrong/Clarence. Motion carried.

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

- The state radio link in dispatch continues to be on hold due to state issues. There is an issue with Motorola linking and bridging to multiple PSAPs within the state. This is being handled by the state.
- The formation of the Executive Committee remains on hold until network study is completed.
- Network study by MCM consulting is ongoing. MCM did provide an update to the Service Board, and the update memo is included in the packet. Malott provided a summary review of MCM's approach to this project, and advised that MCM has put out a request for information from EF Johnson for both a simulcast system, and a P25 Phase II, trunking, simulcast system. This was done to accommodate for in-building coverage

issues. Malott advised that MCM has sent the request to Graybill, who is working with EF Johnson on the information. They are hoping to have costs and additional meetings in the spring. Discussion was held regarding interoperability with the State system. Malott also advised that he is working with West Branch to get schematics on the tower in West Branch to correct the grounding issues, and MCM is looking at propagation studies to use different towers in the area to provide for coverage. Additional discussion was held regarding the Executive Committee under 28E for 911.

- Malott advised that the annual PSAP Expenditure Data Collection report has been completed and submitted to the state. He provided detail on the level of information captured in this report. He also advised that Cedar County was audited this year on previous years' submission of this report.

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

- Malott advised that an official membership designation is needed from each community. A 911 Service Board Membership form was submitted to the State in December with Fire Chiefs as the primary contacts. Voting members of the Service Board include any government entity that provides emergency response services within Cedar County, a member of the Board of Supervisors, the Sheriff and representation from the EMA Board. Non-voting members are allowed and are any for-profit entities that provide emergency services within the county. If Mayors would like to have the submitted designee changed, this information needs to be sent to Malott/Freet for updates by February 28, 2020.
- Malott advised that an election of officers needs to be completed for 2020. He reminded the group that the Chair of the Service Board has been Sheriff Wethington; the Vice Chair of the Service Board has been Greg Wagner, former Mayor of Stanwood. Mayor Laughlin/West Branch nominated Warren Wethington as Chair of the Joint Service Board and that nominations cease; motion seconded by Mayor Armstrong/Clarence. Motion carried. Anderson/Bennett Fire made the motion to nominate Jon Bell as Vice Chair; motion seconded by Mayor Laughlin/West Branch. Mayor McAtee/Stanwood made the motion to close nominations; motion seconded by Mayor Laughlin/West Branch. Motion carried. Motion to elect Bell as Vice Chair carried.
- Malott presented the budget for the 911 Service Board for 2020-2021, with changes from the budget presented in November. He provided specific line items that have been updated and brought the board's attention to the fact that the update and maintenance agreement for Dispatch 1 and Dispatch 2 have a budgetary estimate of \$98,000. Additionally, to upgrade the EF Johnson system, the budgetary estimate is approximately \$250,000. Malott stated that the majority of the items in the estimates will work with future potential changes that are proposed through the MCM study. Malott further shared that the 911 system has been operating without a maintenance agreement since July 1 as the plans for the network are still up in the air, however, Graybill Engineering has been honoring maintenance without charging the service board and the company will 'eat' the previous six months of the contract. Malott stated that he did receive a call from Graybill prior to this meeting that indicated that the costs will likely be lower as certain pieces of our equipment may be able to rebuilt. Additionally, the payments for the EF Johnson system will be made in installments with the first

payment due prior to March 1. Malott further explained to the board that the funds for this upgrade and system replacement are currently in reserve. Questions were asked as to whether or not the upgrade of the EF Johnson system would work with any potential recommendations that MCM will make. Additional questions were posed regarding the lapse of the maintenance agreement; Malott advised that in the past, there have been multi-year maintenance agreements, and the agreement simply ran out during the course of the study. He further stated that a multi-year contract has actually saved money in the past several years and stated that he would like to sign a five-year agreement to lock-in pricing. Malott also advised that EF Johnson has stated that the upgraded equipment will work with the potential options proposed by MCM. It was asked whether or not EF Johnson will provide a letter stating that the upgraded system will work with potential options that have been proposed by MCM. Malott further discussed projected revenues and the switch to the state wireless 911 system at some point in the future. Chief Klawiter/Stamwood made a motion to approve the proposed budget with the condition that the Coordinator obtain from EF Johnson written confirmation to the Service Board that the upgraded equipment will function with the two proposals for network improvement as made by MCM prior to funds being spent on the dispatch equipment upgrade; motion seconded by Chief Stoolman/West Branch. A roll call vote was completed:

Aye: Bennett, Clarence, EMA, Lowden, Mechanicsville, Stamwood, Supervisors, Sheriff, West Branch

Nay: None

Motion carried.

- Malott advised that the public hearing for the budget could be set for January 28, 2020 at 8:15am, as long as the budget is published on January 15<sup>th</sup>, 2020. Chief Klawiter/Stamwood made the motion to set the public hearing on January 28, 2020 at 8:15 in the small conference room at the Courthouse; motion seconded by Chief Stoolman/West Branch. A roll call vote was completed:

Aye: Bennett, Clarence, EMA, Lowden, Mechanicsville, Stamwood, Supervisors, Sheriff, West Branch

Nay: None

Motion carried.

- Malott advised that he would like to sign the five-year maintenance contract to set a rate for the next five years. This will allow for a 48-hour turn around for repairs. He pointed out the budgetary numbers provided in the packet and he advised that the amount of the contracts will not exceed the numbers provided. Discussion was held on what would happen if a different vendor or different equipment would be selected during the term of the potential five-year contract. Further discussion was held regarding the progression/evolution of the network and upgrades/changes. Chief Stoolman/West Branch made the motion to allow Malott to sign a five-year maintenance agreement that does not exceed \$248,887 (including the one-time hardware refresh) in 2020, \$80,923 in 2021, \$83,629 in 2022, \$86,431 in 2023 and \$89,331 in 2024; Motion seconded by Chief Koch, Mechanicsville. A roll call vote was completed:

Aye: Bennett, Clarence, EMA, Lowden, Mechanicsville, Stanwood, Supervisors, Sheriff, West Branch

Nay: None

Motion carried.

- Malott advised that Cedar County did receive the GIS Grant in December 2019. Freet shared insight into the difficulties with Liberty Communications; it appears that this was a personnel issue. Malott and Freet have approached GeoComm for training, and have offered assistance with those telephone companies.
- Malott advised that plans are in place to update street names and signage in Downey and Sunbury in this spring. This will update street names to include the village name as part of the street name.

Chair Wethington provided an update on dispatch. He advised that they have budgeted for a third dispatch station in the upcoming fiscal year so that the station can be used for training and specialization of calls. He further advised that they are currently operating with four dispatchers that are working independently; there is one individual still in training. They are hoping to get to seven trained dispatchers. Discussion was held on hiring dispatchers and training, Wethington stated that they are willing to consider part-time dispatchers. He asked for any issues from the responders. Chief Koch/Mechanicsville advised that it is being asked in the County Fire Association meetings why fire is not dispatched to all accident calls. He has asked for clarification of this issue from dispatch, but has not received a response. Wethington advised that dispatch has changed policy on the issue several times, but would like to have a consensus from all fire departments to make one blanket policy to resolve the issue. Discussion was held and this will be discussed at county fire and reported back to dispatch. Additional discussion was held regarding staffing, lack of staffing in particular jurisdictions

Chair Wethington yielded the floor to Malott to discuss training. Malott advised that the statewide certification training standards are still in development. He also advised that there was some training offered this week which focused on interaction with the state radio system, but due to staffing, dispatchers at the PSAP were not able to attend. He also advised that NENA/APCO Spring conference will be held April 6-7, 2020.

Malott announced that the next meeting of the 911 Service Board will be the Public Hearing for the Adoption of the budget, to be held January 28, 2020 at 8:15am in the small conference room at the Courthouse. The next regular meeting of the 911 Service Board will be held on April 9, 2020 at 6:30pm at the EMA Building.

Chief Klawiter/Stamwood made the motion to adjourn the meeting; motion seconded by Chief Koch/Mechanicsville. A roll call vote was completed:

Aye: Bennett, Clarence, EMA, Lowden, Mechanicsville, Stanwood, Supervisors, Sheriff, West Branch

Nay: None

Motion carried.

Meeting adjourned 7:52pm.

Minutes Approved May 14, 2020