

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

The January 10, 2019 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; Greg Wagner, Mayor of Stanwood; David Furry, Mayor of Mechanicsville; Jeric Armstrong, Mayor of Clarence; Ashley Hansen, Mayor of Lowden; Kevin Knoche, Cedar County Sheriff's Office; Bill Klawiter, Stanwood Fire Chief; Ben Litscher, West Branch Department; Sue Hall, Press; Tim Malott, Director Cedar County EMA/911; Jodi Freet, Cedar County EMA/911.

In the absence of Chair Wethington, Vice-Chair Greg Wagner called the meeting to order at 6:30pm.

EMA Director Malott asked to amend the agenda to add the introduction of a procurement policy as part of New Business/Budget proposal that will be discussed.

Bell/Board of Supervisors made a motion to approve the agenda with the amendment; motion seconded by Mayor Hansen/Lowden. Mayor Furry/Mechanicsville also advised that the year needed to be changed on the agenda. Motion carried.

Mayor Hansen/Lowden made a motion to approve the minutes of the October 11, 2018 regular meeting and the November 13, 2019 special meeting; motion seconded by Mayor Armstrong/Clarence. Motion carried.

Vice-Chair Wagner yielded the floor to EMA Director Malott to discuss expenditures of the previous quarter. There were no questions regarding the expenditures. Mayor Hansen/Lowden made the motion to approve the expenditures as presented; motion seconded by Mayor Armstrong/Clarence. Motion carried.

Vice-Chair Wagner yielded the floor to Malott to address old business. Malott addressed the following:

- a. Progress has been made on the tower at I-80 and Hwy 38. Malott advised that he needs to now pour a concrete pad and install electrical. Once this has been done, equipment can be moved to the site. Malott has also applied to amend the radio

license. He believes that this site will be operational within 60 days of the radio license being approved.

- b. Malott advised that progress on the Cedar Bluff tower has stopped. The management of this tower has changed from Mechanicsville TelCo to Clarence TelCo. He will need to re-start negotiations with Clarence TelCo once he has the I-80/Hwy 38 tower completed. Malott further stated that the RFP process for the new tower will need to follow the procurement policy, which will be discussed later in the meeting.
- c. Malott advised that progress continues to be made to resolve the issues with the digital conversion. Since the last meeting, an additional recorder has been installed in the equipment room at dispatch to record outgoing traffic. Additionally, adjustments have been made to volume levels. He stated that the feedback from departments has been fantastic. Malott also discussed the Honor Guard that was assembled for fallen Clinton Fire Lt. Eric Hosette. He stated that all of the fire departments and EMS that have service areas within Cedar County were present on all bridges over I-80, along with presence at the rest stops as Lt. Hosette's body was transported to Clinton. Additionally, several local and county officers provided an escort for the procession. Malott advised that he was monitoring radio traffic during this event, and all seemed to be OK. Malott expressed his pride and thanks for the departments, especially Fire Chiefs Stoolman, Semsch, and Paustian for acting as Incident Commanders.

Vice-Chair Wagner yielded the floor to Malott to discuss new business. Malott addressed the following:

- a. Malott presented the proposed budget for 2019-2020 and discussed specific line items. He removed the line item for the tower at Cedar Bluff, but advised the commission that we can do a budget amendment should the opportunity to complete activation of the tower happen within this fiscal year. Malott stated that the funds for this tower reserved specifically for this project. He also advised the board of funds in the budget for proactive maintenance/replacement and repair and the addition of one dispatch station to the EMA building, in case of emergency. Malott then discussed proposed legislation/changes regarding reserve funds. He explained funding changes with wireline and wireless surcharge funds, and explained that in the future, the amount of those funds will change, and he is projecting 911 to have additional funds to pay some of the dispatch operational costs currently paid by the Sheriff's Office. Malott also discussed happenings with the 911 State Council establishing special councils for PSAP definition, funding, political subdivisions and and shared what he's been doing to watch out for Cedar County. He is hoping to get clarification on the proposed special

subcommittees/councils at the APCO/NENA Conference. He then introduced the procurement policy, and explained that we could no longer adopt the State's procurement policy due to changes at the Federal level. Malott asked the board to adopt the procurement policy at this meeting with an effective date of October 1, 2018 to ensure the policy covers the current fiscal year.

Mayor Furry/Mechanicsville made the motion to adopt the procurement policy with an effective date of October 1, 2018. Supervisor Bell seconded the motion. Motion carried.

Mayor Hansen/Lowden made the motion to propose the budget as presented, and to set the public hearing date to adopt the budget for January 29, 2019 at 8:15am in the small conference room in the Cedar County Courthouse. Mayor Furry/Mechanicsville seconded the motion. Motion carried.

- b. Malott advised that all year end reports have been completed.
- c. Malott discussed Ordinance 54 and county addressing. Freet advised she is working to resolve current issues, and plans to visit with some of the city clerks to assist with addressing issues. She also explained some of the errors that have been discovered and resolved.
- d. Malott advised Election of Officers needed to be held.

Mayor Hansen/Lowden made the motion to keep the officers the same as current officers. Mayor Furry/Mechanicsville seconded the motion. Motion carried.

Vice-Chair Wagner then called for any updates or concerns for dispatch, as represented by Deputy Knoche. Freet/EMA reported that Chief Anderson/Bennett had called her regarding a few of his concerns, including possible interference between Tipton Ambulance and Bennett Fire pager codes. Anderson is asking for a test page between those entities. Anderson stated that there has not been consistency with the pager testing, and several in attendance advised that they had not heard testing in some time. Malott advised that he has heard concerns regarding hearing static on pagers. This seems to be happening on analog, when scanning, when a digital radio is engaged. Knoche will take these concerns back to dispatch.

Malott advised of the upcoming APCO/NENA conference in March in Des Moines and is hoping for clarity regarding the Iowa 911 Council's recent actions.

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. No emergency responders presented questions or input.

With no further discussion, Malott announced the next meeting will be held on January 29, 2019 at 8:15am at the Cedar County Court House, small conference room to adopt the budget for FY 19/20. The next regular meeting of the Joint 911 Service Board will be April 11, 2019 at 6:30pm at the EMA Building.

Motion to adjourn the meeting was made by Mayor Hansen/Lowden; motion was seconded by Mayor Furry/Mechanicsvile. Motion carried.

Meeting adjourned at 7:13pm.

Approved April 11, 2019