

John R. Benson
HSEMD

Andy Buffington
Communications Center

Vacant
EMS

Larry Smith
Emergency Management

Angela Clouser
Member-At-Large

Ellen Hagen
Fire Department (Volunteer)

Rob Rotter
Sheriff's Office

Michael Kasper
Sheriff's Office

Michele Bischof
Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police
Department

Carole Lund-Smith
ILEA

David Ness
Municipal Police
Department

Vacant
Communications Center

Marty Smith
Iowa DPH

Peter Huffman
Iowa DOT

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Jeff Franklin
Office of the CIO

Legislative Members
Senator Jim Lykam
Senator Tim L. Kapucian
Representative Bob Kressig
Representative Jarad Klein

Meeting Minutes
Iowa Statewide Interoperable Communications System Board
July 11, 2019
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Chair Lampe at 10:30 am.

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

Fourteen voting board members attended, via phone and in-person, establishing a quorum.

Voting Members in Attendance: John Benson, Michele Bischof, Andy Buffington, Angela Clouser, Peter Huffman, Michael Kasper, Tom Lampe, Jason Leonard, Carole Lund-Smith, David Ness, Rob Rotter, Larry Smith, Marty Smith, Patrick Updike

Members via Conference Line: None

Non-Voting in Attendance: FirstNet Outreach Specialist Shawn Wagner, SWIC Chris Maiers, Administrative Assistant Hollie Davidson

Absent: Jeff Franklin, Ellen Hagen, Jeff Swearngin

Guests: Douglas Knoll, Crystal McIntyre, Terry Brennan, Rob Dehnert, Doug McCasland, Tammy Rodriguez, Stephen Rodriguez, Tracey Bearden, Marcia Slycord, Michelle Kingrey, Tom Reis, Shari Schmitz, Steve Gray, Jim Lundsted, Curtis "Wally" Walser

Approval of Agenda: Michele Bischof made a motion to approve the agenda. Andy Buffington seconded the motion. All in favor. Motion passes.

Approval of Minutes: David Ness made a motion to approve the June meeting minutes. Carole Lund-Smith seconded the motion. All in favor. Motion passes.

SWIC Report: SWIC Maiers gave an update on the SCIP refresher via committee webinars. The primary purpose of this refresher is to update and review the goals and objectives of the various ISICSB committees. Alignment with the 2019 National Emergency Communications Plan will also be done.

SWIC Maiers will attend an Interoperability Markers Meeting in Little Rock, Arkansas at the end of July. All of the SWICs from Region VII will also be in attendance. The purpose of this meeting is to review specific interoperability benchmarks created by ECD. A Region VII Meeting will also likely occur.

SWIC Maiers reported that the Encryption White Paper was accepted for a work project at the TIA/TR-8 meeting recently held in Des Moines and received positive feedback.

SWIC Maiers reported that the StatusBoard MOU negotiations with Minnesota are near completion.

Interstate interoperability discussions are ongoing with surrounding states. A meeting with Minnesota is in July in which discussions on various things like pursuits are expected.

SWIC Maiers has accepted an invitation to participate in a national committee that will review and update the SAFECOM Interoperability Continuum. The first meeting was held in June. Much of the updates to the Continuum will align with the Iowa 2017 and 2019 SCIP.

SWIC Maiers reports he is also participating in a DHS data interoperability exploration group. During the first conference call recently held, the discussions centered around orientating the group and developing goals and objectives. A survey to stakeholders is expected to be distributed soon that will cover various expectations oriented around data interoperability. This type of group could have a positive impact on any field operations guide Iowa develops in the future.

E911 Council Report & E911 Program Manager: 911 Program Director Blake DeRouche reported that the 911 Council's Peer Assessment developed by the National 911 Office had been completed. Approximately 98 deliverables were measured, and the evaluators will be coming to Des Moines in September. Mr. DeRouche invites anyone who wishes to attend to do so.

There will be a 911 Program update on October 14th in conjunction with the Iowa APCO NENA Conference. Anyone who would like to attend may do so.

Mr. DeRouche reported that the 911 Council approved training funds to four Polk County recipients for seven different training courses. Westcom was approved for Goldline Success. Decorah PD was approved for Everyone Communicates: 911 Needs to Connect. ILEA was

approved for Positive Interaction with Difficult People. NENA was approved for four courses being held October 11th through 13th in Ames consisting of: Liability Issues in the 911 Center, Center Training Officer, Preventing Telecommunicator Tunnel Vision, and Leadership in the 911 Center. Funds still remain if anyone would like to request other training courses.

Carole Lund-Smith requested clarification on the 911 brief out. Mr. DeRouche clarified that it will likely be around the September 911 Council Meeting.

User Group Committee: User Group Committee Chair Andy Buffington reported that there were seven applications reviewed and will be up for approval in New Business.

Chair Buffington reported that UGC discussed the RICs. RICs 1, 2, and 3 are actively participating, but RICs 4, 5, and 6 are lacking participation.

The UGC Committee discussed the possibility of approving a towing company to access the ISICS Platform in some of their vehicles. The concern for the UGC regarding a private towing company joining the ISICS Platform originates from a secured information standpoint. The UGC forwarded the issue to the Operations and Governance Committees for further review.

Chair Lampe suggested reviewing the issue with the DPS Attorney General's Office.

Finance Report: In the absence of Finance Chair Hagen, SWIC Maiers gave an approximation of the numbers for the financial report.

Governance Committee: Governance Committee Chair Benson reported that the committee recently participated in a SCIP Update.

Operations Committee: Operations Committee Chair Bischof reported that the Committee participated in the recent SCIP Update.

The Committee is also continuing to work on the following items:

- Policy development for the Air-to-Ground channels
- Policy development for PSAP console/control stations
- Legacy interoperability systems
- Working document for socialization

FirstNet Outreach Specialist Report: Shawn Wagner reported that the RIC 2 Outreach Event held on June 25th was successful and received positive feedback. Future events should continue and include more user experiences (user levels, types of equipment used, joining process). AT&T will also be encouraged to bring local retail store representatives to future outreach events.

RIC 5 Outreach is being planned tentatively for September.

Mr. Wagner reported that an update has been completed on the ISICS Join website page and includes the new application package. The new application package allows applicants to upload the LOI, MOA, and Participation Plan all at the same time. Other documents were also updated to ensure that the most current documents are posted to the website. SWIC Maiers gave a synopsis of some of the updated process details.

There has been discussion regarding whether or not to have FirstNet/AT&T in attendance at the ISICSB Iowa State Fair Booth.

Chair Lampe inquired as to whether or not the next steps of the outreach planning should include educating the area RICs on how to use the control stations (i.e., patching). SWIC Maiers explained that some of these issues were covered at the RIC 2 Outreach event held in June, but his concern is that systematic instructions with patching vary from PSAP to PSAPs. However, conveying the concept of what can be done is achievable. Chair Lampe suggested demonstrating both the stand-alone and integrated procedures at future events. SWIC Maiers stated that the Operations Committee is currently developing a document for this.

Chair Lampe asked for clarification on State Fair sign-up sheets. A sheet will be coming for ISICSB members to sign-up for some time at the display.

Training/Exercise Committee: Interim Training Committee Chair Lund-Smith reported the following training sessions have been scheduled or tentatively scheduled:

- Communications Units Planning & Policies on August 6 and 7, 2019 at ILEA
- PSAP Cybersecurity Webinar on August 19, 2019
- COMT in early fall 2019 in Clarinda, IA
- COML tentatively at the end of the year

Technology Committee: Technology Chair Updike reported that the Committee met on June 27th and discussed the SCIP Plan that was previously discussed by SWIC Maiers in his report.

FirstNet Broadband Committee: FirstNet Broadband Committee Chair Bischof reported the following:

- There is a new AT&T representative for Iowa that will start in August
- The Committee is developing a database of users (“Who’s on FirstNet?”)
- The Committee is working closely with FirstNet Authority to learn more about the FirstNet roadmap and a means for information sharing specific to Iowa users.

LEA Committee: LEA Committee Chair Stufflebeem reported the following:

- 44 PSAP consolettes/control stations have been delivered as of date
- Training development on consolettes/control stations is on-going

- All RAGBRAI consolettes/control stations have been delivered, and training material has been delivered
- Ensuring all RICs stay informed regarding the co-location sites

Other Reports:

Board Information Sharing – SWIC Maiers reports that due to renovations at West Des Moines City Hall, the board needs to find a new meeting location beginning in October (location TBD).

Chair Lampe shared that Area C is now completed, and all areas that are part of the Department of Public Safety are on the ISICS Platform and not DPS Base channels. With this, LEA is being patched at the communications centers. Chair Lampe reported that DPS is abiding by the board policy on pursuits, and the transition is working well and gave examples of pursuits and events that were successful.

Motorola Project Manager ISICS Update – Motorola Solutions Project Manager Melvin Mercado reported the following:

- Coverage testing is completed in all locations except those two counties closest to the Rock Rapids site on the northwest corner of the state
- 99.4% of the test tiles passed
- Audio evaluations are currently being conducted
- Site clean-ups are on-going and site walk inspections will follow

Chair Lampe further discussed the audio evaluations currently being conducted. DPS provided funding for seventeen temporary employees to evaluate the audio recordings. The phrases being evaluated are actual sentence phrases called Harvard Phrases and provide a balance of syllables, and source audio and actual recordings are provided for comparison. Chair Lampe provided an audio sample of the test phrases.

David Ness inquired as to the challenges with the Hardin tower site. Chair Lampe reported that the site is live; however, there is currently no fence located around the tower or landscaping. The City of Iowa Falls has requested landscaping remediation. Ellen Hagen has assisted with this process. Chair Lampe has asked that at the very least, a security fence be placed around the tower. This work is on-going regarding aspects of the remediation.

FirstNet/AT&T Update – AT&T/FirstNet Representative Nancy Norsby reported the following sites as having been launched since the June ISICSB meeting: Manning, Riceville, Dickson, St. Ansgar, Iowa Falls, and Monticello. There are fourteen additional sites to be launched in July.

CISA-ECD Update – Jim Lundsted from the Department of Homeland Security Emergency Management Communications Division (ECD) reported on the following items:

- All Iowa submitted requests for technical assistance courses. Recently the All-Hazards Communications Leader courses have been accepted and will be delivered. All requested TAs for this year have been approved.
- Applications for FY 2020 TAs will begin on October 15, 2019
- Mr. Lundsted suggested that the board consider a FirstNet Integration Workshop
- Work continues on getting NECP updates incorporated into the SCIP refresh course that is scheduled for September 9th and 10th
- Findings from a security audit of a PSAP in the Midwest was delivered recently. This is something Iowa could participate in over the next couple of years.

Standards Working Group – The next Standards Working Group meeting is on July 23, 2019. The group will be reviewing current standards and considering the developments of any new standards that may be necessary for moving forward.

Old Business: None.

New Business: User Group Committee Chair Buffington made a motion to approve the following users: Level 2 – Audubon County Emergency Management. Level 1 – Blakesburg Fire and Rescue. Level 2 – City of Cedar Rapids. Level 2 – Dickinson County Emergency Management (amended). Level 1 – Henry County Sheriff. Level 1 – Pella Police Department. Level 1 – Polk County (Iowa Department of corrections 5th Judicial District, Altoona Fire Department, Altoona Police Department, Altoona Public Works, Ankeny Fire Department, Ankeny Police Department, Bondurant Fire Department, Camp Township Fire Department, City of Windsor Heights, Elkhart Fire Department, Granger Fire Department, Johnston Grimes Metropolitan Fire Department, Johnston Police Department, Mitchellville Department, Mitchellville Police Department, Pleasant Hill Fire Department, Pleasant Hill Police Department, Polk City Fire Department, Polk City Police Department, Polk County Sheriff's Department, Polk County Attorney's Office, Polk County Conservation Board, Polk County Emergency Management, Polk County Health Department, Polk County Medical Examiner, Polk County Public Works, Polk County Risk Management, Saylor Township Fire Department). David Ness seconded the motion. Patrick Updike requested a roll call vote. Mr. Ness applauded the UGC for their work on these applications.

Administrative Assistant Hollie Davidson took a roll-call vote to approve the seven users.

Motion to approve passes with twelve "aye" votes (Marty Smith, Tom Lampe, John Benson, Andy Buffington, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Michael Kasper,

Carole Lund-Smith, Larry Smith, Angela Clouser) and two “abstain” votes (Patrick Updike, Peter Huffman).

Chair Lampe explained the Connected Nation Contract Renewal item on today’s agenda. The contract is to extend the agreement for the Outreach services performed by Shawn Wagner through Connected Nation. The contract is through the OCIO, and it includes a 2 percent wage increase and extension of services through March 2020 when the SLIGP 2.0 grant funding ends. David Ness made a motion to approve the Connected Nation Contract Renewal. Michele Bischof seconded the motion.

Administrative Assistant Hollie Davidson took a roll-call vote to approve the Connected Nation Contract Renewal.

Motion to approve passes with fourteen “aye” votes (Patrick Updike, Peter Huffman, Marty Smith, Tom Lampe, John Benson, Andy Buffington, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Michael Kasper, Carole Lund-Smith, Larry Smith, Angela Clouser).

Public Comment: None.

Motion to Adjourn: Peter Huffman made a motion to adjourn. Meeting adjourned at 11:31 a.m.

YouTube link for the July 2019 ISICSB Board Meeting:
<https://www.youtube.com/watch?v=RJ9ha1XzIGY>