

Meeting Minutes
Iowa State Interoperable Communications System Board
September 14, 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 Wolffradt
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 Vice Chair Jason Leonard 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, Marty Smith, John Benson, Bob von Wolffradt, Andy Buffington, Ellen Hagen, Deb Krebill, David Ness, Jason Leonard, Rob Rotter, Larry Smith

Members via conference line: Patrick Updike, Tom Lampe, Carole Lund-Smith, Linda Frederiksen

Non-Voting in Attendance: SWIC Chris Maiers

Absent: Jeff Sundholm, Denise Pavlik, Mike Kasper, Kelly Groskurth

Guests: Jim Lundsted, DHS OEC; Sally Hall, Iowa County 911; Rob Dehnert, West Des Moines; Josh Humphrey, Iowa County EMA; Curtis "Wally" Walser, Cedar Rapids Fire / IATF-1; Tom Reis, IHSEM RACES; Brian Krumm, JVC/Kenwood; Melvin Mercado, Motorola; Tammy Rodriguez, ICN; Rhonda McKibben, DPS; Terry Brennan, RACOM; Diana Richardson, RACOM; Caitlin Jarzen, ICA

Approval of Agenda – Vice Chair Jason Leonard modified the agenda and moved item 19 (Other Reports) after the elections. Andy Buffington made a motion to approve the agenda. Ellen Hagen seconded. All in favor. Motion passes.

Approval of Minutes – David Ness made a motion to approve meeting minutes from the August 10, 2017 meeting. Deb Krebill seconded the motion. All in favor. Motion passes.

Elections – Vice Chair Leonard mentioned that discussion is open to vote on the position of Vice Chair to the Iowa Statewide Interoperability Communications System Board (ISICSB). David Ness recommends that Vice Chair Leonard continue to serve in the role as Vice Chair to ISICSB. David explains that Vice Chair Leonard has done an outstanding job in supporting Chair Tom Lampe along with supporting ISICSB in any capacity asked. David Ness made a motion to reelect Vice Chair Leonard to continue serving as Vice Chair to ISICSB. Ellen Hagen seconded the motion. All in favor. Motion passes.

Vice Chair Leonard asked if there were any nominees for the position of Chair to ISICSB. Andy Buffington made a motion to reelect Tom Lampe to continue to serve as Chair to ISICSB. Ellen Hagen seconded the motion. All in favor. Motion passes.

Other Reports –

Melvin Mercado gave a quick update on the Motorola Iowa Statewide Interoperability Communications System (ISICS) project. The project is moving forward as planned. Region 1 went from 65% to 72%. Region 2 went from 71% to 75%. Region 3 went from 66% to 69%. Region 4 is still currently at 76%. Region 5 went from 56% to 58%. Region 6 stayed at 71%. Overall, the ISICS project is about 69% complete. A lot of stuff has been happening throughout the State. One of Motorola's big focuses in August was on the Iowa State Fair. Motorola also presented to the Iowa Association of Counties, which gave Motorola the opportunity to share the progress of the ISICS project to a good audience. That update and explanation of ISICS was news to some folks in the crowd. Motorola is currently working on reconfiguration of the Des Moines site. The reconfiguration has to do with the integration into the WESTCOM cell along with some maintenance on the rooftop where this equipment is located. Motorola has been doing a lot of civil site completion work. Motorola is working on the certifications; there is a state representative, consultant and the Motorola team working throughout the tower sites. There are close to 50 sites being worked on to complete civil site aspects of construction. This is a big milestone given that Motorola is still on track to complete at least 95% of tower sites by the end of calendar year 2017. Microwave dish installations are also ongoing. There have been some administrative issues with getting power to some tower sites. Those issues are currently being addressed and resolved to get those towers lit. Internal state processes are taking place that are required to allow Motorola to lock DNR sites. As previously mentioned, there were two sites rejected by local boards. A fix was identified for the first site, that site is still projected to be completed by the end of the year. An option for the seconded rejected site was proposed to forego the county for an ISICS tower site. All leased sites have been identified and are ready to go.

Click on the link for the full power point presentation by Melvin Mercado of Motorola:
<https://www.youtube.com/watch?v=yH16Wz7yFIA>

Rob Dehnert from the City of West Des Moines presented an after action report on the Solheim Cup that took place in West Des Moines August 14 – 20 at the Des Moines Golf and Country Club. The 2017 Solheim Cup was the highest attended Solheim Cup with an attendance of 124,426 attendees. Approximately 50% of the attendees were from outside the State of Iowa including 27 countries. The estimation is that approximately 8,000 people came over from Europe to watch this golf tournament. Planning for this event started about 18 months before the event occurred. Agencies from the City of West Des Moines, neighboring municipalities, counties, State of Iowa, Federal, military and private entities helped to provide support for this event in many different capacities. There was a communications unit (GOLFCOMM) established for the Solheim Cup. The trailer used for the unit was staffed with tactical dispatchers and radio operators. The unit operated off consolettes and had wire / wireless telephone and high-speed internet. Westcom also had a tactical dispatcher back at their headquarters using a tactical console configuration. On the main operations radio talk group there were 3,187 push to talks (PTT) with a total of 8 hours 35 minutes of talk time on their LMR network, which is on the ISICS core. One of the most significant things to point out regarding radio communication is that there were no busy signals throughout the entire tournament despite the amount of radio traffic.

Click on the link for the Solheim Cup recap full video and PowerPoint presentation:
<https://www.youtube.com/watch?v=fQNUxvApIBA>

Jim Lundsted from the DHS OEC briefed the board on a few items. The Secretary of Homeland Security issued a binding operational directive that the Executive Branch agencies of the US Government shall follow the guideline that they are not to utilize Kaspersky Labs anti-virus software and related vulnerability products. Concerns have arisen with products from Kaspersky Labs and the US Government will no longer be using them.

Jim mentioned that he attended the last day of the Iowa National Guard COMDEX exercise. Overall, the exercise was a success. The things that did not work are items that can be solved. Jim mentions that coming to SWIC Maiers soon will be the opportunity to request fiscal year 2018 technical assistance from the Office of Emergency Communications. Jim has been sharing with SWIC Maiers about response for disasters by the State of Iowa and other states. SWIC Maiers is a resource for questions pertaining to communications for when agencies or other entities provide support in disaster stricken areas.

A large city along with several smaller municipalities and counties have become victims of cyber-attacks, specifically ransomware attacks. A county in the area was a victim of a ransomware attack recently that affected their PSAP operations. Ransomware typically is not something that develops unexpectedly; it is an attack that usually comes via phishing emails. Clicking on emails and opening links that are not recognized or seem to be suspicious, those should never be clicked on or opened.

Jim provided stats on GETS / WPS cards that are coming out of Hurricane Harvey and Irma responses. A GETS card will allow an authorized user to place a call that overrides network congestion put in place intentionally or unintentionally in the wired network. On September 11, 2017 during hurricane Irma, 1,872 calls were placed with a 98.5% completion rate. The five days leading up to September 11, 2017, which includes portions of hurricane Harvey, there was slightly over 14,200 calls placed with a 98.56% completion rate. Lastly, Jim let the board know that the US Congress recently passed a House resolution that had been moving around for several months and now rests on the President's desk. This resolution is called The Sandy Act (Survivable Assets of Networks and Disasters Act). This particular Act sets a

three-year window for the FCC to do some fact finding and come to an agreement with carriers. This Act already has the carriers talking among themselves on how they will respond.

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

SWIC Maiers advised the board that the SCIP is coming close to completion. Draft versions of the SCIP have been sent out which is a good baseline for everyone to look at even though the format and content are not finalized. Action items for two committees are missing but should be resolved shortly. The SCIP is on pace for the board to see the final product by October and possibly take action on it at that time.

SWIC Maiers will be heading to Dallas, Texas for an FPIC meeting that covers the ISSI and CSSI. ISICSB's concerns about the ISSI and CSSI will be brought forth and discussed during these meetings. SWIC Maiers will also be putting in a travel request to attend the next TIA/TR-8 P25 Steering Committee meeting in San Diego in October.

The National Council of SWIC's Governance Committee just held a meeting at DPS headquarters on September 13. The agenda items ranged from social media to what NCSWIC will look like going forward. Conversations had during the all-day meeting has given SWIC Maiers some ideas on how to help revitalize ISICSB's own RIC's. The implementation of that strategy will be coming soon with some coordination from Andy Buffington and the User Group Committee.

Outreach to local counties and stakeholders is going well. So far, SWIC Maiers has been able to visit or schedule meetings with 11 of 99 counties and stakeholders. SWIC Maiers is trying to expedite this process as much as possible. As ISICSB drafts policies, SWIC Maiers wants to get as much feedback from stakeholders as possible so that no one is left out. Questions on the benefits of the ISICS platform, interoperability and user levels are coming in. SWIC Maiers explained that if counties just want to use ISICS for interoperability, which is ok.

There has been a strong desire for more training opportunities brought to the attention of SWIC Maiers. Discussions will be had with Denise Pavlik over the next several weeks and months to try to get more opportunities set up concerning dispatching and even coordinating larger scale exercises.

SWIC Maiers has also explained to the counties that when the tower sites are live, he plans to return to the county with several radios from Harris, Kenwood, Motorola and other manufacturers if possible. SWIC Maiers would like to have at least three different radios to show that the platform is universal as long as the radio abides by the P25 standards.

Aspects from FirstNet and broadband were also discussed at these outreach meetings. However, many are content with their current setups and broadband operations for now. The concept of total interoperability was discussed as well, along with methods of potentially integrating broadband into communications and/or operations. SWIC Maiers is also learning a lot about each county. These conversations are good because the specific needs of that county can be noted.

One thing that has been a heavy lift for the Committees has been the potential uses of encryption on interoperable talk groups. SWIC Maiers indicates that potential needs for encryption have been found. The next meeting for the Encryption Committee is set for September 28 at the Iowa County Sheriff's Office. The next step in the process now that there is a need for encryption on interoperable talk groups on the ISICS platform is discussing devices. Getting a device list out to stakeholders as soon as possible is vital so that they are able to make informed purchasing decisions based on if they desire to have encryption on their interoperable talk groups. The next Encryption Committee meeting topics will include standards needed on the list so stakeholders can be informed. Technical aspects will also be discussed such as how keys work in those radios, benefits of multi-key versus single-key radios and some more technical items such as key numbering. The device list should encompass all necessary technical specifications for devices and be indifferent towards vendors. The committee also needs to look into some policies that may lead into encryption key slots potentially being reserved for interoperability. SWIC Maiers is expecting the overall process will likely take 12-30 months.

SWIC Maiers had the chance to meet with Warren County on some zoning issues with an ISICS tower site. Chair Lampe and SWIC Maiers were able to meet with stakeholders and DNR stakeholders about the site and they are confident that a solution will be found soon.

It has come to the attention of SWIC Maiers that a statement came out in the minutes of a public meeting that the State of Iowa is going to hire a consultant for \$300,000 to help users join the ISICS platform. This statement is false. The only thing that SWIC Maiers has been able to dig up is an old staff study that was written by former SWIC Allen that was presented by Bob Younie covered the idea of helping users get through the paperwork, UGC process and acclimated to the system once joining. However, that is as far as it went, and was never adopted by the board.

Lastly, ISICSB recently participated at the COMEX event at Camp Dodge. There was an STR trailer and several ISICS programmed radios available on site for use. SWIC Maiers believes that they were able to demonstrate the dexterity of the ISICS network and STR trailer via patching. Many people were curious about the capabilities of the trailer and the ISICS network itself. SWIC Maiers plans to work with Colonel Hedgepath in the future to help plan for next year's event. This could serve as a means to expand the list of credentialed COML and COMT personnel.

E911 Council Report & E911 Program Manager— Blake DeRouchey reported that the 911 council approved nine GIS grants for a total of \$180,000. Blake also presented on an updated map of counties that have the ability to receive text to 911 (map available on ISICSB website). If there is a county or agency that is not able to receive text to 911, those counties and agencies are aware of the issues being worked through to get them integrated. The contract with the CPE vendors for text to 911 expires in a month. That does not mean that the project will stop, it means that other means to get text to 911 will be researched after that timeframe. October 2, 2017, in conjunction with the Iowa APCO/NENA Conference, Blake will have a half-day program update along with a 911 Services Board best practices panel presentation. The registration link has been sent out a number of times but if you have not yet seen it, contact Blake and he will forward you the link. Larry Smith asked Blake if there would be any local expense for counties that do not have the ability to receive text to 911, after the text to 911 contract ends in a month. There are a couple of different methods for those counties to continue with text to 911. There is a free option, which would be a web browser type of option, and an integrated option which the county or agency may have to pay for.

User Group Committee – Chair Andy Buffington reported the User Group Committee (UGC) had a brief meeting and agreed to approve Jasper County and Wright County for ISICS access. The remainder of the meeting was spent talking to Arlene Torres and her team discussing the UGC SCIP goals.

Finance Report – Vice Chair Nickie Whitaker reported that the current general fund balance for ISICSB is \$161,092.05 and the SLIGP Grant is at \$358,271.00. The Finance Committee met and approved SWIC Maiers' upcoming travel to Texas and approved a quote of \$345 for reflective decals that will be added to the STR trailers. Vice Chair Whitaker mentioned that the state budget requests are due October 1. ISICSB has typically received annual general fund appropriations of \$154,661.00. During the last round of budget cuts, that amount was reduced to \$115,661.00. Vice Chair Whitaker advises that the board may want to consider recommending the full amount be restored for the upcoming fiscal year 2019. A discussion was had discussing if this recommendation needs to be on the agenda before a vote can take place. John Benson mentioned with respect to time and the upcoming deadline that it is probably ok to vote on today. Ellen Hagen made the motion to restore the state general fund budget request for fiscal year 2019 to prior level of \$154,661.00. David Ness seconded the motion. Motion passes with a vote of 13-1.

Governance Committee – Chair John Benson reported that there is nothing to report due to the scheduled meeting fell upon a holiday, and immediately after the holiday hurricanes hit Texas and Florida. However, there are provisions going into next month's Governance meeting.

Operations Committee – Chair Deb Krebill reported that the Operations Committee conducted their monthly meeting via teleconference on August 16. During the meeting, new goals were discussed for Operations for the new SCIP. Following the Operations meeting, Chair Krebill had a phone conference with Chair Lampe and SWIC Maiers concerning those goals and the importance of the goals for the Operations Committee and Technology Committee in accomplishing total interoperability. One of the goals that Chair Lampe and SWIC Maiers accelerated is the goal assuring that 95% of dispatch centers have access to ISICS. The first priority in achieving this will be to identify the PSAP's within Iowa. Once PSAP's are identified, the Operations Committee can assess the capabilities and the ability to install control stations for those PSAP's to have access to ISICS.

Outreach Committee – Chair Ellen Hagen reported that the Outreach Committee had their conference call / webinar with Arlene Torres to go over the Outreach Committee SCIP goals.

FirstNet Outreach – No report.

Training/Exercise Committee – Curtis "Wally" Walser gave a brief update regarding the Training/Exercise Committee. The incident tactical dispatcher course is still on schedule for November 13 -16, 2017 at DPS headquarter. Registration is currently open. SWIC Maiers reported quickly on an update sent to him from Chair Denise Pavlik. So far, there are 10 registered for the incident tactical dispatcher course, which is good but would like to see 20 to

25 attendees if possible. Larry Smith asked if a recertification process has been started for existing COML's. Wally advised that right now the current credentialing policy does not address re-credentialing or recurrent training. That is something the Training Committee should research and begin discussing. SWIC Maiers asked Wally if the Training Committee would like to see something integrated with COMEX for COML and COMT recertification or additional training could occur. Wally responded that the COMEX would be the ideal place to do these training type scenarios due to it being an exercise.

Technology Committee – Chair Patrick Updike reported the Technology Committee met on August 25 and September 5. Chair Updike gave a quick update on the low-power channels. Chair Updike received some questions on how the low-power channels were going to be used. Chair Updike and another committee member gathered information and sent that information back to the individuals questioning the usage. Adding air to ground channels and higher power 800 MHz channels was discussed when research was done. This is something that will be on hold but will be discussed in future Technology Committee meetings.

Chair Updike mentioned that he participated in the Operations Committee meetings where he discussed the 2014-03 policy. A decision was made where this particular policy should be left alone at this time until the encryption aspect is settled.

Lastly, Chair Updike discussed the programming guide that the Technology Committee has been working on. The committee has spent quite a bit of time trying to determine the right wording on the programming guide when they already had other things that would be useful. The committee felt best if they did not try to develop standards as far as the wording part. The redacted version of the programming guide was distributed amongst board members and the idea is that once all technical information that would be plugged in to a subscriber unit is gathered, the committee would populate this document with all of the frequencies, access codes etc. It was discussed whether to make this programming guide public or confidential. The committee concluded that the board should make a decision on whether this should be an open document or if it were kept confidential. The Technology Committee would like the board to spend some time, look at this document, and come up with a decision or recommendations on the confidentiality or the document being public. Chair Updike explains that the access to some of this information is not readily available for some on the ISICSB website. Chair Updike would like these interoperability policies pushed to the top of one of the pages so that it is easier to look at on the website.

Vice Chair Leonard asked Chair Updike that when he talks about making the document public or private, was he talking about the document sent to board members or the populated document. Chair Updike responded that once the document is populated with whatever information is decided that it should be determined if the populated document be public or private. Some of the committee members do not feel this document is worthy of being confidential while others do. The committee felt that this is the boards' decision to determine whether this document should be public or confidential once populated.

Old Business –

SWIC Maiers reported briefly on the Standards Working Group. There are several standards being reviewed currently. As of now, there are not any standards ready to be passed onto the

Governance Committee. Now, about eight standards are on the table waiting to be reviewed with comments to be answered.

New Business –

Chair Buffington reported that the User Group Committee has reviewed and considered Jasper County and Wright County applications for access to the ISICS platform. Jasper County is intending to use a single radio as an interface to their currently operational system. Wright County would be adding assets as well as using it operationally.

Chair Buffington makes a motion to approve Jasper County as a level one user on ISICS. Marty Smith seconds Chair Buffington's motion. Larry Smith mentioned that the Jasper County device would be used on demand only and will not be used all the time. All in favor. Motion passes.

Chair Buffington makes a motion to approve Wright County as a level four operational user on ISICS. David Ness seconded Chair Buffington's motion. All in favor. Motion passes.

Public Comments – No Comments.

Motion to Adjourn: John Benson made motion to adjourn. Meeting adjourned at 11:59 p.m.

YouTube link for August ISICSB Board Meeting:

<https://www.youtube.com/watch?v=7wn4XuGxNao>