

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

Regular Quarterly Meeting:

Thursday, July 9, 2020

The Cedar County Joint 911 Service Board meeting was held on July 9, 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 Andrew Oberbreckling, Mayor of Mechanicsville; Linda Coppess, Stanwood EMS. 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; Bode Koranda, Cedar County Deputy; Kevin Knoche, Cedar County Deputy; Jared Semsch, Durant Fire Chief; Andrew Gruman, Durant Fire; Jill Cinkovich, Mayor of Lowden; Clint Henning, Lowden Fire Chief; Jake Koch, Mechanicsville Fire Chief; Sean Paustian, Tipton Fire Chief; Roger Laughlin, Mayor of West Branch; Kevin Stoolman, West Branch Fire Chief; Diana Richardson, RACOM; Tom Boeckmann, RACOM; Mindy Benson, Director Tama County EMA/911; Chris Hare, Buchanan County 911 Coordinator; Shari Schmitz, State ISICS; 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 Laughlin/West Branch made a motion to approve the agenda; Motion seconded by Fire Chief Paustian/Tipton. Motion carried.

Supervisor Bell made a motion to approve the minutes of the May 14, 2020 meeting; Motion seconded by Fire Chief Paustian/ Tipton. Motion carried.

Chair Wethington yielded the floor to EMA Director Freet to discuss expenditures of the previous quarter. Freet discussed the atypical quarterly expenditures which include, annual payment to WAHLTEC for the recording software at dispatch; payment of the annual maintenance contract to Mainstays for the computers at dispatch. The 2nd installment to Graybill for the maintenance contract was paid in May 2020. There were no questions regarding the expenditures. Mayor Cinkovich/Lowden made a motion to approve the expenditures; Motion seconded by Fire Chief Koch/Mechanicsville. Motion carried.

Chair Wethington yielded the floor to EMA Director Freet 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 for further information. Manager Johnson stated network

refresh is currently in progress and that ISICS has been in contact recently with them to schedule additional training and information sharing.

- Formation of the Executive Committee under the 28E for 911 is still pending based on further discussion on direction for network systems.
- The Network Study by MC consulting updates are as follows:
 - Director Freet yielded the floor to Mayor Laughlin/West Branch for updates on the grounding issue at the West Branch tower, Mayor Laughlin/ West Branch stated that the issue is still pending. Crist Electric came out, but was unable to see or find how the tower is grounded. Explained that Crist Electric is going to be partnering with a representative with an additional electrical supplier to see if they're able to find out more information.
 - Director Freet gave updates that the Lightning rods have been installed. That was completed early July 2020.
 - Director Freet informed that the antennas have yet to be lowered based on the recommendations from the MCM network study. This is coordinated to be done within the next 2/3 weeks. Also explained that while they will not be lowered much when this process does happen the system will be forced to go "off-air" since we will not be able to transmit during that lowering process. Director Freet will be in contact with agencies in advance for preparation of those "off-air" timeframes.
- Director Freet spoke of importance of communicating any Radio or Network troubles to her. Freet has not received any "trouble tickets" since July 2019. If no issues are reported then it is believed that the system is working with no issues. Since the county has a service contract with Graybill it is a disservice if we are not reporting issues for them to look into and correct. Fire Chief Stoolman/West Branch expressed concern over longstanding "trouble tickets" that were submitted in the past. Director Freet and Chair Wethington acknowledged this concern, and Chair Wethington stated that any radio/network issues should be reported to EMA/911 Director Freet first, and then if no resolution is found then the issue should be forwarded to him. Director Freet reiterated the importance of reporting issues so that we can monitor and gather specific collaborative evidence within the community to take to the taxpayers to present findings and suggestions of network changes.

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

- Director Freet Introduced Diana Richardson and Tom Boeckmann with RACOM and yielded floor to them for their presentation regarding RACOM and the SARA system, as well as to answer questions regarding their company's services and capabilities.
- Director Freet then introduced Mindy Benson, Director Tama County EMA/911 and Chris Hare, Buchanan County 911 Coordinator and yielded floor to provide information and insight of their county's experiences to date with the RACOM network.

- Director Freet informed that the 2nd half of the GIS Grant was received in April 2020. Also, that the newly hired Office Coordinator, Kate Ehlers, has begun training in some of the GIS process.
- The PSAP Data Collection Report will be starting soon due to the size and depth of this report. It is not slated to be due until December 2020.
- Director Freet explained that typically this meeting would bring opportunity to review the Five-Year Plan, however there have been no changes made. This is due to the ongoing response to COVID-19 by EMA as well as discussions on Network system changes that have begun.
- Director Freet gave updates to the signage updates in both Downey and Sunbury. These were originally scheduled for Spring 2020, and have now been pushed out to Fall 2020, or possibly Spring 2021 due to the ongoing EMA response to COVID-19
- Director Freet announced that the total new addresses assigned are as follows: 10 new addresses assigned since May 14, 2020. Bringing a total year to date of 16 addresses assigned.
- Director Freet advised the tower work and inspections were completed at the end of June 2020. Kevin Graybill reported that his team found that the tower located at the Sheriff's Office does have a lighting beacon that is cracked and water got into it. This issue is not likely repairable or able to be filed through an insurance claim, since it does appear to be normal wear and tear issue. The full report on the inspection is still pending from Graybill.

Chair Wethington gave updates on the Station 3 project at dispatch. Stated that the Admin phone lines are operational, but Radio access is still pending, Dispatch is utilizing this station as a training station.

Chair Wethington yielded floor to Director Freet for updates regarding the Statewide Certification Training Standards and their development. Director Freet explained that some training is still being developed, but it has been delayed due to the COVID-19 response.

Chair Wethington announced that the next regular meeting of the 911 Service Board will be October 8, 2020 at 6:30pm at the 1410 Cedar Street, Tipton, IA 52772; unless teleconference is again recommended due to COVID-19 limitations.

Fire Chief Semsch/Durant made the motion to adjourn the meeting; Motion seconded by Mayor Laughlin/West Branch. Motion carried

Meeting adjourned at 8:24pm.