



**Iowa 911 Communications Council Meeting
Thursday, Nov. 8, 2018
West Des Moines City Council Chambers
West Des Moines, Iowa**

Call to Order

The meeting was called to order by Chairman Rob Rotter at 9:01 a.m. and a quorum was determined from the roll call.

Roll Call

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

Guests:

Diane Sefrit, SCI
 Joel Martin, Iowa Utilities Board
 Tammy Rodriguez, ICN
 Chris Maiers, ISICSB
 Brian Maydwell, Westcom
 Christin Mechler, LSA Staff
 Steve Reames, GeoConex/Zetron
 John Drury, CenturyLink
 Luke Erpelding, Iowa DPS Communications

James Lundsted, DHS-OEC
 Dennis Denton, Adair County/SCI
 Marcia Slycord, Pella PD
 Chris Jones, Zetron
 Jeff Edwards, Des Moines PD
 Robert Bokinsky, Pella PD
 Stephen Rodriguez, ICN
 Curtis Pion, Polk County SO
 Mike Lauer, ICN

Guest present by teleconference:

Bobbie Wells, Sac County 911
 Chris Hare, Buchanan County 911
 Mary D. Miller, Iowa County 911

Brenda Vande Voorde, Fayette County 911
 Denise Pavlik, SECC
 Heather Hahn, Cerro Gordo County

Introductions

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

Approve the Amended Agenda

Chair Rotter advised that Bob Seivert is unable to make the meeting and the plaque presentation will be held at the December meeting instead. Motion by Jeff Anderson to approve the amended agenda. Seconded by Mike Bryant. All ayes. Passed.

Approve the Minutes

Chair Rotter asked for a motion to approve the previous meeting minutes. Motion by Judy Flores. Seconded by Jeff Anderson to approve the minutes of Oct. 11, 2018. All ayes. Passed.

State of Iowa Administrator Reports (Blake DeRouchey)

Blake began with the quarterly reports labeled the first quarter of FY2019 which covers July, August, and September. It is surcharge actually remitted to the State in October covering those three months. Because it is the first quarter they also receive their program administration funds which is the \$250,000 coming out for HSEMD funding. The virtual consolidation effort has been added in as a line item. They are seeing some non-recurring costs as they build out that infrastructure. There is approximately \$13 million in the operating surplus when you take out the catastrophic reserve if you had to zero that out today there would be \$9.5 million available to do so. Blake also displayed the quarterly payments which should have been received the end of October or the beginning of November. Both reports are also posted to the website if anyone is every curious and wants to view them.

Program Manager Report

- Quarterly Reports
- Budgeting and program update webinar posted to website
- Comtech data gathering survey regarding network merging
 - ICN and Comtech coordinating
 - (March-ish)
- Inteliquent Survey
- Annual State 911 Forms Due Jan. 1, 2019
 - PSAP Update Form
 - Local 911 Service Board Form
 - PSAP Expenditure Collection Sheet

2019 GIS Grants

Window 1: Upload July 1-Dec 31

- October: 6 Counties (\$48,000)
 - **FY19:** 49 Counties: \$336,000
- \$6,000 remains through Dec. 31 for counties who have not yet met benchmarks.
 - Targeted outreach to 25 counties identified as being in danger of not meeting the benchmarks by December

Window 2: Upload Jan. 1-Jun. 30

- Additional \$6,000 for all counties meeting the benchmarks between January and June

Current Travel/Public Ed/Training Fund

- \$100,000 annually (online application form)
- Expended: \$46,602.96
- Obligated/Approved: \$26,500.00
- Encumbered: \$14,500 (APCO/NENA)
- Remaining: \$12,397.04
- **Moratorium until January for additional requests**

ISICS Consolettes

- Online Survey sent
 - Options to request Harris, Motorola or other-purchased by DPS
 - Provided fully programmed and ready to use
 - Full installation into existing radio console at local expense
 - Deadline: Nov. 9
 - 63 requests received thus far

Zetron – Chris Jones (monthly update)

- October 2018: We brought in the 23rd letter of intent from Black Hawk County, Iowa.
- Since June 1, 2018:
 - Host locations were secured, identified, and are being prepared for installation
 - Proof of concept installed and running (Hancock County, Iowa)
 - We had 16 PSAPs sign letters of intent with the State
- YTD:
 - We have 23 PSAPs who have signed LOI to use the State's shared service system
 - Proof of concept is in and installed (Hancock County)
 - 12 site surveys have been completed for PSAPs with letters of intent completed.
- **State of Iowa 911 Board Meetings**
 - Zetron will continue to be a regular attendee at the board meetings and will be available after meetings for follow up if needed or requested.
- **Next Steps**
 - Working with Blake to schedule four "lunch and learn" technology Meetings with Zetron to further educate PSAPs on the State shared services model and to demonstrate the complete solution.
 - Site surveys are currently being scheduled with all remaining and new PSAPs interested in the shared services solution. RACOM and Zetron will come onsite to perform survey and discuss solution and the selected services.

911 Wireline Aggregation – Steven Rodriguez, ICN (monthly update)

RFP: CAMA Trunks, 911 Call Delivery

Released: Sept. 19, 2018
Q & A: Posted Oct. 1, 2018
Closes: Nov. 19, 2018

Questions

Stephen Rodriguez
ICN Program / Project Manager
Stephen.Rodriguez@iowa.gov

Blake did state that on the wireline component there are a lot of players involved. With the wireline migration Comtech also plays a big role as well along with the ICN. Once ICN gets all the wireline traffic to Comtech they have to be able to get it to the PSAP. There are three to four meetings a week with all of the vendors who are participating trying to figure out how this is going to be engineered. You may not be seeing it yet but there is a lot going on behind the scenes.

Blake ended his report and asked for questions. Tracey Bearden asked about the \$100,000 cap on the training fund and how that could be increased. The \$100,000 is in 34A and cannot be changed by administrative rule; it would have to go through the legislative process. Chair Rotter stated that is something else for the 34A committee to look at. Blake does have data to show how it has been used in the past and feels it is a good story to tell.

Technical Advisory

No report.

SWIC Chris Maiers gave the following update

Blake's numbers are accurate as far as the PSAP grants go with 63 submissions so far. He hopes for more before the grant closes tomorrow. They are very optimistic that they are on target and that is an excellent response.

On the topic of PSAPs they have a new standard that is up to date and that is some Public Safety communications pathways on ISICSB. This would be for a PSAP-to-PSAP type communication that may need to take place. They are starting to look at pathways to make that happen and this is the first attempt to do so. That will be up for approval today.

In reference to training they have received the OEC course catalog for this next year and one class that looks interesting to him is a PSAP Cybersecurity class. This would be a webinar so it is possible if it is coordinated properly they could get all 113 PSAPs and secondary dispatch centers involved. Cybersecurity is an evolving and moving target that we need to make sure we are ready to address.

An update on the build out for the ISICS network itself goes the build out is almost completed. Melvin will give an update today but there should be only one last site to finish constructing. Coverage testing is ongoing and there will be an update on that today as well. With regards to the network itself and those who have questions on how they may handle encryption and things like that, they did get some numbers yesterday from NLECC. They are in charge of who uses what in regards to encryption as far as how keys are stored in radios. The goal is to have some national level coordination. They need to be able to store the key in their radios. We will be socializing that with vendors for the programming of radios so that everyone should be ready to go.

FirstNet is continuing with their rollout and he has seen the network first hand in places it previously didn't exist and now it is there. The results look very promising. He isn't saying today is the day to switch, that is a local decision, but progress is being made and they are also interested in vertical assets to hang their transmitters on as well.

Jim Lundsted Update

- No report

34A Update

Tracey Bearden reported that they have not received much feedback on the five priorities and is looking for guidance from the 911 Council. There was concern about the amount of issues and Bearden feels you only get so many cracks at 34A but ultimately it is up to the Council. They then will schedule meetings and subcommittee meetings to work on the priorities. Chair Rotter reported that it has been well received within the ISSDA that we are looking at it. Bearden stated we need to get all of the associations involved. Bearden asked for firm guidance to proceed. Lawrence Hartpence made a motion to support the priorities. Chair Rotter asked if that includes increasing the \$100,000 cap that was discussed previously. Bearden responded that under funding are allowable surcharge expenses and it can be added as part of the funding discussion. Mike Bryant seconded Hartpence's motion and the motion carried with none opposed.

Legislative Issues

No report.

Unfinished Business

No report.

New Business – Policy Revision: Council Travel, Public Education, Training Fund

Blake returned to the podium to discuss this policy revision. In March 2017 the Council did approve the first step at putting some policy around the council travel, public education, and training fund. It has worked fine and he didn't know that anything needed to be totally scrubbed. A few more things could be added. At July's council meeting there was a pretty good run on that fund. It is a good problem to have but it opened everyone's eyes to the fact that we may want to put some more policy behind the process specifically the training portion of the fund. Blake displayed/explained the current policy and the following was proposed:

Current Travel/Public Ed/Training Fund Policy (Part 1)

Option 1: Training courses will be limited to two offerings during a fiscal year and will be considered on a first come, first serve basis. If more training is requested than funds available during a given month, the 911 Council, along with the program manager may prioritize the funding as they see fit.

Option 2: Training courses will be limited to two offerings within the same HSEMD district during a fiscal year and will be considered on a first come, first serve basis. If more training is requested than funds available during a given month, the 911 Council, along with the program manager may prioritize the funding as they see fit.

Current Travel/Public Ed/Training Fund Policy (Part 2)

Training should be planned to accommodate more than 10 participants. Training not meeting the minimum number of registrants (10) should be communicated to the program manager and then rescheduled or the funds released. Agendas and sign in sheets are required in order to seek reimbursement.

Current Travel/Public Ed/Training Fund Policy (Part 3)

The training must primarily be focused on Iowa based personnel. Non-Iowa students can be considered if the following criteria are met

- A. *The minimum amount of attendees has been met with Iowa students*
- B. *The cost of the course does not increase based on the number of students, or the non-Iowa student pays their own costs*
- C. *If there is a maximum amount of attendees, Iowa students are given preference*

There was a brief discussion about caps on the amount spent per class offering. The highest amount to date has been \$18,000. They could suggest cost sharing options or it could be denied at the time of the request. Tracey Bearden made a motion to approve the proposed policy changes with Option 2. Mike Bryant seconded the motion. The motion carried without any opposed.

Travel Requests

None.

Business from the Floor

None.

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

Meeting adjourned at 9:40 a.m.

Cara Sorrells sitting in for Sally Hall, Secretary