

Iowa E911 Communications Council Meeting
Wednesday, Dec. 9, 2015
West Des Moines City Council Chambers
West Des Moines, Iowa

Call to Order

Meeting was called to order Chairperson Steven P. Ray at 9:01 a.m. A quorum was determined from the roll call as indicated below.

Roll Call

	Representative	Attendance
Iowa Association of Public Safety Communications Officers (APCO) Secretary	Sally Hall	Present
alternate	Cara Sorrells	
Iowa Chapter of the National Emergency Number Association (NENA)	Rob Koppert	Present
alternate	Kirk Hundertmark	
Iowa State Sheriffs & Deputies Association (ISSDA)	Robert Rotter	Present
alternate	Dean Kruger	
Iowa Peace Officers Association (IPO)	George Griffith	Present
alternate	Sandy Morris	Present
Iowa Professional Firefighters (IAPFF)	Mike S. Bryant	Present
alternate	Doug Neys	
Iowa Firefighters Association (IFA)	Mark Murphy	Absent
alternate	Tom Berger	
Iowa Emergency Managers Association (IEMA)		
Vice-Chairperson	Bob Seivert	Excused
alternate	Jo Duckworth	
Iowa Department of Public Safety (IDPS)		
Chairperson	Steven P. Ray	Present
alternate	Adam Buck	
Iowa Emergency Medical Services Association (IEMSA)	Rob Dehnert	Present
alternate	Paul Andorf	
Iowa Telephone Association <15,000	Daniel Nichols	Absent
alternate	Pat Snyder	
Iowa Telephone Association >15,000	Dan Halterman	Present
alternate	Wayne Johnson	
Cellular Providers	Steve Zimmer	Absent
alternate	Bill Tortoriello	Excused
PCS Providers	David Kaus	Present
alternate	Joe Sargent	
Auditor of the State, Ex-Officio member	Warren Jenkins	Absent
Staff:		
Blake DeRouchey, E-911 Program Manager		Present
Samantha Brear, E-911 Program Planner		Present

Guests:

Craig Allen, SWIC	Helen Trovanovich, Deputy SWIC/ICN
Jim Lundstead, DHS/OEC	Amy Olson, INS-Alliance connect
Diane Sefrit, SCI Regional 911	Bryant Voss, Westcom Emerg. Communications
Randy Goddard, HSEMD	Larry Smith, Washington/Keokuk Co EMA
Duane Vos, Racom	Shawn Wagner, ISICSB
Terry McClannahan, Dallas Co SO	Sarah McClure, Ames Police
Shari Schmits, Motorola	Mindy Benson, Tama County EMA/911
Andy Buffington, Hancock County 911	Cathy Engel, Senate Dem. Caucus
Kevin Condon, ICA	

Introductions

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

Approve the Minutes

Motion by Dave Kaus, seconded by Dan Halterman to approve the minutes of the Nov. 18, 2015 meeting. All ayes. Motion passed.

Approve the Agenda

Motion by Dave Kaus, seconded by Rob Rotter to approve the agenda. All ayes. Motion passed.

State of Iowa Administrator Reports (Blake DeRouchey)

911 Program Financial Reports

No financial report since this is not the end of a quarter.

Program Update/NexGen 911 update

Mr. DeRouchey – We are about half way through the grant year. Maps were handed out showing the counties that have applied for the traditional and GIS carryover grants. As of Dec. 3, 2015, \$6,328,594.18 in traditional carryover grants has been applied for and \$804,699.00 in GIS carryover grants has been applied for. This included the grant applications that are anticipated to be approved today. We are doing a good job of using the carryover grant funds. There are still a few counties that need to take advantage of that. We are well ahead of last year.

I have had the opportunity to review a couple of the rough drafts of the data collection report that L.R. Kimball is preparing. We are still on track to have it ready by Jan. 1, 2016.

I did send out an email addressing the forms for the 2016 calendar year for the 911 program. Just a reminder that the data collection process is ongoing. It is a start of another two year study cycle. In consultation with the Auditor's Office, the data collection form was changed a little bit. There will be a webinar Thursday, Dec. 10 from 2-3 p.m. and Wednesday, Dec. 16 from 10-11 a.m. to go over the changes and the instructions. This will help tighten up the data that we receive to make sure that everyone is reporting the same and we get good numbers for the next two years.

You will be seeing an email regarding the GIS project if not later today before the end of the week. The email will reiterate when the deadline is to get the data into us. If you are going to miss that deadline that's fine, it's not ideal, but it's fine. But ultimately we do need that GIS data. If you have that data ready to send to GeoComm there will be instructions in the email on what to send and how to do that.

Mr. Bryant – When the study report is done will you email that to us as soon as possible since this will be right up against the next legislative session.

Mr. DeRouchey – Absolutely.

Mr. Bryant – A lot of the people that I have been talking to say, "Well, we'll just wait until we see the study."

Wireless Carryover Fund PSAP Application Approvals

Grundy County GIS – GIS wireless call layer updates. Grant request of \$2,327.

Monroe County – Zetron IP Radio dispatch console, one position. Grant request of \$100,000.

Monroe County GIS – NG911 address point layer updates and GIS maintenance. Grant request of \$15,000.

Wapello County GIS (Wapello County Sheriff's Office and Ottumwa PD) – NG911 address point layer update. Grant request of \$18,873.

Wayne County GIS – NG911 address point layer updates and GIS maintenance. Grant request of \$14,708.

Woodbury County – Solacom NG911 NENA i3 phone system. Grant request of \$100,000.

Cherokee County GIS – NG911 GIS data maintenance. Grant request of \$15,000.

Fayette County (Oelwein PD) – Professional services to provide a needs assessment – land mobile radio. Grant request of \$11,987.

Fayette County (Fayette County Sheriff's Office) – Professional services to provide a needs assessment – land mobile radio. Grant request of \$11,987.

Fayette County GIS (Fayette County Sheriff's Office and Oelwein PD) – To transform current 911 mapping database into the new NG911 standards. Grant request of \$19,230.

Motion by Rob Koppert, seconded by Rob Rotter to recommend for approval all of the above applications. All ayes. Motion passed.

Reports of Officers, Boards and Standing Committees

Technical Advisory – Dave Kaus

The decline in landline phone. Right now it is estimated that 47 percent of homes in the United States rely on cell phones only. In comparison, 12 years ago 3 percent relied on cell phones only. You can plainly see the move is toward cell phones but there are some draw backs also that everyone needs to be aware of but nobody is.

Legislative Updates

Mr. Bryant – There were some meetings that took place. The Joint Public Safety Coalition meeting took place Saturday. There were some sidebar meetings but again most everyone is waiting to see what the report is going to say because they are going to use it as their proof of background or talking points. From what I have been told, some of the things that have been promised are that they are still planning to use the 911 funds. But the promise you won't be blindsided on page 26 of the....whatever the bill that came out last year. Again that's what I have been told that there are verbal promises. Whatever the plan is it won't be a blinded plan. The closer we get to the January legislative session how can it not be considered blindsided is how I look at it. I'm disappointed from the meeting that we had in June with the governor's office and suggestions that there should be a group form from this organization, the ISICSB, the governor's office and public safety people and whether we agree to disagree or can't come up with a solution but there should have been discussions taken place by now as to possible options or solutions or deals whatever you want to call it but nobody seems to want to take that first step and initiate that.

Budget Committee

Mrs. Hall – Blake gave me the last three years of expenditures for the council. I used an average of those figures to create a draft budget for the 911 council. I estimated expenses for five out of state conferences for one person and two in state conferences for three people. Regarding the educational materials, Rob Koppert and I thought we need to expand on that. Previously the 911 Council had developed a 911 brochure that was distributed statewide. That brochure was used to educate the public on how 911 works. Could we expand something like that to include text-to-911, or would we need two brochures? Make enough of those that every PSAP has a good supply. Reach out and go to the county fairs and to the state fair and hand the brochures out. Other items on the budget: public service announcements, webinars, website maintenance. 911 is part of the HSEMD website. The possibility of 911 having their own website and enhance that. The Texas 911 website is a very good example.

Mr. Koppert – Regarding the website, Kirk has been hosting a lot of the council information on the Iowa NENA website. It would be nice to either have an off shoot of the state's or the Ccouncil have its own website where for instance minutes could be archived. When you look Iowa 911 up you get a hodgepodge of stuff. I think it would be good to get a better web image for 911. That's where most everyone is looking for information these days.

Mr. Dehnert – Iowa911.org is available.

Mrs. Hall – I believe it was a firm in Newton that helped develop and printed the 911 brochure that was done previously.

Mr. DeRouchey – We have our printing done through DAS. This being a standalone council with its own funding source wouldn't have to use DAS.

Mr. Bryant – Whatever we develop, we can get prices. We have available \$100,000. If we don't use it does it go back to the carryover fund? I don't want to spend money just to spend money. If a time element is a factor...it's going to take a while to develop a brochure and get it printed. This isn't a 30-day deal. We are already halfway through the year. So if you have to get this done by June 30 if funds are going to be used I would suggest we get a brochure committee together and get it on the agenda for January.

Mr. Dehnert – I certainly appreciate the brochure idea. I'm wondering if it is a little cart ahead of the horse if we don't know what the message is we are trying to deliver to what audience. I'm hearing Dave say that such a large percentage of people have mobile phones. Is that same population abandoning landlines and using mobile devices, not the brochure people? Are they the online electronic type people? Is that the audience we are trying to deliver some message to? I think a public education committee of this group figuring out what message we are trying to send to what audience and then figure out the delivery method. That very well may be a brochure. The online content may be stickers on their phones. There are questions to be answered before we dive into a trifold brochure that we are handing out at county fairs.

Mr. Bryant – I think getting an electronic message to the...Shawn, you are developing a large email distribution group? We have continually talked about how...are the dispatchers getting the message that we're sending to the dispatch supervisor, sheriff or whoever is heading the 911 center? Using that large distribution group maybe we don't need to print anything.

Motion by Rob Dehnert, seconded by Rob Koppert to establish a public education subcommittee. All ayes. Motion passed.

Chair Ray – I take it that both of you will be on this committee. (Rob Dehnert and Rob Koppert) So duly appointed.

Mr. Halterman – I think we need to involve outside resources as well. Outside the council. Go right to the PSAP administrators. What do they deal with? Information that they can provide feedback on. Day-to-day instances. Dos and don'ts of 911. They would be more valuable resources and have better input than a lot of us would.

Mr. Koppert – To expand on Dan's thought when you come up with an advertising campaign maybe it would be a good idea to spend funds on an outside consultant. Someone that specializes on getting the message out there. Someone that knows how to and what methods are available to get this out to the public in a money efficient manner. We may need to look at a publicity agency or something along those lines.

Mr. Allen – When you are looking at your committee structure there are three groups that meet monthly. That would be a good collaboration resource. Western Iowa - Bob Seivert, Central Iowa – Sandy Morris and Eastern Iowa – Diana Fincher-Smith.

Chair Ray – Why don't the two of you look to see if anyone here is interested? They can tell you today or reach out to Bob, Sandy and Diana and see if anyone there would like to be involved in deciding what we would want to have in something like that – in those materials and then work with Blake to see what method to use to get those printed. I don't know what printing Iowa Prison Industries does. I know they do some. It's usually at reduced cost compared to others. Bring back next month where we are at and we'll keep moving forward.

Mr. Koppert – Would Rob Rotter like to get in on this?

Sheriff Rotter – I would help in any way I could.

Mrs. Hall – A lot of the budget figures will be determined when they find out what the costs will be and we can adjust the figures accordingly. Does anyone have any other input? Some of the information we receive is done electronically but there may be the chance that a hard copy of something may have to be sent out. I will add a line item for postage.

Mr. Koppert – The only thing I am going to add to this is the legislature was very nice to give us this budget and I think a lot of it was on the auspices that we do outreach with it. We need to use the bulk of the budget for outreach and public information. That sort of thing.

Mr. DeRouchey – Mike, to address your question: It says you have \$100,000 to spend annually. So if you don't spend it, we are just going to add the difference back in next year so you have \$100,000 next year.

Mr. Halterman – Blake, how many counties are on text-to-911?

Mr. DeRouchey – Ten right now.

Mr. Halterman – Billboards for those counties?

Chair Ray – Yes, there are a lot of possibilities.

Mr. Dehnert – We will report next month.

Mr. Wagner – Please let me know if you need any help as I have resources that can be used.

Interoperability Governance Board – Iowa Statewide Interoperable Communications System Board (ISICSB) – Craig Allen

Mr. Allen introduced the Deputy SWIC, Helen Troyanovich. She will be working half time initially. Helen is an engineer by trade.

Deputy SWIC Troyanovich – I will be working 100 percent of my half time as Deputy SWIC and the other half still working for the ICN. This will be a three-year tour.

Mr. Allen – The board is required to provide an annual report to the legislature and they will be taking a look at that today. We will be looking at two policy statements today. Policy statement 2015-04 Interoperability channels regarding the point-to-point issue. The other is AES 256 encryption endorsement for any encryption on interoperability channels.

FirstNet – T.J. Kennedy and one of the board members were here for a day. They met with the Governor and gave him an overview of some of the possibilities regarding opting in or opting out and what that means.

We will be standing up the Regional Interoperability Committees on Jan. 5. The board is taking a giant step in drilling board activities down to the agencies. Shawn (Wagner) has been given direction to identify two points of contact from each agency. Not only county but also down to the agency level. The Regional Interoperability Committees give us quite an opportunity to prepare for the future with FirstNet and the statewide land mobile radio system. Andy Buffington is chairing the user group committee.

With the Firstnet and the LMR system projects happening simultaneously the board has some trepidation that we may not be adequately prepared with the right skills sets at the right time for two projects of such magnitude. The finance committee, I believe will be proposing that they outsource and get a timeline from a consultant as to what that resource might look like on one or both projects.

Items for Discussion

None

Unfinished Business

None

Travel Requests

None

Business from the Floor / 911 Issues at the PSAPs

None

Announcements

Next meeting date – Wednesday, Jan. 13, 2016, at 9 a.m. in the West Des Moines City Council Chambers.

Adjournment

There being no further business, Chair Ray adjourned the meeting at 9:37 a.m.

Respectfully submitted,

Sally Hall, Secretary