

*Note: These minutes are a draft and are not to be considered official until approved at the next meeting.*

	<p><b>Iowa 911 Communications Council Meeting</b>  <b>Thursday, February 14<sup>th</sup>, 2019</b>  <b>West Des Moines City Council Chambers</b>  <b>West Des Moines, Iowa</b></p>
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**Call to Order**

The meeting was called to order by Chairman Rob Rotter at 9:00 a.m. and a quorum was determined from the roll call.

**Roll Call**

	Representative	Attendance
Iowa Association of Public Safety Communications Officers (APCO) <b>Secretary</b>	Sally Hall	Excused
alternate	Cara Sorrells	Present
Iowa Chapter of the National Emergency Number Association (NENA)	Tracey Bearden	Present
alternate	Kirk Hundertmark	
Iowa Geographic Information Council	Lawrence Hartpence	Present
alternate	vacant	
Iowa State Sheriffs & Deputies Association (ISSDA)	Robert Rotter	Present
alternate	Dean Kruger	
Iowa Peace Officers Association (IPO)	George Griffith	Present
alternate	vacant	
Iowa Professional Firefighters (IAPFF)	Mike S. Bryant	Present
alternate	Doug Neys	
Iowa Firefighters Association (IFA)	Mark Murphy	Present
alternate	Tom Berger	Present (phone)
Iowa Emergency Managers Association (IEMA)	Jeff Anderson	Present
alternate	Mindy Benson	
Iowa Department of Public Safety (IDPS)	Robert Johannesen	Present
alternate	Adam Buck	
Iowa Emergency Medical Services Association (IEMSA)	Rob Dehnert	Present
alternate	Paul Andorf	
Iowa Telephone Association <15,000	Jack DeAngelo	Present
alternate	Pat Snyder	
Iowa Telephone Association >15,000	James Chambers	Present
alternate	Wayne Johnson	
Cellular Providers	Steve Zimmer	
alternate	Bill Tortoriello	
PCS Providers	Joe Sargent	Absent
alternate	vacant	
Auditor of the State, Ex-Officio member	Bernardo Granwehr	Absent
<b>Staff:</b>		
Blake DeRouchey, E911 Program Manager		Present

**Guests:**

Diane Sefrit, SCI

Josh Humphrey, Iowa County EMA

Joel Martin, Iowa Utilities Board  
Connie Stufflebeem, Iowa DPS Communications  
Chris Maiers, ISICSB  
Stephen Rodriguez, ICN  
Duane Vos, RACOM  
Brent Long, Polk County SO  
Curtis Pion, Polk County SO  
Andy Buffington, Hancock County 911  
Scott Rounds, Des Moines PD  
Robert Bokinsky, Pella PD  
Darin Riney, Westcom  
Jim Lundsted, CISA  
Chad Hahn, NWS Des Moines  
Steve Reames, Zetron

John Drury, CenturyLink  
Hollie Davidson, DPS Interop Comm  
Doug McCasland, Warren County 911  
Amanda Roush, Story County 911  
Mike Lauer, ICN  
Brian Flynn, Motorola  
Terry McClannahan, Dallas County SO  
Crystal McIntyre, Warren County 911 Board  
Marcia Slycord, Pella PD  
Cody Brink, Zetron  
Brian Magdwell, Westcom  
Mike Meyers, CenturyLink  
Jeff Zaugg, NWS Des Moines

**Guest present by teleconference:**

Brenda Vande Voorde, Fayette County 911  
Mary D. Miller, Iowa County 911

Cherese Sexe, Humboldt County 911

**Introductions**

Chair Rotter welcomed everyone. Board members and those in attendance introduced themselves.

**Approve the Agenda**

Motion by Jeff Anderson to approve the agenda. Seconded by George Griffith. All ayes. Passed.

**Approve the Minutes**

Chair Rotter asked for a motion to approve the previous meeting minutes. Motion by Tracey Bearden. Seconded by Mark Murphy to approve the minutes of January 10th, 2019. All ayes. Passed.

**State of Iowa Administrator Reports (Blake DeRouchey)**

- Quarterly Expense Report
- Annual State 911 Forms Due Jan 1<sup>st</sup>
  - PSAP Expenditure Collection Sheet
  - Buchanan, Chickasaw, Clinton, Dallas Co SO, Fremont, Howard, Ida, Marshall, Muscatine, Ringgold, Scott, Warren, DPS
- Interest in HSEMD providing Statewide ALI?
- Local 911 Coordinator Training
- National 911 Grant Application Due Apr 2

There was a brief discussion about providing Statewide ALI and the desire to have it without having to pay for it. Rob Dehnert asked if the State would be hosting it themselves or if they would contract through a provider. Blake advised they would contract with a provider. Jeff Anderson asked for a timeline and Blake thought possibly summer. He expressed it would be

nice if it aligned with the wireline migration. Lawrence Hartpence asked if formal action was needed. Blake advised that they are an advisory council so none was needed if there seemed to be interest in proceeding, and there was.

### Legislative Items

- 911 Legislative Report Submitted
- Kelsey Smith Act
- HSB156: Grants County Sheriff/designee voting membership on local 911 service boards
- SF201: Term limits on Councils
- HSB107: Restoration of LEC definitions
- HSB155: Related to cell tower installation of FirstNet
- HF361: Related to confidentiality of audio records involving a minor

### Shared Services

TOTALS:				
PSAP	Non Recurring State	Non Recurring PSAP	Recurring State	Recurring PSAP
	\$1,219,457.26	\$128,996.42	\$166,870.14	\$72,142.27
Mahaska County 911 Comm.	\$164,265.67	\$39,629.73	\$22,492.74	\$10,232.85
Poweshiek County Dispatch	\$108,591.82	\$5,877.08	\$18,017.74	\$3,635.31
Jefferson County Law Center	\$148,275.98	\$26,307.97	\$13,542.74	\$10,266.65
Winnebago County Comm.	\$71,766.77	\$7,093.05	\$13,542.74	\$166.00
Marion County Sheriff's Office	\$164,432.00	\$18,129.12	\$18,017.74	\$7,597.50
Pella Police Department	\$139,234.09	\$7,969.03	\$13,542.74	\$5,690.95
Fayette County Sheriff's Office	\$139,234.09	\$7,441.71	\$13,542.74	\$7,070.95
Davis County Law Center	\$59,028.62	\$1,215.97	\$13,542.74	\$2,771.21
Hancock County	\$224,628.22	\$15,332.76	\$40,628.22	\$24,710.85

Chair Rotter asked if there was a basic formula for these numbers and Blake advised it is based on the number of PSAP seats and the services that they select to receive. On a case by case basis it will be different.

### 2019 GIS Grants

#### Window 2: Upload Jan 1-Jun 30

- Starting in January, all counties become eligible for \$6,000
- Same benchmarks:
  - Upload within the period (Jan-Jun)
  - 98% GIS
  - 50% ALI
  - 50% MSAG
- January: 26 Counties
- \$168,000
- \$738,000 Total FY19

## Current Travel/Public Ed/Training Fund

- \$100,000 Annually (online application form closed)
- Expended: \$60,811.84
- Obligated/Approved: \$28,300
- Encumbered: \$9,500 (APCO/NENA)
- Remaining: \$1,175.61

## Zetron – Cody Brink (monthly update)

### Notable Updates:

- 29 PSAP's have signed LOI
- 9 Binding Orders have been received
- 3 Active EMD Deployments
- Additional Services
  - Of the 28 PSAP's only 6 have signed up JUST for CT

### Current Events and Next Steps:

- Iowa APCO / NENA Conference
  - April 1<sup>st</sup> and 2<sup>nd</sup> 2019 – Scheduling Meetings now
- Next Steps
  - Ramping up onsite visits
  - Finalize Lunch and Learn Meetings around District Meetings
  - New onsite Survey Protocol
    - 2 Zetron Reps & 1-2 RACOM Reps on Location During Survey

## Training Funds Request

None

## Technical Advisory

No report.

## SWIC Chris Maiers gave the following update

Maiers began with an update on the PSAP grant and said for the most part ordering was complete. They have been coordinating with vendors as much as they can so that they know what people are getting. That way if there is a request for assistance with an install they can begin planning ahead of time.

Four new standards are up for approval today at the Board meeting. They include an outline of processes on how if we have to change something in the system we go about doing that,

notifications to users so that coordination can happen for example if there is going to be any down time or other things technical that could affect the end user base, and an official agency travel standard.

They have submitted the Board's asks to ECD for training assistance. They include a PSAP Cybersecurity webinar. If approved they will coordinate with the 911 Council to get that out to the PSAPs. They also put in for a COML, COMT and an Incident Tactical Dispatcher Training classes. They are looking at merging or coordinating with neighboring states concerning these asks to make them more effective and get more people involved or interested.

The FirstNet broadband subcommittee met on Tuesday of this past week and there was an update on the number of sites that have been deployed. It is up around 86 sites now which puts them closer to their goal of 200. Committee members who were present were given demo devices as well to see how the deployment is going in reality. Maiers has a device himself and has been pleasantly surprised concerning the amount of coverage during the build out phase.

In regards to Interstate Interoperability work continues and they are having regular meetings with Minnesota, Wisconsin and Illinois. They have been productive and they are starting to merge with commonalities on how this could work to help expand our capabilities with our neighboring states. PSAP's will play a big part in this as well. They are also working to quantify what others have for radio equipment and programming.

### **Jim Lundsted Update**

Jim Lundsted clarified that he formerly worked for OEC it is now called the Cybersecurity and Infrastructure Security Agency, the Emergency Communications Division. He began his report talking about Cybersecurity and said they have been doing outreach to affected entities of a very sophisticated Chinese Cybersecurity incident beginning April of 2017. This new organization CISA represents an operational component of DHS like the Secret Service, FEMA, or Customs and Border Protection. We will be involved in primarily risk management and incident response. The intent was to elevate Cybersecurity, Infrastructure security and the Emergency Communications component and help them work together better. Lundsted was excited that SWIC Maiers was bringing outreach with the PSAP Cybersecurity awareness. CISA is approximately three weeks out from sharing their first risk management on a large 911 system.

Lundsted mentioned emerging P25 standards and another round of compliance assessment planning. The long standing P25 suite of standards is still alive and they are trying to move some of the items that were in the portfolios but never really adopted as standards move those forward towards compliance.

Lundsted finished by saying that the training assistance deliveries should be coming soon. The 35 day hiatus has them behind schedule but they look forward to supporting 911 and the governance board as they can in the future.

### **34A Update**

Tracey Bearden reported that she got all the notes out to the 34A committee participants. They are due back by February 19<sup>th</sup>. There were a few bounce backs and she is trying to get those delivered. She will have to reach out to them and try to find another method for the large files and supplemental documentation. Then it will be sent out to the Council members for review and discussion at the next Council meeting. Then they can schedule additional meetings with the committee members.

### **Legislative Issues**

No report. Already covered in Blake's report.

### **Items for Discussion**

#### Bylaw Update

- Section 6. Quorum. A quorum of 51% must be present for the meeting to be an official meeting of the Council. The Council member must be physically present at the location of the meeting to be considered counted as part of the quorum for the meeting. On rare occasions, a member may participate telephonically, or by other electronic means, if the member is unable to travel to the meeting location. Members needing to participate in a meeting electronically, shall notify the chair in advance of the meeting.
- Section 7. Voting. At all meetings, each member attending participating shall be entitled to cast one vote. When there is a quorum, the affirmative vote of a majority of those present participating is necessary for an official action. In the event that any member shall have a direct or indirect personal interest in any business before the Council, the member shall disclose the interest and be disqualified from voting on the business. All members shall respond when a voice vote is taken. The response will be aye, nay, or abstain. All members present shall be recorded as voting aye on any motion when no nay votes or abstentions are heard. Votes shall be voice votes except when a roll call vote is requested by any member of the Council. A Council member shall be physically present at the location of the Council meeting to vote on matters brought before the Council.

Chair Rotter presented language he had drafted and there was some discussion on the amount of notice needed to the Chair (24 hrs.?), the definition of electronic means and rare occasions. Snow storms or other emergencies were also discussed. There were suggestions on some language changes and Chair Rotter will retype the proposed changes and send them back out to the Council. The language will be voted on in the April meeting due to needing 30 days' notice for any change per the current by-laws.

### **Unfinished Business**

Under unfinished business was the continued discussion on the possibility of the Council supporting baseline knowledge standards for frontline 911 professionals in Iowa. Chair Rotter has been trying to recruit Bob Seivert to Chair the committee. He has not made contact with

him yet and will have more information at the next meeting. He encouraged everyone with an interest in this topic to reach out and get involved.

### **New Business**

None.

### **Travel Requests**

None.

### **Business from the Floor / 911 Issues at the PSAPs**

Rob Dehnert advised Westcom is experiencing a problem with transfer wireless calls into the center having an audio delay between the caller and the call taker. They are working with Comtech tomorrow to troubleshoot the issue and if anyone wants to reach out to him to do so. He will have an update at the next meeting as well.

### **Business from the Phone**

None.

Next meeting date will be March 14<sup>th</sup>, 2019 at 9:00 AM.

Jeff Anderson made a motion to adjourn, Tracey Bearden seconded the motion. Motion carried.

Meeting adjourned at 10:01 A.M.

Cara Sorrells sitting in for Sally Hall, Secretary