



## STATE OF IOWA

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DEPARTMENT OF PUBLIC DEFENSE  
IOWA HOMELAND SECURITY AND  
EMERGENCY MANAGEMENT DIVISION  
J. DEREK HILL, HOMELAND SECURITY ADVISOR  
AND EMERGENCY MANAGEMENT ADMINISTRATOR

December 14, 2011

### MEMORANDUM

To: Joint E911 Service Board Contact  
PSAP Wireless Contact

From: Barbara Vos, E911 Program Planner

Subject: E911 Service Plan and Service Board Bylaws

In the beginning of the Enhanced 911 (E911) program, Chapter 477B of the Code of Iowa as defined by Administrative Rules 601-10, required each county board of supervisors to establish a Joint E911 Service Board to provide for the orderly development, installation, and operation of E911 emergency telephone systems and to provide a mechanism for the funding of these systems, either in whole or in part, as well as developing an E911 service plan.

In 1993 this information was moved to Chapter 34A of the Code of Iowa as defined by Administrative Rules 605-10. Though these references were not used in your county's E911 service plan, many things have changed since their creation. As stated in Administrative Rule 605—10.4(3), *"All plan modifications and addenda shall be filed with, reviewed, and approved by the E911 program manager."* We would like for your board to take the time to review your plans and update them as necessary.

This would also be a good time for the Joint E911 Service Board bylaws to be reviewed, if you have not already done so. Requirement for bylaws to be on file with our office are stated in Administrative Rule 605—10.3. Many bylaws we have on file in our office do make reference to the old chapter governing the E911 program and need to be amended to reference the current code chapter or state compliance to "the Code of Iowa Chapter 34A, as amended."

In both documents, it is best to refrain from proper names and state only the position title as an amendment would need to be done each time the person changed.

We are setting a target date of **March 15, 2012** for these items to be completed, which is the same date your budget and annual service board membership form are due.

A template for the service plan as well as a sample bylaw document may be found on our website at [www.iowahomelandsecurity.org](http://www.iowahomelandsecurity.org) under programs, E911.

We would like to save you postage costs by having these documents submitted electronically to [kathy.karn@iowa.gov](mailto:kathy.karn@iowa.gov) and please direct any questions to Kathy at that e-mail address or by calling 515-725-3216.

Thank you for your anticipated cooperation.