

Meeting Minutes
Iowa State Interoperable Communications System Board
October 12, 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, Ellen Hagen, David Ness, Jason Leonard, Rob Rotter, Michael Kasper, Larry Smith,

Members via conference line: Patrick Updike, Denise Pavlik, Andy Buffington, Deb Krebill, Linda Frederiksen, Kelly Groskurth

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

Absent: Bon von Wolfradt, Carole Lund-Smith

Guests: Tracey Bearden, PCEMA; Rob Dehnert, WDM; Mike Bryant, IA Prof FFs; Jim Lundsted, DHS-OEC; Melvin Mercado, Motorola; Crystal McIntyre, Warren Co. Supervisor; Nathan Rippey, DPS; Scott Richardson, DPS; Rhonda McKibben, DPS; Brian Krumm, JVC/Kenwood; Tammy Rodriguez, ICN; Mike Lauer, ICN; Dave Lockard, Des Moines Police Department; Curtis "Wally" Walser, Cedar Rapids Fire Dept.

Approval of Agenda – Denise Pavlik made a motion to approve the agenda. Mike Kasper seconded. All in favor. Motion passes.

Approval of Minutes – Larry Smith made a motion to approve meeting minutes from the September 14, 2017 meeting. David Ness seconded the motion. All in favor. Motion passes.

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

SWIC Maiers is happy to report that the Statewide Communication Interoperability Plan (SCIP) has been completed and will be voted on later in the meeting. The SCIP took a lot of coordination with the Department of Homeland Security Office of Emergency Communication (DHS OEC), Board Members, Committee Members and stakeholders. SWIC Maiers thanks everyone involved and is very happy for the way the document turned out. The team with DHS OEC are satisfied as well, with how the SCIP turned out.

SWIC Maiers had an FPIC meeting in Dallas, Texas, which covered the ISSI and CSSI. SWIC Maiers thinks the meeting was a success. The meeting was oriented around user feedback, issues people have encountered and a few success stories. One of the best things that came out of that meeting was that vendors were able to attend day two of the meeting. There was engineering staff present to talk about those issues, and what their approach is to solve problems. The best thing that came out of the meeting as far as users was that the vendors agreed that it would be good to have an online portal set up so that all these issues, problems, success stories technical service bulletins, procedures and terminology can be documented and shared. FPIC is looking to house this portal on the HSIN site, which is a document sharing service with DHS. That portal will hopefully be up and running within the next year or so. This portal has the potential to have a large amount of information for the users so that the users can understand how their systems are going to act and behave with various software changes. A meeting will be held regarding this before the TIA meeting starts to discuss logistics.

TIA and TR8 meetings are coming up. Discussions will be had that came about with the encryption meetings with incorporating some sort of key loading device or structure into the charging station for the portables. Those portables end up in the charger every night anyways, so why not incorporate some of the servicing that has to happen with those.

Outreach to counties is ongoing as well. SWIC Maiers has been able to gather a lot of information address some concerns and answer many questions. An interesting thing that SWIC Maiers heard from a county was that the concern with these modern radios that operate on 700 MHz that they cannot talk directly to each other. SWIC Maiers was able to demonstrate to them that that rumor was in fact false. The trunking system presents its own challenges with respect to radio-to-radio communication, but those existing inoperability channels still exist in those new modern radios and are able to talk to subscriber-to-subscriber directly. SWIC Maiers encouraged Board Members that if they hear anything that sounds unbelievable relay that information to SWIC Maiers so that these concerns can be taken care before them starting spreading amongst the user community.

SWIC Maiers was able to present at the NENA Conference in Des Moines. SWIC Maiers can provide a copy of that presentation if interested.

SWIC Maiers gave a brief update on the encryption process on interoperable talkgroups. The second meeting of the Encryption Subcommittee was had and went quite well with addition to everything else done this month. The meeting looked at evaluating device landscapes and how these things work and what the processes have to be to get something like this off the ground and make that encrypted talkgroup on the ISICS platform. It was discovered that the committee could not identify a single feature set from any manufacturer that this is the end all be all. This may have to be approached from a different method for as how this is looked at. The end game is to try to see if the committee can make something work with single key and multi-key radios so that costs associated with utilizing the option of encrypted interoperable talk groups do not overwhelm the user base. With that will come work with Governance and policy structures. The next encryption subcommittee meeting is set for October 24. SWIC Maiers expects the entire process to take around 14-24 months.

The projects for the Regional Interoperability Committees (RIC) has also been started. Each RIC around the state has some unique challenges. RIC 1 is going to be handling the development of an interoperable transport policy and procedure. RICs 2 – 6, since they border a neighboring state, SWIC Maiers is going to have them look at an interstate interoperability policy that takes a look at what the landscape is now and how that is going to change with the introduction of a platform like ISICS and follow the means and modes behind things like pace planning. This will be a project that will take 3 – 4 months to undertake and will be able to be brought up through ISICSB as well. Once that project is complete, one thing SWIC Maiers would like to see them do is to post a survey to see if there are any interested personnel that would like to be COML and COMT's. Once a list is established, training opportunities can then start to be developed for these individuals. The project after that would be surveying the communications landscape and assess what resources / networks are out there, what is in the National Interoperability Field Operations Guide (NIFOG), what do we have here and start assembling that inventory of potential communications options. That will lead nicely into the next project SWIC Maiers envisioned. That project would be developing an Iowa-centric version of NIFOG.

911 Council Report – John Benson reported that the Text-to-911 project is moving along and there are now 95 public safety answering points (PSAPs) (encompassing about 85 counties) in the state that have the capabilities to receive texts. In the next few days, that could raise to 98 PSAPs, which leaves about 15 that have to get finished by the end of the year. It is on track to make that happen but there are some technical issues being resolved as we speak.

The department did float an RFP dealing with combining wireline 911 traffic into the NextGen network and looking at creating a shared service environment for 911 call processing equipment. On the network side of this, the vendor selected was the Iowa Communications Network (ICN). On the equipment side, the vendor selected was Zetron and will be collaborating with RACOM for deployment. The contract negotiations are going on right now with both vendors. By doing these things, it not only improves the technological efficiency of the state with respect to 911 delivery, but it is also more fiscally efficient. Looking at costs with the State handling the wireline traffic, which ends up being about a net gain of about 1.4 million dollars to the benefit of the PSAPs. You see a similar type of gain when you look at going into a host remote environment. Over the next three years your talking about saving somewhere between 3 – 5 million dollars a year. Those savings will be experienced by the PSAPs and not at the State level.

A few legislative changes do need to be made to make those things happen. Some draft bill language out there was presented to the 911 Council. The key elements are that it gives the 911 Council the authority to take on the wireline traffic and reimburse those vendors that connect to the network via wireline. The important part is that it does not make any changes to the wireline funding flow. The wireline funding streams that flow directly to the local service boards and answering points will not be changed. With the emergency communications surcharge, the intention is to leave the pass through at 60% as if it has been the last 2 years. In the shared service environment the 911 council can provide that to answering points at no cost as well.

At the 911 Council meeting, approval was made on three grants out of the carry over fund.

User Group Committee – Chair Andy Buffington reported the User Group Committee (UGC) had a relatively short meeting this month. The UGC discussed the RIC reports on what SWIC Maiers would like each RIC to focus on. RIC 1 does not have the greatest turnout but those who attend the meeting have great conversations. RIC 2 has been having conversations about status on where the users are at due to most of the agencies are rural in region 2. The other RICs have been having light attendance as well. SWIC Maiers' initiative to get out across the state will hopefully start build momentum in the RICs and spur a hike in the attendance. The UGC has recommended four applications for new ISICS users, which will be discussed under New Business. The SCIP goals were also discussed during the meeting.

Finance Report – Chair Kelly Groskurth reported that the Finance Committee met on October 10 via teleconference. ISICSB has spent \$8,763 so far in fiscal year 2018 and \$271,669.00 available out of the annual appropriation fund. In September, ISICSB has spent \$36,188.96 and \$322,082.32 remaining in the SLIGP Grant. The Finance Committee recommends that the Committee with Chair Lampe should approach legislation and try to reinstate the \$39,000 lost in the budget cut. The Finance Committee also agreed that the Board should extend Federal Engineering for another \$50,000.

Chair Groskurth made a motion to approve the financial report. Ellen Hagen seconds Chair Groskurth's motion. All in favor. Motion passes.

Chair Groskurth made a motion to extend the Federal Engineering contract for \$50,000.00 for technical assistance. Ellen Hagen seconds Chair Groskurth's motion. Chair Lampe clarified that this is technically not a payment. It is to keep Federal Engineering on board in case ISICSB needs them for technical assistance for writing reports for the ISICS platform or anything we need regarding technical expertise in regards to ISICS. This contract has been intact for at least three years. All in favor. Motion passes.

Governance Committee – Chair John Benson reported that a brief meeting was held with the Governance Committee. The committee reviewed the SCIP and provided comments back to SWIC Maiers, which were incorporated in the final draft of the SCIP. The Governance Committee also started to work on the third element of the committee's assignment within the SCIP, which is the creation of a grant process. If ISICSB receives funds or equipment in the future, how the ISICSB could effectively administer those resources was discussed. Chair Benson mentioned that the Governance Committee would present a either grant process policy at the November or December Board Meeting.

Operations Committee – Chair Deb Krebill reported that the Operations Committee had a brief teleconference meeting on October 3. The meeting was considered a quick work session to determine an action plan for the Operations Committee. The Operations Committee decided to get a list of all the PSAPs in the state and put out a survey to all of those dispatch centers. The survey is going to ask whom that center dispatches to and do they have access to the ISICS platform. If they do have access to ISICS, how do they access ISICS? The Committee will take those responses and take those who do not have access and work on how to get them access.

Outreach Committee – Chair Ellen Hagen reported that the Outreach Committee did not meet on the phone this month. Chair Hagen did mention that the Outreach Committee would start to work on their part of the SCIP.

FirstNet Outreach – Outreach Specialist Shawn Wagner mentioned that he has not been at the last couple of meetings and is going to run through his project list. Shawn and the Outreach team is working on the ISICS forms on the ISICS join site, outreach plans and developing public service announcements (PSAs). The Outreach Team is also working on a direct mail campaign to make sure people are receiving hard information as well. A tentative date has been set for region one FirstNet / AT&T kickoff “hands on” outreach event for November 30 at the West Des Moines City Hall Council Chambers. The event will include AT&T bringing in vendors and FirstNet devices for attendees to hold and try out. Workflows are also being worked on so everyone knows how to submit things and find different things. Another round of regional outreach events are being discussed as well. The first meeting is tentatively scheduled for November 30 and the next five being after the first of the year. The cities being looked at for these outreach events will be Davenport, Burlington, Council Bluffs, Sioux City and Mason City. The telecommunicator video is still being worked on. A distracted driving video is also being developed. The social media strategy, which is part of the Outreach Committees SCIP goals, is already being executed. At the next two Board Meetings, photographs for new headshots for Board Members will be offered to update the ISICSB website. As the SWIC stated regarding RIC project lists, the Outreach Team is hoping to build a page on the ISICSB website to show those projects and the tracking of how the projects are going.

Shawn mentioned that he has received comments from Ellen Hagen and Patrick Updike in regards to the ISICSB website and requests. One of the requests was a policy archive page so users are not scrolling through years of policies. Further exposure to radio standards was another comment made.

If any Board Member has information that they would like widely distributed to let the Outreach Team know so that they can add it to the monthly newsletter, ISICSB website and social media posts. Shawn is scheduled to attend the IEMSA conference for emergency medical service individuals. Marty Smith was able to help Shawn to find a space to set up a booth and bring in the STR Trailer. Shawn will also be attending the Iowa Motorola trunk group meeting on October 18 to give them an update on FirstNet.

Shawn mentions that the team is working on an ISICS join map to put on the ISICSB website. This map will indicate who has joined ISICS throughout the State. Ethan Vanous is working on making sure all RIC membership and contact information is up to date on the ISICSB

website. ISICSB will be going through another update on the website, going from Drupal platform 7 to 8.

Shawn wanted to remind everyone that all meeting materials are located under the resource calendar under the meeting on that particular date. This is all located on the ISICSB website.

Vice Chair Leonard mentioned that it would be a good idea to have a personal bio of each board member and what committees they are a part of on the ISICSB website. Shawn acknowledged that it would be a good idea to have a personal bio of each board member. The website does indicate what committees each member is a part-of.

Training/Exercise Committee – Chair Denise Pavlik reported that the Training and Exercise Committee met via teleconference on September 20 and discussed the incident tactical dispatcher class, taking place on November 13 at the Oran Pape State Office Building. There are currently 11 enrolled in the class with a possibility of two more individuals attending. A gateway train the trainer class starting sometime in January 2018 and having three classes was discussed. The three classes will include one class on the east side of the State, one centrally located and one on the west side of the State. These classes are in the process of being approved. The Training Committee also helped review three ISICS standards. A discussion was had on how the Committee can create a cadre of state trainers across the state so that there is not so much reliance on the OEC. Lastly, the Training Committees portion of the SCIP was also discussed. The Committee agreed that what was in the SCIP for the Training and Exercise Committee was great.

Technology Committee – Chair Patrick Updike reported the Technology Committee met on September 28 and did not meet on October 3. The ICS 217-A Form that outlines eligible users section was a topic of discussion during the meeting. The wording for the 700 MHz band has a blank area and the committee is working on getting some wording put in there so that the reader is clear of what an eligible user is. The nice thing about this form is that it can be updated as needed, and updates would have a version number that corresponds with the revision.

Chair Updike gave an update on the low powered scene of action channels. An email was sent out to committee members to let them know that they did get an approval of the 700 RPC. That licensing process is still moving forward. The Committee did come around to the fire, EMS and the LEA TAC state plans. The Committee is still addressing this because for Chair Updike, it is really a housekeeping thing. Chair Updike thinks this will work well into SWIC Maiers developing a state NIFOG.

The 700 MHz air to ground channels listed in the NIFOG were also discussed. The discussion was to go ahead and make a recommendation or motion to adopt these channels as an overall part of the fleet mapping. The more Chair Updike started looking at this he does not think it was appropriate to make a recommendation. The reason being is that when you read the NIFOG on pages 49 and 50, the disclaimers at the bottom of that frequency list, it says that the states are responsible for the administration of these channels. Chair Updike has reached out to Les Fish to do some research on this. In the future, the board will see a written recommendation from the Technology Committee to go ahead and adopt these channels.

The last item discussed was about the programming guide. The first question is that does the Board want to make this an official document as a programming guide for the overall ISICS system. The second topic related to the programming guide is that should the document be an open document or made confidential. Chair Lampe asked Jim Lundsted what other states are doing concerning their programming guides. Jim mentioned that typically all of the channels or talkgroup names are public information. The content, in terms of frequencies and talkgroups is probably public. As for the actual programming guide, Jim advises that it may be best to treat that as public safety sensitive information. Larry Smith asked that wouldn't it be the role of ISICSB to provide this to the user or Individual County, and if they wanted to make it public, they can. In conclusion, it was decided that the Technology Committee should come to ISICSB with a written recommendation regarding appropriate action and encouraged the Technology Committee to seek advice from those who may have expertise and experience on this matter. Kelly Groskurth agrees that the Committee should work on this and direct the Technology Committee to work with Jim Lundsted as well.

Other Reports –

John Benson reported that DHS along with the Department of Public Safety is starting to review suspicious activity reporting or what you would call “see something say something.” The question is how public safety will receive these messages from the public and who will receive the messages. In some states, they are considering tasking the answering points at the local level with receiving the reports and then being processed up through the system. John wanted to let everyone know that discussions have started to make that a reality.

Larry Smith reported that he has been invited to the 2017 Governors Seminar and Reception for newly appointed board and commission members at the State Historical Building.

Chair Lampe mentioned that the RIC Committee Chairs and Vice Chairs met last week along with Motorola Project Manager Melvin Mercado. The goal of the meeting was that Chair Lampe promised the RICs that he would give them some type of direction on the project status on where we need to be between now and July 2018 and how the Chair's role fits what needs to be done in a particular region relating to policies and protocols. Chair Lampe also mentioned that there would be another round of Regional Interoperability Committee outreach meetings for ISICS / FirstNet, which Shawn Wagner mentioned previously. This round of regional outreach is going to be very beneficial because there is now devices, pricing, coverage maps, and five-year plan and have opted in to FirstNet. Chair Lampe notified everyone that ISICSB is moving into the end of the first portion of the original SLIGP Grant. After the original grant completes, SLIGP 2.0 will kick in. There are a few more rules on how we use the SLIGP 2.0 Grant money. Starting March 1, 2018, ISICSB will have to be careful on what they do with marketing FirstNet because ultimately AT&T will be responsible for marketing FirstNet. Chair Lampe also mentioned that the iowanet@iowa.gov email would no longer be used due to a change in email platform. The new email for ISICSB will be iowanet@dps.state.ia.us. Chair Lampe advised that Shawn Wagner is working on the ISICS application process to streamline and make it electronic.

Melvin Mercado of Motorola gave an update on the Motorola ISICS project. The project is moving forward as planned. Region 1 went from 72% to 74%. Region 2 went from 75% to 77%. Region 3 went from 69% to 73%. Region 4 went from 76% to 78%. Region 5 went from 58% to 59%. Region 6 went from 71% to 72%. Overall, the ISICS project is about 71% complete. Percentage wise it seems like things are slowing down but out in the field things are actually ramping up and going quick. Melvin gives an update on the ISICS system layout

and where things stand. Melvin explains a map that he presented in his power point presentation. The first map he shows indicate green dots, which represent completed tower sites. Melvin explains that there are quite a few sites that are actively being worked on along with a few sites that have been ordered and are getting ready to be built. Melvin talks about a few sites that are in the regulatory process. These sites in that process are dealing with environmental studies, historic studies, and FAA regulations. Once all those reports come back, the towers will then be ordered and the building process will begin. In addition to the regulatory sites, the map also shows the leased sites. As of right now, there are going to be potentially six leased sites, and they are ready to go. The red triangles on the map represent tower sites that are owned by Iowa Public Television, which have yet to be started being implemented into the ISICS platform. There are also three DNR sites that will be used for the ISICS system that are represented on the map Melvin talked about regarding the platform build out status.

After explaining the map, Melvin talks about some of the other projects being worked on by Motorola. Motorola is currently working on the current Des Moines sites reconfiguration. There are also more civil site completion certifications in process. As the sites are completed, the microwave dish installations are being completed as well. Getting power to the sites is another project that is ongoing as tower sites are completed. Motorola is still dealing with some of the internal State processes. These processes need to be resolved before construction can commence on the Iowa Public Television and DNR towers. In addition, Motorola is awaiting final approval of a local board before construction can begin. On the map, that tower site is the one with the question mark. As of right now, there are seven tower sites considered in the critical path.

Chair Lampe asked Melvin if they are going to turn on these sites for site trunking. Melvin advised that they are willing to activate the sites early to allow for site trunking and are currently coming up with a plan and trying to figure out which ones are the higher priority sites. Site trunking keeps a particular site as an island and anyone connected to that site can talk with each other but will not be able to talk with someone else connected to another site, until those sites become interconnected. It can serve as a means to assess coverage areas by each individual tower but may not give a clear picture of total coverage for an area because other sites' coverage is not factored into an area.

For more detailed descriptions on the map Melvin presented on, please follow the link and watch Melvin's full presentation. <https://www.youtube.com/watch?v=MjBdLFzvdeg>

Jim Lundsted of DHS OEC gave a quick update. The DHS has recently released their fiscal year 2018 technical assistance catalogue that encompasses all of the different OEC offered TA's that are available to State's. Jim has given that document to SWIC Maiers for consideration. DHS can work with the State on a tactical interoperable communications FOG or TICFOG. The DHS will be in a great position to assist when a state NIFOG starts coming together. Jim mentions that DHS OEC is going over the SCIP's they have helped with over the last year or so and says that Iowa's SCIP stands above many of the other SCIP's. Jim also mentions that October is cyber security awareness month. Jim talked about a new mobile application that lives in the background of someone's phone and siphons off two to three dollars every month into a bitcoin account. Jim wants everyone to be aware that these types of applications do exist.

Old Business –

Ethan Vanous gave a brief update on the Standards Committee. Ethan mentions that the last couple of months the standards process has been a little stagnant. Chair Lampe and Anne Roth brought him on board to be the project manager and help shepherd these standards and policies through the whole process. This month has been and will be quite busy with approximately seven standards due each week. After the due date, Ethan will compile all the comments and send them to Chair Lampe and Vice Chair Leonard. After Chair Lampe and Vice Chair Leonard review and make their edits, those standards will be sent off to the Governance Committee for final review and recommended to the board for adoption. At the November Board Meeting, it is possible that the Board will have the chance to vote on quite a few standards.

New Business –

Andy Buffington mentions that the UGC recommends approval for ISICS access for Warren County as a level one user and MICRN, Unity Point Health and Mercy Ambulance Des Moines as level two users. Andy Buffington makes a motion to approve all four agencies for ISICS access. Larry Smith seconds Andy Buffington's motion. All in favor. Motion passes.

Chair Lampe presented a certificate awarding Marty Smith for completing all requirements of the ISICSB Communications Credentialing Program and entitled to be recognized and credentialed in the State of Iowa for Communications Leader (COM-L).

SWIC Maiers states that the Iowa SCIP is complete and has been distributed amongst ISICSB. SWIC Maiers mentions that a lot of time and hard work has gone into making this document, what it is and would suggest to the Board to adopt this SCIP as it stands right now. Linda Frederickson makes a motion to approve Iowa's SCIP. David Ness seconds Linda Frederickson's motion. All in favor. Motion passes.

Public Comments – No Comments.

Motion to Adjourn: Mike Kasper made motion to adjourn. Ellen Hagen seconds motion. Meeting adjourned at 11:59 p.m.

YouTube link for October ISICSB Board Meeting:
<https://www.youtube.com/watch?v=HxxRZIW8bHc>