

Meeting Minutes
Iowa State Interoperable Communications System Board
July 13, 2017
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

John R. Benson
HSEMD

Andy Buffington
Communications Center

Linda Frederiksen
EMS

Kelly Groskurth
Member At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Deb Krebill
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

David Ness
Municipal Police Department

Denise Pavlik
Communications Center

Marty Smith
Iowa DPH

Jeff Sundholm
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolfradt
Office of the CIO

Larry Smith
Emergency Management

Carole Lund-Smith
ILEA

Legislative Members
Senator
Senator Randy Fenestra
Representative Bob Kressig
Representative Steven Holt

Meeting called to order by Chair Tom Lampe at 10:30 a.m.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: Jeff Swearngin, Jeff Sundholm, Marty Smith, Tom Lampe, John Benson, Andy Buffington, Ellen Hagen, David Ness, Michael Kasper, Larry Smith

Members via conference line: Patrick Updike, Bob von Wolfradt, Denise Pavlik, Rob Rotter, Carole Lund-Smith, Linda Frederiksen

Non-Voting: Outreach Specialist Shawn Wagner, SWIC Chris Maiers

Absent: Deb Krebill, Jason Leonard, Kelly Groskurth

Guests: Sally Hall, Iowa County E911; Tracey Bearden, PCEMA; Tammy Rodriguez, ICN; Brian Krumm, JVC/Kenwood; Diana Richards, RACOM; Terry Brennan, RACOM; Marcia Slycord, Pella Police Department; Steve Gray, DOT Communications; Michele Bischof, City of Des Moines; Doug Knoll, DOT Communications; Robert Bokinsky, Pella Police Department; Caitlin Jarzen, Iowa Comm. Alliance; Mike Bryant, Iowa Professional Fire Fighters

Approval of Agenda – Andy Buffington made a motion to approve the agenda. Ellen Hagen seconded the motion. All in favor. Motion passes.

Approval of Minutes – Larry Smith made a motion to approve meeting minutes from the June 8, 2017 meeting. Marty Smith seconded the motion. All in favor. Motion passes.

SWIC Report – SWIC Chris Maiers reported on the following items:

SWIC Maiers commented on June's Board Meeting in that it presented the Iowa Statewide Interoperability Communications System Board (ISICSB) some unique challenges. SWIC Maiers commended The Board and its membership for handling those issues while Chair Tom Lampe and SWIC Maiers were at the FirstNet Meeting in Dallas. SWIC Maiers pointed out that if ISICSB continues to work together, the goal of total interoperability across Iowa is obtainable. SWIC Maiers thanked former SWIC Craig Allen in his commitment to expanding interoperability in Iowa. SWIC Maiers reiterated to the sheriff's offices, fire departments, police departments and EMS personnel in Iowa that he is here for them if they have any concerns or questions regarding interoperability, Land Mobile Radio (LMR), broadband or anything that those folks may be faced with. Another item that arose from June's Board Meeting is that perhaps ISICSB needs a policy that outlines what happens when ISICSB has a policy that conflicts with a procedure. SWIC Maiers drafted a policy and that policy is working its way through the Governance Committee. This policy will help the ISICSB spell out a clear and concise path forward if a conflict like that arises again.

SWIC Maiers reminded everyone that The Board did remove the encrypted talk groups at June's Board Meeting. However, that does not mean encryption is gone forever on ISICS. ISICSB should assess what is going on around Iowa regarding encryption. For example, Woodbury County is going to have encryption for their operability talk groups. The Board could perhaps learn some things on how keys are maintained and everything else that goes into having encrypted talk groups. SWIC Maiers' thought is that The Board can take those experiences and possibly integrate them into ISICS in some shape or form. Determining the amount of talk groups The Board would like to have that are actually encrypted is another decision that needs to be made. SWIC Maiers would like to investigate what other States, that have statewide interoperable systems, are doing when it comes to encryption. SWIC Maiers is going to obtain those States feedback, input and figure out what their best practices are and what their experiences have been. Findings from this research will be shared to the Technology and User Group Committees (UGC) in the next couple of months and then to The Board. As ISICS becomes more of reality, SWIC Maiers cautions The Board to not blend operability and interoperability together. A clear understanding of what operability and interoperability are is needed so that The Board can properly define what its usage is going to be.

FirstNet state plans have been released. Chair Lampe is working on the nuances of the Iowa State Plan. Chair Lampe has been in touch with the Governor's Office regarding Iowa's FirstNet State Plan. The meeting with the FirstNet Broadband Committee was held and the results of that meeting will be discussed later on in the Board Meeting.

SWIC Maiers participated in a webinar that was hosted by FPIC and the Office of Emergency Communication (OEC) regarding the recent Super Bowl in Houston. The webinar was

informative on how they utilized LMR and Broadband during a single event. The webinar touched on many things that The Board is going to be looking at in Iowa in the next several years. One of those items discussed was encryption, which SWIC Maiers will consider their feedback. The folks in Houston were able to have a lot of success incorporating LMR and Broadband together as part of a total interoperability solution.

SWIC Maiers attended the TR-8 P25 Standard Steering Committee Meeting in Chicago. The ISSI topic popped up repeatedly at this meeting. It was revealed by a Motorola employee that there has not been a Standards Group meeting to advance the standards since 2012. After a few presentations on ISSI, there was only one instance where an ISSI seemed to work. That instance where the ISSI worked well was when the vendor on both sides were the same. One of the reasons for that is that the standards are loose due to not being looked at thoroughly since 2012. The Board should think about if the standards for ISSI technology are not being further developed and meetings are not being held, is this technology essentially dead. Without any standards development, SWIC Maiers is not sure if The Board can realistically make the case that, an investment in this type of technology is good for Iowa. SWIC Maiers reiterates that the ISSI can work but the vendor landscape almost has to be homogenous.

Encryption over a trunked system was also covered at the meeting in Chicago. The big concern was that you can have an encrypted system but if you have single key radios, OTAR is completely out of the picture. This ties back into some of the concerns The Board had with encryption on ISICS. If The Board wanted to do OTAR over ISICS, every radio purchased would have to be multi-key. That will come with a considerable cost and another thing that needs to factor in and considered going forward. Key numbering in the devices may also preempt effective interoperable communication under certain conditions.

SWIC Maiers suggested that members of ISICSB and LMR users come together to put a wish list together, so we can start influencing the development of P25 standards.

TIA/TR-8 are looking for future meeting locations, and SWIC Maiers has lobbied for Des Moines. It would potentially be an excellent education opportunity for the ISICSB to attend the TIA/TR-8 and P25 Steering Committee meetings.

The SCIP work is ongoing with several meetings, conference calls and webinars had in the last couple of months. The SCIP workshop was held on June 28 at Grandview University, which was well attended. Many ideas were brought forward regarding interoperability and the attendees have added a couple of new interoperability lanes to the SCIP. SWIC Maiers hopes the Iowa SCIP is completed in August or September. SWIC Maiers thinks that an excellent plan that is forward thinking and progressive was developed at the SCIP workshop. Arlene Torres from the Department of Homeland Security's Office of Emergency Communications is coordinating with committee chairs on finalizing aspects of each committee's goals, metrics, objectives and action plans. Chair Lampe asked SWIC Maiers if September is the latest timeframe for SCIP completion. SWIC Maiers stated that the timeline for completion of the SCIP is September and then brought to ISICSB in October.

SWIC Maiers requested that ISICSB members look for new training opportunities in the future.

E911 Council Report & E911 Program Manager— Blake DeRouchey reported that the 911 Council approved three GIS grants for a total of \$37,250.00. The 911 Council also discussed Text to 911 where there are currently 62 public safety answering points (PSAP's) capable of receiving Text to 911. Polk County is experiencing some spotty issues and those issues are being worked through with the vendor. The counties in green, on the map that Blake showed, are capable of receiving a text. Some of the counties in green are still working through the process of getting the carriers up and running. The counties may be in various phases of testing but at least all of those in green have the capability and were tested with Verizon to receive texts. The deadline was extended that the State of Iowa will continue to pay until mid-October so that the counties displayed in white, most have been scheduled and will be completed by mid-October.

All the new laws for 911 are in effect since July 1. A webinar was presented back in May on those program and legislative changes as they affect 911. That webinar is still up on the Iowa Homeland Security website. One of the things that was in the new legislation was tasking the 911 Council on merging the wireline 911 network with the existing wireless NextGen 911 network as well as a shared service environment. There is currently an RFP out for that task and is out on the DAS bidding website. The RFP was pushed back a little and will close in the middle of August. On October 2, in conjunction with the Iowa Appco NENA conference, the 911 council will be having another State 911 program update as well as a panel presentation. That conference will be at the Ramada or Holiday Inn off Merle Hay Rd. in Johnston, Iowa. Check the Iowa Homeland Security website for exact address. The registration link for that conference is up and running as well. Contact Blake if you would like more information on that.

User Group Committee – Chair Andy Buffington reported the User Group Committee (UGC) started the meeting talking about a regional interoperable committee. There is very little progress on that committee. Region 1 and Region 2 are staying busy, the other Chairs are either busy, not having success or are vacant. The UGC is seeing some effects of the reassignment at the ICN of Helen Troyonovich and Jontell Harris. There are a few applications coming up and next month's Board Meeting could have roughly a half-dozen different applications for ISICS access. Northern Warren Fire Department will be considered for access approval later on in the agenda. The UGC states that the application process needs to be continually streamlined so no applications are being missed. The UGC discussed the 700/800 low MHz lower power interop channels, that was brought up last month, that ISICSB would have to license. The UGC would support the Technology Committees bid to have The Board license those channels. A conversation on encryption was also had at the UGC meeting. The UGC is all over the board on it as of now and it is one of those topics that continuously needs to be discussed due to that there is so much opinion and facts on both sides. At the end of the meeting, there did seem to be support for encrypting on those interop talk groups by the UGC. Further conversation after the meeting revealed support for clear air transmissions on the interoperable talk groups.

Chair Lampe asked Chair Buffington if he needed to appoint a federal representative to that committee. Chair Buffington said yes because the State representative for public safety is Dave Britain. A representative from the Department of Transportation (DOT) and Department of Correction (DOC) is needed and that leaves three others open that can be State or Federal users.

Finance Report – Vice Chair Nickie Whitaker reported that the Finance Committee met July 12 where the financial statements were reviewed. There was nothing of note; there was only

normal operating costs in the statements. The final billings for the Federal Engineering contract will be coming in and will show some savings in the ISICSB accounts as the transition from former SWIC Allen to SWIC Maiers is complete. The main emphasis of the meeting was focused on the Genesis Software and Outreach Specialist Shawn Wagner's contract renewal, which Chair Lampe will discuss in old business.

Governance Committee – Chair John Benson reported that the Governance Committee had a conference call on July 3. Several different items were considered during the call. The first item discussed was the ISSI policy. The Governance Committee had some issues with the policy as it was written. Chair Benson has forwarded those issues to SWIC Maiers to look at and possibly make amendments to. The Governance Committee also requested the Technology Committee to review those ISSI policy issues as well. No formal action from the Governance Committee was taken to move that policy forward. The second item discussed was the Next Generation 911 policy. The Governance Committee did move that policy forward with no edits and will be talked about further, later in the agenda. SWIC Maiers did give the Governance Committee the precedent policy to start working on. A few edits to that document will be made and will hopefully be back to present to The Board at the August ISICSB Board Meeting. Lastly, the Governance Committee reviewed the draft Governance portion of the SCIP that was discussed at the SCIP workshop. The Governance Committee is particularly interested in creating a process to administer grant funds and donated assets that the ISICSB receives. There is no timeframe for that process but will be worked on going forward.

Operations Committee –

No report.

Outreach Committee – Chair Hagen did not have anything to report and will continue to send out items as the Outreach Committee receives them.

Outreach Specialist Shawn Wagner gave a quick update on the project list regarding Outreach. A strategy is being developed with SWIC Maiers on PSAP and RIC outreach. Shawn reported that the Outreach Team just completed the new way to help folks interested in joining ISICS and to apply to the ISICS platform easier. Shawn gave a brief demonstration on how to access and navigate the new ISICS platform joining site. The new site is just for joining ISICS and will not be replacing the current ISICSB website. This new ISICS site will help interested user get through the first layer of joining ISICS. Interested users will be able to register easier with a user-friendly registration page. In the applications section of the website, there is a template for letter of intent (LOI) and the memorandum of agreement (MOA). The LOI and MOA submission is forwarded to the iowanet email address so that the Outreach Team has redundancy in making sure that someone receives the application. There are at least five people in the Interoperability Office at DPS that receives emails from that email address. The application will then be forwarded to the Chair and Vice Chair of ISICSB who then forwards it on to the UGC if approved. Suggestions for the modification of the ISICSB website were offered to link to the new pages.

For more details and for full demonstration, please visit the following youtube link:

<https://www.youtube.com/watch?v=U9lDzO4kZcQ>

There has been questions about the workflow in the SCIP. Therefore, SWIC Maiers and Shawn have started putting together flow diagrams so that everyone understands how the workflow works and where they are at in the process. The reason that this is being done, is so that the SCIP and workflow is visual and a lot easier for people to understand.

There is also social media updates being discussed with the Outreach Team so that information is distributed to the public in more ways than just updating the website and the newsletter. The application summit and deployable summit that were talked about in the last meeting are being put on hold until a decision on FirstNet is made for Iowa.

Chair Lampe asked Shawn about the second phase of the ISICS application process consisting of UGC consulting and how all the information will be retrieved by the UGC after being forwarded from the Chair and Vice Chair. Shawn explains that the site will serve as a portal, which will keep all the data in one place for ease of access and control. Shawn noted that it would be more efficient for each agency to register themselves instead of one entity registering multiple agencies. The reason being if one person registers for multiple agencies, that one person is the point of contact for all and those agencies and those agencies may have a difficult time seeing their progress or information submitted. Chair Lampe asked Shawn when the site will go live and Shawn explained that it will go live whenever he receives the go ahead. The site has been tested multiple times and Shawn is confident that it works and will be easy for interested parties to join the ISICS platform.

Discussion was had regarding where the join ISICS platform link will be located on the ISICSB website. Chair Lampe mentioned if there could be a button on the main page of the ISICSB website, which Shawn replied that a button would be easy to add to the ISICSB website. SWIC Maiers mentioned that putting the join button on the menu line on the front page of the ISICSB website would be clean looking and easy to access. Shawn mentioned that putting a menu link on the main page would be easy but will have to check with the OCIO office for both buttons before anything is put into production.

Training/Exercise Committee – Chair Denise Pavlik reported the committee was not able to meet in June. However, the committee will be reviewing the goals and objectives of the Training/Exercise Committee that are in the SCIP at their next meeting, which is July 19. The Training/Exercise Committee may be making a recommendation to The Board in August for credentialing of new COML recipient Josh Humphrey.

Technology Committee – Chair Patrick Updike reported the committee met on June 22. The main focus of the committee was working on the 2014-3 policy revision. Chair Updike states that the committee will have to move this revision towards the Operations and Governance Committees to look it over. On the document given to The Board, also located on ISICSB website, the first revision has yellow highlights with the second revision having green highlights. The overall intent of redoing this is to be sensitive to all of those operators out there who want encryption and those who do not. So, the real meat of this is in the green highlights that states that policy 2015-04 adopted on December 9, 2015 directs the ISICS Technology Committee to oversee interoperability usage on such public safety frequencies. The reason for putting this wording in there is that 2014-3 could potentially allow the Technology Committee to amend any future or existing documents that outlines interoperability usage for whatever it may be up to and including encryption. The other part

that was added is that in the current NiFog handbook there are some allowances on encryption on interoperability 700 MHz public safety channels. Chair Updike would like the ISICSB members, Operations and Governance Committees to look this over and help with it because it takes everybody's wants and needs into consideration and allows flexibility even though it endorses no encryption on public safety interoperability frequencies or talk groups within the ISICS system. Chair Updike hopes by next month the Technology Committee can move 2014-3 forward for 30 day posting.

Chair Updike attended the SCIP meeting that was held on June 28 at Grandview University. The Technology Committee did not quite get through everything they wanted to. Chair Updike did communicate with Arlene Torres via email to set up a July 20 conference call to follow up on the SCIP plan for the Technology Committee.

Other Reports –

Mike Kasper shared some information about a Linn County incident where a tornado went through Central City and Prairieburg. The tornados path was approximately a quarter mile from a communications tower. A microwave dish on the tower was damaged by the tornado. Mike Kasper also shared that the Linn County system is working on encryption on their law enforcement talk groups by the end of July.

Chair Lampe shared that himself, Vice Chair Jason Leonard and SWIC Maiers will be traveling around the State or setting up webinars for all the committee chairs. The purpose is to deliver each chair Iowa's SCIP and the vision between October 2017 and October 2018. The plan is to sit down with each Chair, talk about the committee's vision, and hear their thoughts for what their committee can be working on between October 2017 and October 2018 when the ISICS system is up and running. There is quite a few rules and standards that need to be passed between now and October. Chair Lampe plans to set up a training session on standards for the Standards Committee that each committee appointed to the Standards Working Group. A link was sent out by Chair Lampe to join that via ASANA.

Melvin Mercado reported a quick status on the Motorola project. Region 1 went from 62% to 67%, Region 2 – 65% to 67%, Region 3 – 58% to 62%, Region 4 – 67% to 72%, Region 5 – 49% to 55%, Region 6 – 67% to 69%. On the overall project, Motorola went from 60% to 65%. Again, quarter two and three will be the busiest quarters in terms of construction. The numbers can be a little deceiving but Motorola has been busy. There is currently 48 active sites and about half of those sites are ready for the state to inspect. Woodbury County has completed the integration into the new ISICS system. Woodbury County is now full 2 slot TDMA and connected into the ISICS platform. Dallas County has also transitioned their operations on to the ISICS platform as well. There are now three large systems operational on the ISICS platform, which include Woodbury County, Dallas County and Westcomm, and the sites that are located downtown Des Moines. At August's Board Meeting, Melvin would like to demonstrate a live call between the Board Meeting and all the systems that are interconnected using the ISICS Platform. Microwave dish installations continue and are ongoing as the towers go up or modifications to existing towers are done. There has been some issues getting power to a few of the sites that are completed, which is being worked on to get power to those sites affected. Three Department of Natural Resources (DNR) sites are being worked on to get those sites locked in. DNR sites are a little more complicated to deal with due to all the different types of paperwork that is involved. There is currently one Department of Transportation (DOT) site that is being worked on that is having some issues

due to paperwork. Two sites have been rejected by local boards. One of the rejected sites was in Story County where the process has been restarted due to location. As of now, there are about four lease sites throughout the state of Iowa.

Old Business –

Terry McClannahan from the Standards Working Group reported that they are in the process of finding a new candidate to lead the Standards Group. The Standards Group is a little stagnant attempting to find candidates and once one is found the Standards Group will get down to business as usual.

Chair Lampe reported on the Genesis Software for ISICS monitoring. The reason for purchasing the Genesis Software is to monitor the ISICS system and to gather all the raw data and put that data into a nice monthly report that The Board can produce to anyone wanting the information. The ISICSB can let anyone on the system know, on a monthly basis, how their users are doing and how the towers are performing. The Finance Committee wanted some documentation on how the purchasing of the software was going to work. Chair Lampe contacted The Genesis Group, went through the paperwork, and gathered all documentation the Finance Committee asked for. Chair Lampe was able to knock off about ten thousand dollars off the final bill to get the final bill within the state rules. Chair Lampe went ahead and purchased the Genesis Software using the DPS fund. The ISICSB will not be asked to pay for half of the software; DPS went ahead and absorbed the cost. There is some yearly maintenance involved, the first year is free. At this point, Chair Lampe will not ask the ISICSB for the yearly maintenance fee but may request the ISICSB pay for part of that fee in the future. The software has been received and additional hardware will need to be purchased as well, such as a server and computers to run the software. Chair Lampe will also purchase the hardware with no expense to The Board.

Larry Smith asked Chair Lampe about the status of Outreach Specialist Shawn Wagner's new contract. Chair Lampe stated that The Board authorized him to negotiate the contract up to ten thousand dollars. The contract was negotiated to an increase of a two percent raise, which is under the ten thousand dollar cap. The contract for Shawn will be signed for another year.

New Business –

Chair Andy Buffington reported on the Northern Warren Fire application for the ISICS platform. The UGC has received and reviewed the Northern Warren Fire Departments application for access to the ISICS system. Chair Buffington made a motion to approve Northern Warren Fire Department's application for access to ISICS. Ellen Hagen seconds the motion from Chair Buffington. All in Favor. Motion passes.

Chair John Benson reported on the NG911 policy. The Governance Committee did consider a policy related to support of the I3 Standard for Next Generation 911. The policy would mirror a similar document that was passed by the 911 Council. Chair Benson makes a motion that the NG911 policy be posted for 30 days. Larry Smith seconds Chair Benson's motion. All in Favor. Motion passes.

Patrick Updike reported on License of Frequencies (low power itinerant channels) on the document that Patrick provided before the meeting. On the document there are six

frequencies listed with three in the 800 MHz band and three in the 700 MHz band. The 800 MHz band is an analog set of channels and the 700 MHz band is P-25 digital channels. The intent of using these channels is to make it part of the overall programming scheme for the ISICS system where it can use these low powered channels in cases where they may not have access to the system site. In other words, it is a contingency for your contingency. The overall goal for licensing these is to put it under an existing ISICSB license that is out there for the STR trailers and in the event of not doing that The Board can consider applying for a totally new license where the Chair of ISICSB would have his name on that license. In the event that there is a denial from any of Iowa's neighboring states in the coordination process, there is a possibility that The Board would have to come back review and pick other channels. The possibility also exists for some expense to license these channels. Patrick Updike makes a motion to go ahead and license the channels as listed on the provided document under an existing ISICSB license and to not exceed \$1,000 for the coordination and licensing. David Ness seconds Patrick's motion. All in favor. Motion passes.

Co-Chair of the FirstNet Broadband Committee Bob von Wolfradt gave a brief history on what the Committee has been doing the last year. The FirstNet Broadband Committee has spent a considerable amount of time, effort and energy into the FirstNet system. Iowa has been a leader in this initiative with the help of everyone involved on the Committee. The Committee concluded after review of Iowa's State Plan that the plan FirstNet and AT&T developed is only going to improve Iowa's communication with first responders. One of the greatest benefits that FirstNet and AT&T rolled out is that they did not try to build something that already existed or duplicate something. From the get go, the biggest concern for the Broadband Committee was the AT&T coverage in Iowa. However, with the AT&T plan that was presented, the coverage was approximately 72% coverage starting day one. From a committee's perspective, there was a unanimous decision to recommend to the ISICSB that this system and plan move forward with opting-in. Patrick Updike made a motion that the ISICSB move forward and advance the State of Iowa Plan. Marty Smith seconds Patrick's motion. All in favor. Motion passes.

Chair Lampe explains that as Iowa's state point of contact (SPOC) for FirstNet, Chair Lampe will take this motion to the Governor's Office for recommendation to Opt-In to the FirstNet network.

Public Comments –

Josh Humphrey from Iowa County stated that there has been a lot of comment about the ISSI lately and addressing the ISSI policy. Josh would ask before a vote occurs that the ISICSB review some of the other places in the country that are using this system. It was stated that there are many examples in the country that two separate systems are working together seamlessly every day. Wants the ISICSB to please review other states use of the system before a vote is made.

Motion to Adjourn: Andy Buffington made motion to adjourn. Marty Smith seconded the motion. Meeting adjourned at 11:56 p.m.